



# Voting Hours

We exist to assist.

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

*Updated 3/2024*



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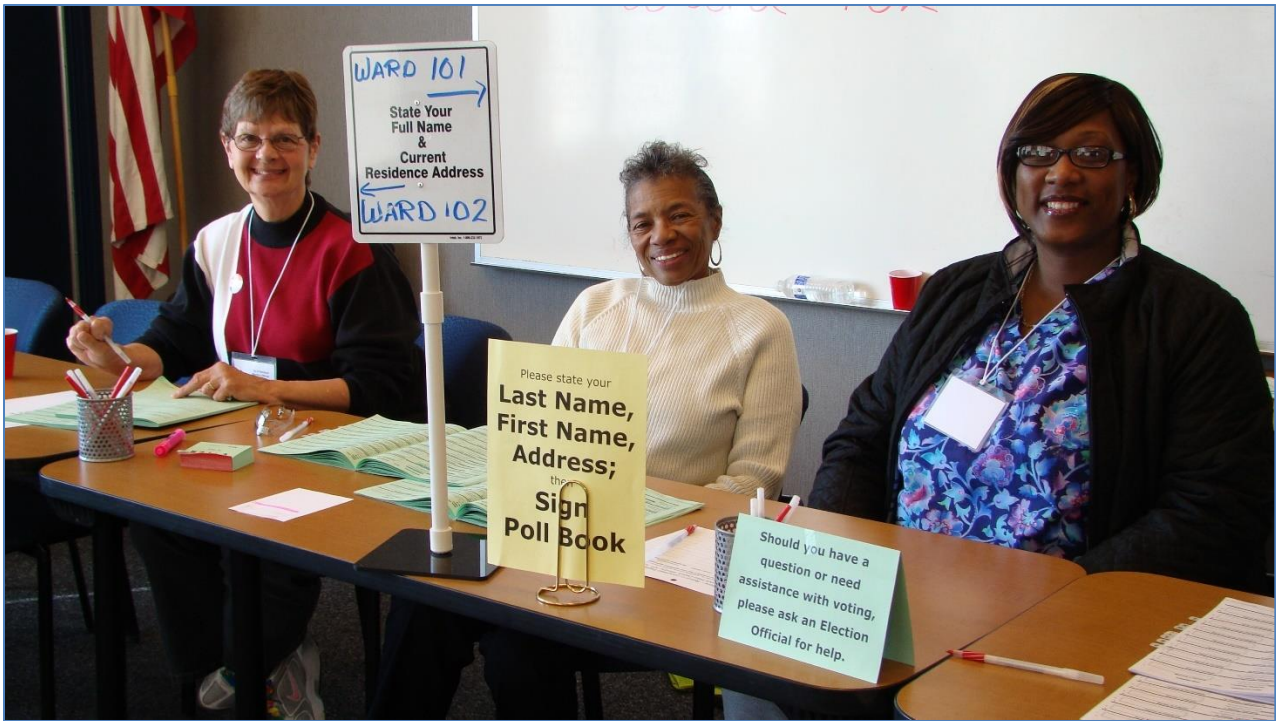
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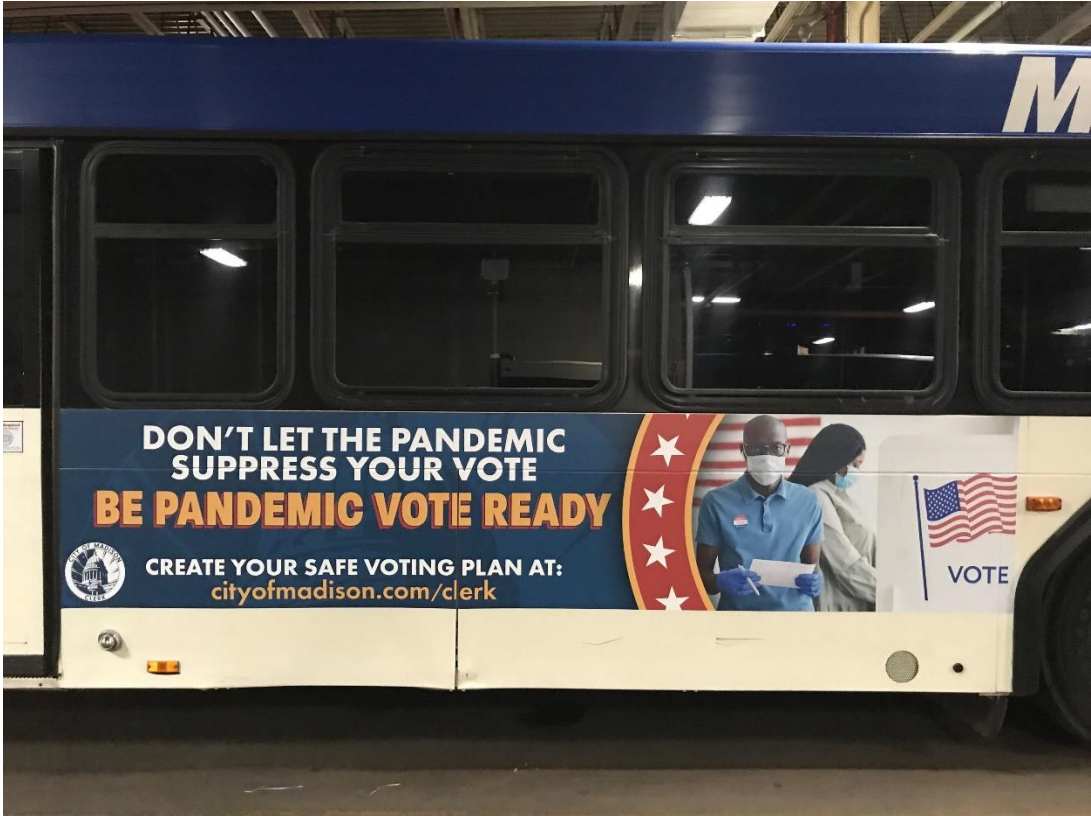
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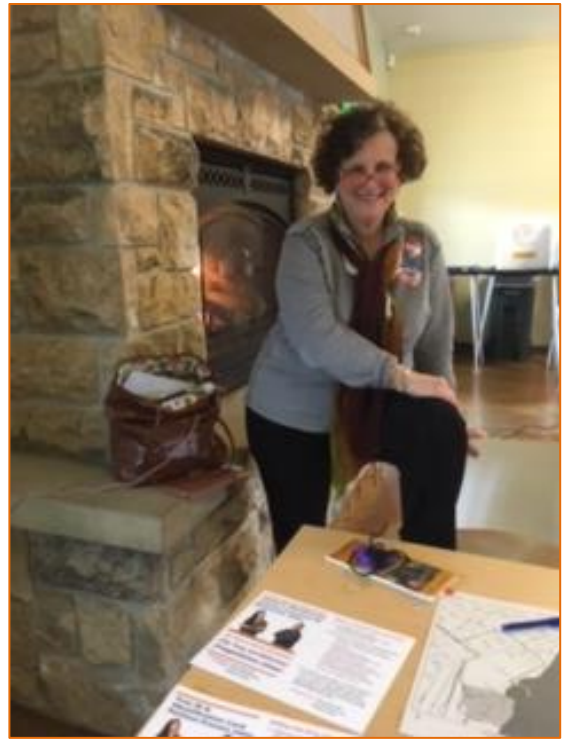
## **Announcement**

Polling places are open from 7 a.m. to 8 p.m. statewide.

At 7 a.m., the chief announces, "Hear Ye! Hear Ye! The polls of the election are now open, and will continue to be open until 8 o'clock this evening!"

## **Poll Worker Duties**

As a poll worker, you facilitate the right to vote. Be mindful about your interactions. The way you talk with voters will affect how they view our elections.



Poll workers need to rotate duties during the day. We serve voters best when we all know what happens at each station in the polling place. It is not acceptable to refuse to learn more than one Election Day task.

When in doubt, contact the City Clerk's Office. You may call any of the numbers below with questions:

- Madison City Clerk's Office poll worker line, (608) 266-4220
- Dane County Clerk, (608) 266-4122
- Wisconsin Elections Commission, (608) 266-8005

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## ***Common Questions***

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### ***“Isn’t the incident log the responsibility of the chief?”***

The incident log is for your entire team of poll workers. Everyone needs to be aware of what should be recorded.

The chief may ask any poll worker to help with documentation.

### ***“What if we forget to write something down on Election Day?”***

If you do not record an incident, there is no proof that it happened. This can be a problem in a recount, where everything about an election is brought into question.

### ***“How many poll workers should initial each item on the incident log?”***

Most items require one set of initials. There should be two sets of initials for incidents where poll workers touch a voted ballot. For example, two poll workers should initial incidents like these:

- Ballot box is opened.
  - Ballots from emergency bin fed into tabulator.
  - A ballot is remade.
- 

## **Documentation**

Your Election Day documentation is a key to transparent elections.

Our elections have a paper trail. This allows us to reconstruct everything that took place. The paper trail includes:

- ★ Inspectors' Statement
- ★ Incident log
- ★ Poll lists
- ★ Registration forms
- ★ Ballots
- ★ Absentee envelopes
- ★ Results tapes
- ★ Ballot bags

## **Inspectors' Statement**

The Inspectors' Statement is a chain-of-custody and election statistics report. Fill in the red lines on the front page when opening the polls. Fill in the blue lines when closing the polls. Fill in the orange lines after processing absentees. This is used to certify the election results.



## Diary of Events

The incident log (diary of events) is attached to the Inspectors' Statement. Use this log to record anything out of the ordinary. The fewer items you record, the more concerned the Board of Canvassers will be.

Number Sequentially	Diary of Events (Incident Log)	Time Occurred	Election Official Initials
1	Tabulator seal does not match seal on Inspectors' Statement. Seal #12345 is on tabulator. Inspectors' Statement lists seal #13345. Notified Clerk.	6:15 a.m.	EJE
2	Curbside voter. Two poll workers took ballot to voter and then fed it into the tabulator.	9:00 a.m.	SAM LAD
3	Power outage.	10:20 a.m.	EJE
4	Power restored.	10:25 a.m.	EJE
5	Absentee ballots delivered. Seal #83729.	1:30 p.m.	SAM
6	Tabulator jammed. Emergency bin in use.	2:00 p.m.	EJE
7	Cleared jam. Ballots from emergency bin fed into tabulator by two poll workers.	2:15 p.m.	EJE LAD
8	Absentee ballot of Anna Scott rejected. Certificate missing voter signature.	3:15 p.m.	SAM
9	Remade bad ballot #1. Voter used green pen. <i>Note: to protect secrecy of ballot, do not list voter's name for remade ballot.</i>	4:30 p.m.	SAM LAD
10	Ballot bin is full. Two poll workers emptied bin and secured ballots in ballot bags. Ballot bags guarded by poll workers at poll book table.	5:15 p.m.	EJE LAD
11	Voter Lauren McMahon challenged on age. Challenge dropped.	6:00 p.m.	EJE
12	Voter left polling place with a ballot. We have issued one more voter slip than ballots cast.	6:45 p.m.	SAM



## Voter Eligibility

To be eligible to vote, a person must be:

- ★ United States citizen.
- ★ Age 18 or older as of Election Day.
- ★ Resident of the ward for 28 consecutive days before the election.
- ★ Completed sentence if convicted of a felony, treason, or bribery. They are “off paper,” having finished probation, parole, or extended supervision.

Someone is **not eligible** to vote if they are:

- ⊘ Serving a sentence for a felony, treason, or bribery.
- ⊘ Adjudicated incompetent. That means a court ruled that they are not competent to exercise the right to vote.
- ⊘ Interested, directly or indirectly, in a bet or wager that depends on the result of the election.
- ⊘ Temporary resident or worker VISA holder—not a United States citizen.
- ⊘ Green Card holder—not a United States citizen.

## **College Students**

College students can register at their campus address or their hometown address. It is a personal choice. Residency in Wisconsin is based on voter intent. The voter needs to choose which address they intend to use for voter registration.

## **Intent to Return**

Voters who move away but intend to return may stay registered at their last address. Even if that address is now someone else's residence. This often applies to voters going away to college, studying abroad, going to a nursing home, or working abroad. Voters cannot register to vote in a temporary location.



## **Move within 28 Days of Election**

Voters who move within 28 days of an election are not yet eligible to vote from their new address. They can vote from where they lived 28 days ago.

## **Voters Permanently Overseas**

Voters who move overseas with no intention to return to live in the U.S. keep their right to vote for federal offices only (President and Congress). They stay registered at their last voting address. These voters may have moved away from Madison decades ago. Their address in the poll book may be for a house that has been demolished. The street may no longer exist. It is still their valid voting address.



## Polling Place Greeter

The greeter sets the tone for a voter's experience at the polls. The greeter welcomes voters. They make sure voters are at the right polling place. They direct voters to the correct table. Here are questions for the greeter to ask:

1. Have you voted here before? (Determine if they are registered.)
2. Have you moved since you last voted? (Determine if they might need to re-register or might be at the wrong polling place.)
3. Let's verify your ward. (Use street directory.)

The greeter occasionally times how long it takes voters to check-in at the poll book. If it takes more than 1 minute, 6 seconds to check-in, it is time to split the poll books. Otherwise, the line could quickly become two-hours long. We don't want any voters to have to wait in line for more than 15 minutes.

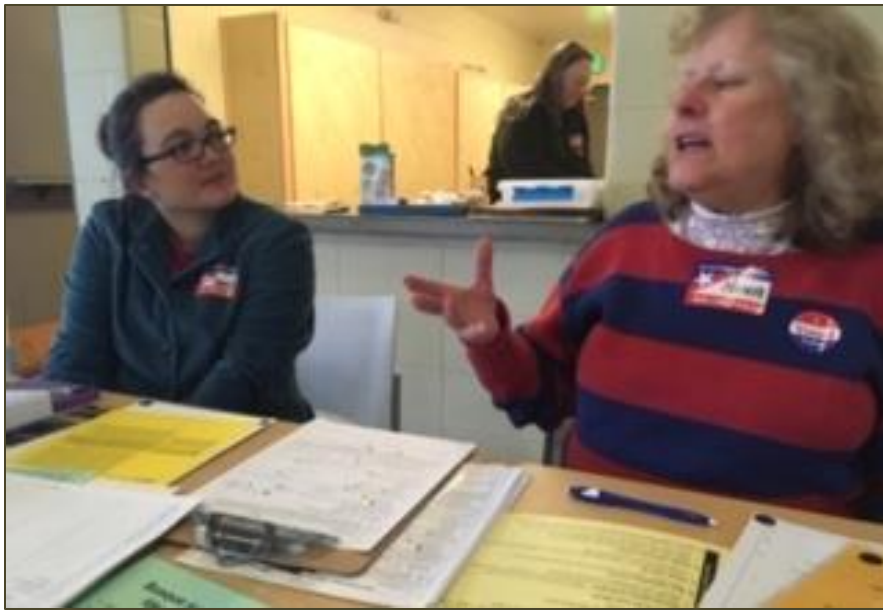
## Voter ID

Voters need to show proof of identity for their vote to count. Here are the acceptable forms of ID. The ID does **not** need to list a current address. A Wisconsin driver license/ID does **not** need a federal REAL ID star.

### Acceptable forms of Voter ID

- ★ Wisconsin driver license expiring after the last November election
  - ☆ WI Instruction permit
  - ☆ WI probationary license
  - ☆ WI occupational license
  - ☆ WI driver license/ID with no picture (for religious reasons)
- ★ WI DOT-issued photo ID card expiring after our last November election
- ★ U.S. passport (book or card) expiring after our last November election
- ★ Military ID card expiring after our last November election
- ★ Citation or notice of intent to revoke or suspend a driver license, dated within 60 days of the date of the election
- ★ Certificate of naturalization issued within last 2 years
- ★ Unexpired WI driver license or state ID receipt
- ★ ID issued by federally recognized Indian tribe, regardless of expiration
- ★ Unexpired ID card from the Department of Veterans Affairs for health services
- ★ ID issued by a WI accredited university or college (including Edgewood College). Must have issuance date, student signature, and expiration within 2 years of issuance. If expired, student must also show proof of current enrollment.





**Proof of current enrollment** may be electronic. It could be a tuition bill, class schedule, college letter, or signed student bus pass for that semester. The My UW website provides proof for UW-Madison students.

### **Voters with Suspended or Revoked WI License**

A voter may prove their identity by showing poll workers a citation or a notice of intent to suspend or revoke driving privileges. The citation or notice may be from any jurisdiction.

For this type of ID, note what was used as ID in the margin of the poll book. Also write "Statute 6.965" in the margin of the poll book. On the back of the ballot, write the voter slip number and "Statute 6.965." This is not a provisional ballot. The voter inserts their ballot into the tabulator.

### **Unacceptable forms of Voter ID**

- ⊗ WI driver license or ID with a hole punched over the expiration date
- ⊗ Driver license or ID from another state
- ⊗ Transportation Worker Identification Credential (TWIC)
- ⊗ Global Entry ID
- ⊗ Airline or airport issued ID
- ⊗ Employment ID card



## **Poll Book Check-In**

Splitting the poll book is the most effective way to minimize voter lines. The Clerk's Office may have already split your poll books based on the size of your ward and expected turnout. Do not hesitate to split the poll books further when needed.

Have the voter hold their ID while you check it. Too many voters have left their ID behind at the polls.

- 1. "Your name, please?"** The poll worker who is not collecting signatures looks up the voter's name. They give the page number to the other poll worker. State law requires that the voter announce their name, if able to do so. If the voter is unable to speak, they may have someone else announce their name. Never not tell the voter that you dislike their name or how their name is spelled.

- 2. “May I check your ID while they find your name in the poll book?”** We want to be careful with the language we use so we do not make voters feel unwelcome. There is no need to touch the ID. Do not make comments about the voter's picture. Do not lecture the voter about updating the address on their ID.
- 3. “What is your address?”** Verify that the address stated matches the address in the poll book. State law requires that the voter state their address. If the voter is unable to speak, they may have someone else state their address. We do not compare the address on the voter ID to the address on the poll book. The address on the ID does not matter. When we are checking ID, we are only verifying the voter’s identity.
- 4. “Thank you, please sign here.”** Poll workers write the voter slip number in the poll book. Say the voter name and voter slip number aloud to minimize mistakes.
- 5. “Take this slip to the next table to get your ballot.”**





## Checking Voter ID

When checking voter ID, you are verifying:

- ✓ Type of ID is acceptable.
- ✓ Expiration date is okay for that type of ID.
- ✓ Name on ID reasonably conforms to name on poll book.
  - This does not need to be an exact match. Bob conforms to Robert. Sue conforms to Susan. Bucky conforms to Buckingham. Margaret conforms to Peggy. Witzel-Behl conforms to Witzel or Behl.
- ✓ Photo reasonably resembles voter.
  - Use common sense. The photo may be 10 years old.
  - It is not appropriate to comment on the voter's picture.
  - Show dignity and respect.
  - Gender is not relevant.
  - A Wisconsin license/ID without a photo is valid as a voter ID.
  - A citation or notice of intent to revoke or suspend a license is valid with no photo.





## **Voter ID Challenges**

Only poll workers may challenge a voter's ID. And that is only if, beyond a reasonable doubt, the photo on the ID does not resemble the voter. Gender is **not** a reason to challenge.

## **Photo ID Exemption for Confidential Voters**

Photo ID is not required for confidential voters. These voters are listed in the back of the poll book. They will present a card from the Clerk's Office. They do not state their name and address, and they do not show ID.

## **Voters without Acceptable ID**

Voters unable to show an acceptable ID are **not turned away**. Send them to the provisional ballot station. The Dane County Voter ID Coalition offers free help applying for a WI ID. Their helpline is (608)285-2141. They even offer a free cab ride to the DMV.

# Poll Books

Every ward has two matching poll books. One is for the City Clerk and one is for the County Clerk. Registered voters are listed in alphabetical order by last name, then by first name. The poll books include everyone who registered at least 20 days ago.

## Sample Poll Book

Ballot Ward/Dist	Voter # & Barcode	Name and Address	Voter #	Voter Signature
<b>Names beginning with the letter [A]</b>				
<b>Mad1</b>				
WD001	0000123456	<b>ANTHONY, Susan B</b>		
13251-001-3269-1		100 Voter Lane	15	
AL16 CG02 AS76		Madison, WI 53716		
Notes:	Codes for City, Ward, School District			Write the voter slip number and ask the voter to sign one copy of the poll book.
<b>Names beginning with the letter [C]</b>				
<b>Mad1</b>				
WD001	0000143457	<b>CATT, Carrie Chapman</b>		
13251-001-3269-1		1500 Ballot Way		An absentee watermark means an absentee was issued to this voter by the time the poll book was printed. Highlight the names of all voters listed on the absentee log.
AL16 CG02 AS76		Madison, WI 53716		
Notes:		Absentee		
<b>Names beginning with the letter [P]</b>				
<b>Mad1</b>				
WD001		<b>PAUL, Alice</b>		
13251-001-3269-1		501 ExpressVote Road		
AL16 CG02 AS76		Madison, WI 53716		
Notes:	If there are multiple ballot styles for a ward because of a school district split, the "ballot style" listed here indicates the school district.			
<b>Names beginning with the letter [S]</b>				
<b>MG</b>				
WD001		<b>STANTON, Elizabeth Cady</b>		
13251-001-3675-1		2100 Election Drive		
AL16 CG02 AS76		Madison, WI 53716		
Notes:				
<b>MG</b>				
WD001	0008374	<b>Henry B</b>		
13251-001-3675-1		0 Election Drive		The color of the poll book and the color of the voter slips match the color of the stripe at the top of the ballot, if any.

To the left of each voter name is the ward number, district code, and ballot style. Within the district code, 13251 means City of Madison. The next three digits are the ward number. The next digits are for the school district.

- ★ 3269 = Madison Metropolitan School District
- ★ 3549 = Middleton-Cross Plains Area School District
- ★ 5901 = Verona Area School District
- ★ 6181 = Waunakee Community School District
- ★ 1316 = DeForest Area School District
- ★ 5656 = Sun Prairie Area School District
- ★ 3381 = McFarland School District
- ★ 3675 = Monona Grove School District



The poll books won't list the actual ballot header code for each voter. We try to make this code meaningful, though, when ballots are school district specific. The sample poll book on the previous page is for a ward split between the Madison Metropolitan School District and the Monona Grove School District.

The voter number on the poll book is unique for each voter. The Clerk's Office scans the barcode under the voter number after Election Day.

If someone votes in more than one jurisdiction, the state system notifies the Clerk's Office. The Clerk's Office then notifies the District Attorney. Do not rely on the poll book absentee watermarks to know who was issued an absentee ballot. The watermarks are outdated by Election Day. We do not have the luxury of printing poll books the weekend before the election.

Before the polls open, highlight names on the poll book that also appear on the absentee log. You will find the absentee log in the black absentee binder. These voters may only vote at the polls if they have not returned their absentee ballot.

If the name of the voter in front of you is highlighted, ask if they returned their absentee. Record their answer of "yes" or "no" in the margin of the poll book. Voters who did not return their absentee may vote at the polls. Voters who returned an absentee may not vote at the polls without committing a felony.

The boxes on the right side of the poll book are for voter signatures. Only one copy of the poll book needs to be signed. Collect all signatures in a single poll book.



## Supplemental Poll List

Voters who registered within 20 days of the election are on a separate poll list. The supplemental poll list is stapled in the back of the poll book.

### Sample Supplemental Poll List

Voter Name	Address	District Combo	Voter #	Voter Slip Number	Voter Signature
Burns, Lucy	201 Registration Lane	13251-001-3269	0000348951		
Minor, Virginia L.	2500 Primary Drive	13251-001-3269	0000465842		
Truth, Sojourner	428 Optical Scan Way	13251-001-3269	0000945132		



### Poll List for Registrations

Write the names of voters who register on Election Day on the new registration poll list. This is a carbonless form. It has a column for voter slip numbers and a column for voter signatures.

This poll list is found with your registration table materials.

If a voter moved or changed their name, they need to fill out a registration form. Even a move within an apartment complex requires a registration form.

A name change does not go into effect for voting purposes until the voter has an ID with that new name.

Use a paperclip to attach registrations to the relevant new registration poll list.

### Sample Poll List for New Registration/Change of Address

*Please Print*

	Last Name	First Name	Street Address	Voter Slip #	Voter Signature
1.	<b>Katharine</b>	<b>Ludington</b>	<b>301 Registration Lane</b>	<b>2</b>	<i>Kathy Ludington</i>

### Checking In Voters

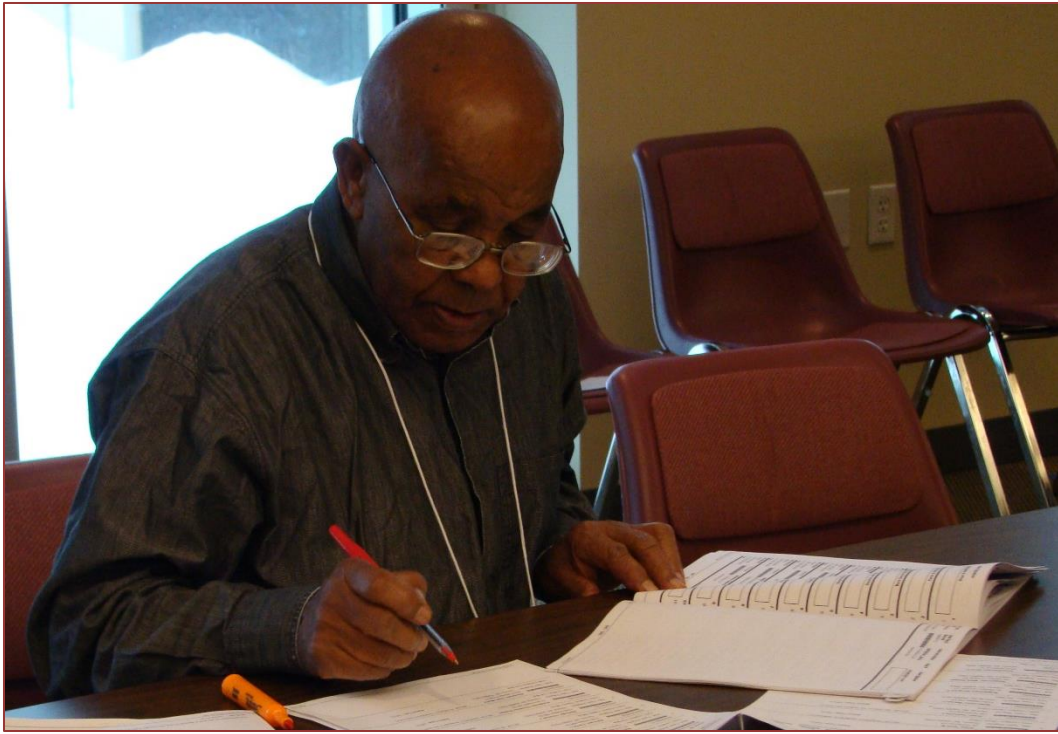
When you sit to work at a poll book, sign the front page of that poll book.

Voters need to state their name and address at the poll book. This even applies to your spouse and neighbors. There are two exceptions.

Confidential voters do not announce their name and address. Voters unable to speak may have someone else announce their name and address.

Observers must be able to hear these announcements.





Look up the voter's name on the poll book. Check their ID to verify their identity. If the voter is registered at the address stated, ask them to sign the poll book.

Voters unable to sign due to a physical disability are exempt from signing. Write "exempt by order of inspectors" in the signature box. Remember, not all disabilities are visible. Under the Americans with Disabilities Act, the voter does not need to tell you the nature of their disability.

If a voter says they cannot sign the poll book due to a physical disability, but you personally know that they can sign, begin the challenge process. Only poll workers may challenge a voter for this reason. If a voter refuses to sign the poll book for any reason other than a disability, you cannot issue them a ballot.



Issue a voter slip once the voter signs the poll book. The first voter is voter 1. The second voter is voter 2. The color of the voter slip matches the color of the poll list. The voter slip and poll book match the color of the stripe on the ballot.

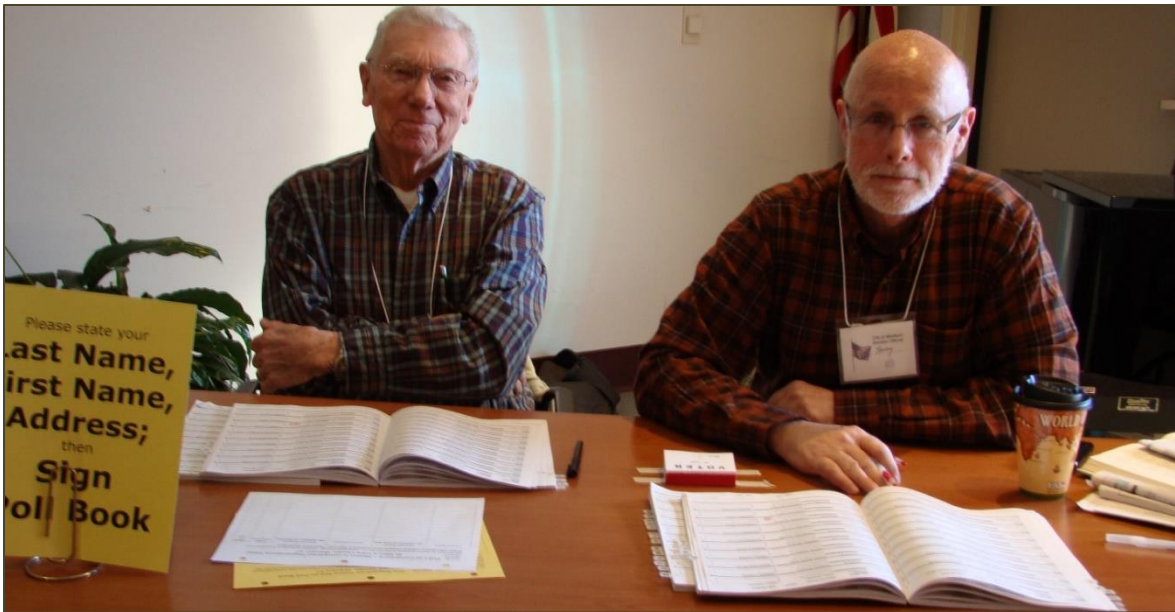


Help each other by calling out the page number when you find a voter's name on the poll list. Write the voter number next to the voter's name. As you write the voter slip number, repeat the name of the voter and the voter slip number aloud. This minimizes mistakes on the poll book. Hand the voter slip to the voter.

Reconcile poll books throughout the day. The poll books need to match each other at the end of the night. Count and compare the number of voters recorded on each page of the poll book. As you compare names and voter slips numbers during the day, place a checkmark by the name of each voter you have reconciled. That way you won't keep reconciling the same voters.

**"Can observers look through the poll books?"**

Observers may not touch the poll books. Only poll workers may touch the poll books. If time permits, a poll worker may turn the pages of a poll book for an observer to see who has voted. Observers may take a photo of the poll book if the chief says that is okay. They may not see the confidential voter page.



## Voters Not Found on the Poll Book

There are several reasons a voter's name will not appear on the poll book:

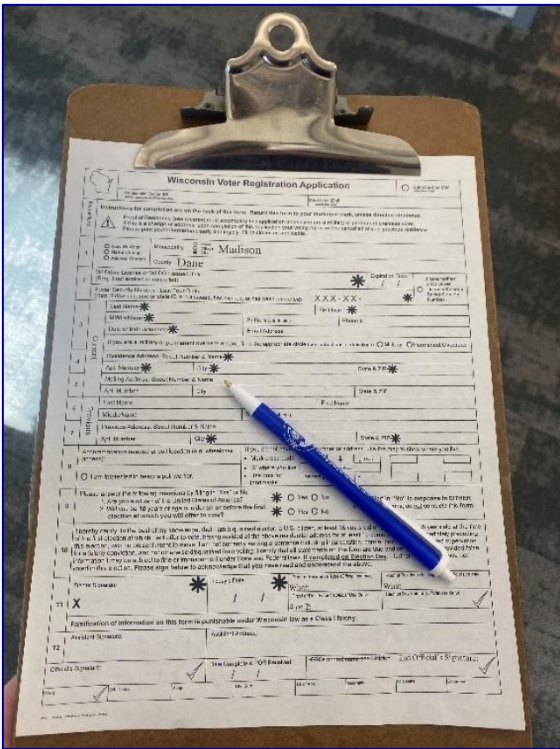
- **Voter registered late.** Voters who registered within 20 days of an election will be on the supplemental poll list. This list is stapled in the back of the poll book.
- **Voter is not registered at current address.** If the voter needs to update their voting address, send them to the registration table.
- **Voter's name is misspelled.** Look up the voter's address in the reverse directory. If the voter's name is misspelled, fill out the yellow poll list corrections form. The voter does not need to fill out a new registration form to correct a typographical error.
- **Voter is at the wrong polling place.** Check the street directory found in the greeter folder. Make sure the voter's address is in your ward. Direct voter to the correct polling place.

- **Voter's registration was canceled.** The Clerk's Office inactivates voter records that match felon or death records. The statewide system allows a voter to be registered in only one municipality at a time. The Clerk's Office regularly checks for potential duplicate records. When our voters register in other states, we are notified and inactivate their Madison registration. The state is also part of the Electronic Registration Information Center (ERIC). This compares Wisconsin voter registrations to registration and death records in other states.

### **Registration Verified by Clerk's Office**

If the voter insists they registered but they are not on the poll book or reverse directory, contact the City Clerk's Office. The Clerk's Office will check the state system. They may tell you to write the voter's name, address, and registration number on the supplemental poll list.





## Election Day Voter Registration

Wisconsin allows voters to register at the polls on Election Day, with proof of address. When you open the polls, you will find a box of English registration forms in your tabulator cart. Spanish and Hmong forms are in the registration table folder. Voters may use clipboards to complete a form while standing in line. If a voter brings a completed form to the polls, do not make them fill out a new form.

Asterisks identify sections that must be completed. Forms need to be legible so the Clerk's Office can process them accurately.

Discreetly check all registrations against the Ineligible Voter List. This is a list of felons known to live in your ward. The Ineligible List is in your voter registration table folder. Wards with no felons do not have ineligible lists.

If someone's name is on the ineligible voter list, ask if they are still On Paper. Explain that they are eligible to register and vote once they are Off Paper. If the voter says they are Off Paper or that they are not serving a sentence for a felony, call the Elections Commission at (608) 266-8005. They may be able to confirm that the voter is eligible. Otherwise, contact the chief to go through the challenge process. We have found that the Department of Corrections list can be outdated. The District Attorney will investigate after Election Day.

# Wisconsin Voter Registration Application

Please complete legibly  
Additional instructions on reverse

Please return your completed form to  
your municipal clerk

<b>Qualifications</b> please check each box if <b>YOU</b> :	1	If you cannot check <b>every</b> box, do <b>NOT</b> complete this form <input type="checkbox"/> Are a citizen of the United States <input type="checkbox"/> Will be at least 18 years old on or before Election Day <input type="checkbox"/> Have resided at the address provided below for at least 28 consecutive days prior to the election and do not currently intend to move <input type="checkbox"/> Are not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction											
<b>Your Name</b>	2	Last _____ Suffix (Jr., II, etc.) _____ First _____ Middle _____											
<b>About You</b> phone number and email are optional	3	Date of Birth (MM/DD/YYYY) _____ Phone Number (____) _____ Email Address _____											
<b>The Address Where You Live</b> your residential voting address, which cannot be a P.O. Box <small>if you do not have a street address, please use the map on the back of this form</small>	4	Street Address _____ Apt/Room # _____ City/Town/Village of _____ WI Zip _____ Mailing Municipality (if different) _____ Are you military or permanent overseas voter? <input type="checkbox"/> Military <input type="checkbox"/> Permanent Overseas											
<b>Your Mailing Address</b> if different from above	5	Street Address (or P.O. Box) _____ City/State/Country/Zip _____											
<b>Prior Registration Information</b> complete this field if you are updating your registration due to a change in name or address	6	Full Name on Previous Registration _____ Full Address on Previous Registration (if known) _____											
<b>Identification</b> (check the box that applies to you) <small>WI Driver License or ID number required if unexpired and valid. SSN required if DL/ID not valid or never issued</small>	7	<input type="checkbox"/> I have an unexpired and valid WI Driver License or WI DOT issued ID. Provide number and expiration date below _____ - _____ - _____ - _____ Expiration Date ____/____/____ <input type="checkbox"/> I do not have a valid WI Driver License or WI DOT issued ID Provide the last four digits of your Social Security Number XXX-XX-____-____ <input type="checkbox"/> I have neither a valid WI Driver License/ID nor a Social Security Number (see back for more information and next steps)											
<b>Proof of Residence</b> <small>military and permanent overseas voters are <b>not</b> required to provide proof of residence</small>	8	<input type="checkbox"/> Voters must provide a proof of residence document when registering to vote. Please check this box to affirm that you are providing a copy of a valid form of proof of residence with this application Examples include: a copy of a valid and unexpired Wisconsin Driver License or ID Card, a utility bill, a paycheck/pay stub, or correspondence from a unit of government (see back of application for additional information and examples)											
<b>Signature and Certification</b>	9	By signing below, I hereby certify that, to the best of my knowledge, I am a <b>qualified elector</b> , having resided at the above residential address for at least 28 consecutive days immediately preceding this election, that I have no present intent to move, and I have not voted in this election. I also certify that I am not otherwise disqualified from voting and that all statements on this form are true and correct. If I have provided false information, I may be subject to fine or imprisonment under State and Federal laws  X _____ Voter Signature Today's Date ____/____/____											
Falsification of information on this form is punishable under Wisconsin law as a Class I felony													
<b>Assistant</b> <small>if someone assisted you by signing this form, they must complete this section</small>	10	X _____ Assistant Signature Assistant Address _____											
This Section for Official Use Only													
Proof of Residence Type	WI DL	WI ID	UTIL	BANK/CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
Proof of Residence Issuing Entity	Proof of Residence #			Date Complete/POR Received			Election Day Voter Number						
WisVote ID # _____	<input type="checkbox"/> Submitted by Mail						X _____						
Confidential Elector ID # _____	Official's Signature												
Ward	Sch. District	At-Large	City/Sup.	Dist. Ct. App.	Assembly	St. Senate	Congress						

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<b>1</b>	<ul style="list-style-type: none"> <li>If you did not check <b>every</b> box in this section, you are <b>not</b> eligible to vote in Wisconsin. <b>Do not complete this form.</b></li> </ul>																		
<b>2</b>	<ul style="list-style-type: none"> <li>Provide your current and complete name. Please provide your name as it appears on your WI driver license or state-issued ID card (Box 7), if applicable, and the proof of residence document you provided in Box 8.</li> </ul>																		
<b>3</b>	<ul style="list-style-type: none"> <li>Provide your month, day, and year of birth.</li> <li>Providing your phone number and/or email address is optional and is subject to open records requests. This information may be used by your municipal clerk to contact you about your voter record or absentee ballot request.</li> </ul>																		
<b>4</b>	<ul style="list-style-type: none"> <li>Provide your home address (legal voting residence) in Wisconsin.</li> <li>Provide your full street name, including the type (St, Ave, etc.) and any pre- and/or post-directional (N, S, etc.).</li> <li><u>You may not enter a PO Box as a residential address.</u> A rural route box without a number should not be used.</li> <li>A "military elector" is a person, or the spouse or dependent of a person who is a member of a uniformed service or merchant marine, a civilian officially attached to a uniformed service and serving outside the United States, or a Peace Corp volunteer. Military electors are not required to register as a prerequisite to voting at any election.</li> <li>A "permanent overseas elector" is a US citizen, at least 18 years old, who does not qualify as a resident of this state, but who either last lived in this state, or whose parent last lived in this state immediately prior to the parent's departure from the United States, and who is not registered to vote in any other state.</li> </ul> <p>If you do not have a street number or address, please use this map to show where you live.</p> <p>If you are a homeless voter and are registering to vote, please also provide a letter from an organization that provides services to the homeless that:</p> <ul style="list-style-type: none"> <li>Lists your name</li> <li>Describes the location designated as your residence for voting purposes</li> </ul> <div style="display: flex; justify-content: space-around;"> <table border="1" style="border-collapse: collapse; text-align: center;"> <tr> <td style="padding: 5px;">Example</td> <td style="padding: 5px;">N ↑</td> <td style="padding: 5px;">Library •</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Marmoset Drive</td> </tr> <tr> <td style="padding: 5px;">High School •</td> <td></td> <td style="padding: 5px;">X</td> </tr> </table> <table border="1" style="border-collapse: collapse; text-align: center;"> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;">N ↑</td> <td style="padding: 5px;"> </td> </tr> <tr> <td colspan="3" style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;"> </td> <td></td> <td style="padding: 5px;"> </td> </tr> </table> </div>	Example	N ↑	Library •	Marmoset Drive			High School •		X		N ↑							
Example	N ↑	Library •																	
Marmoset Drive																			
High School •		X																	
	N ↑																		
<b>5</b>	<ul style="list-style-type: none"> <li>If your mailing address is different from your home address, provide it here. A PO Box is acceptable as a mailing address. Overseas electors should provide their complete overseas address here.</li> </ul>																		
<b>6</b>	<ul style="list-style-type: none"> <li>Provide full previous name if changed and/or previous address if you have been registered to vote anywhere in the U.S.</li> </ul>																		
<b>7</b>	<ul style="list-style-type: none"> <li><u>If you have a valid and unexpired WI driver license or WI DOT ID:</u> provide that number. If you do not know your number, please call (608) 266-2353 to get it.</li> <li><u>If you have an expired, canceled, suspended, or revoked WI driver license or WI DOT ID:</u> you <b>must</b> provide the last four digits of your Social Security number. In addition, you may also provide the number on your license or ID (optional).</li> <li><u>If you have never been issued a WI driver license or WI DOT ID:</u> provide the last four digits of your Social Security number.</li> <li><u>If you do not have a WI driver license or WI DOT ID nor a Social Security Number:</u> please check the appropriate box.</li> </ul> <p>If you are registering to vote on Election Day and have been issued a WI driver license or ID, but are unable or unwilling to provide the number, your vote will not be counted unless you provide the number to the election inspectors by 8:00 p.m. on Election Day or to your municipal clerk by 4:00 p.m. the Friday following Election Day.</p>																		
<b>8</b>	<p style="text-align: center;"><b>All proof of residence documents must contain voter's current name and address.</b></p> <ul style="list-style-type: none"> <li>A WI Driver License/ID Card, if not expired or canceled; may be used even if driving privileges have been revoked</li> <li>Any other official identification card or license issued by a Wisconsin governmental body or unit</li> <li>An employee ID card with a photograph, but not a business card</li> <li>A real property tax bill or receipt for the current year or the year preceding the date of the election</li> <li>A residential lease (does not count as proof of residence if elector submits form by mail)</li> <li>A picture ID from a university, college or technical college coupled with a fee receipt or an on-campus housing listing provided by the university, college or technical college</li> <li>A utility bill for the period commencing not earlier than 90 days before the day registration is made</li> <li>(Homeless voters only) A letter from an organization that provides services to the homeless that identifies the voter and describes the location designated as the person's residence for voting purposes</li> <li>A contract/intake document prepared by a residential care facility indicating that the occupant resides in the facility</li> <li>A bank/credit card statement</li> <li>A paycheck or pay stub</li> <li>A check or other document issued by a unit of government</li> </ul> <p style="text-align: right;"><b>Proof of residence documents may be provided in an electronic format.</b></p>																		
<b>10</b>	<p><b>Assistant:</b> If you are unable to sign this form due to a physical disability, you may have an assistant do so on your behalf. That assistant must provide his or her signature and address in the space provided. By signing, the assistant certifies that he or she signed the form at your request.</p>																		
<p>Do you need any accommodations at your polling place (e.g., curbside voting)? If so, please describe:</p>																			
<input type="checkbox"/> Please indicate if you are interested in being a poll worker																			

# Wisconsin Voter Registration Application

Please complete legibly  
Additional instructions on reverse

Please return your completed form to  
your municipal clerk

<b>Qualifications</b> 1 please check each box if	If you cannot check every box, do <b>NOT</b> complete this form		
	<input checked="" type="checkbox"/> Are a citizen of the United States*	<input checked="" type="checkbox"/> Will be at least 18 years old on or before Election Day*	<input checked="" type="checkbox"/> Are not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction*
	<input type="checkbox"/> Have resided at the address provided below for at least 28 days before the election and do not		

An asterisk means this section must be completed.

**Section 1** establishes that the person registering is qualified to vote. They must be a citizen of the United States. They need to have established residency at this address at least 28 days before the election. (Voters who moved within 28 days of the election are only eligible to vote from their prior address.) They need to be at least 18 years old today. And they cannot currently be serving a sentence for a felony.

<b>Your Name</b> 2	Last * Anthony	Suffix (Jr., II, etc.) _____
	First * Susan	Middle * Brownell
<b>About You</b> phone number and email are optional 3	Date of Birth (MM/DD/YYYY) * 2 / 15 / 1820	Phone Number ( ) _____
		Email Address _____

**Section 2** asks for the voter's name. Get the voter's full middle name if possible. This helps prevent their record from being linked to another voter.

**Section 3** requires the voter's date of birth. Make sure the year of birth is not listed as the current year. Otherwise, the voter would not be old enough to vote!

Phone number and e-mail address are optional. They are helpful if the Clerk's Office needs to contact the voter for missing or illegible information.

<b>The Address Where You Live</b> your residential voting address, which cannot be a P.O. Box  if you do not have a street address, please use the map on the back of this form	4	Street Address * 205 State Street	Apt/Room # * 4
		City/Town/Village of * Madison	WI Zip * 53703
		Mailing Municipality (if different)	Are you military or permanent overseas voter? <input type="checkbox"/> Military <input type="checkbox"/> Permanent Overseas
<b>Your Mailing Address</b> if different from above	5	Street Address (or P.O. Box)	
		City/State/Country/Zip	

**Section 4** requires a street address in a ward that votes at your polling place. It cannot be a post office box. Some Madison addresses have a Verona, Middleton, or McFarland zip code. That is okay. If the address is not in your ward, send the voter to the correct polling place.

**Section 5** (mailing address) is for voters who get their mail at an address other than their voting address. The postcard verifying their registration will be mailed to this address.

If you do not have a street number or address, please use this map to show where you live.  If you are a homeless voter and are registering to vote, please also provide a letter from an organization that provides services to the homeless that:	Example	N ↑	Library	
	Marmoset Drive	High School	X	
<ul style="list-style-type: none"> <li>• Lists your name</li> <li>• Describes the location designated as your residence for voting purposes</li> </ul>				

**The back of the registration form** has a map for voters without a traditional street address. They draw a diagram of where they intend to return daily. Make sure this is within your ward.

**Section 6** is for voters who changed their name. They need to complete the entire form, even if only their name has changed. Name changes go into effect for voting when the voter gets an ID with their new name.

Unless this is a first-time voter, we need the city and state where they last registered. The City Clerk’s Office will cancel the previous voter registration.





**Section 9** should be signed and dated by the voter. Voters who cannot sign their name can make their mark on the form. If needed, an assistant can sign the voter's name. The assistant then signs and prints their address in section 10.

<b>Assistant</b> if someone assisted you by signing this form, they must complete this section	<b>10</b>	X _____ Assistant Signature	_____ Assistant Address
---	-----------	--------------------------------	----------------------------

**Proof of Address**

The poll worker at the registration table aligns a transparency sheet with the form to make sure it is complete. They also verify proof of address.

List **what** the voter used as proof of address. Use the one letter codes on the proof of address reference card in your registration table folder.

This Section for Official Use Only													
Proof of Residence Type	WI DL	WI ID	UTIL	BANK/CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
Proof of Residence Issuing Entity				Proof of Residence #			Date Complete/POR Received		Election Day Voter Number				
What: <b>U</b> Who:				4 or 2:			/ /						
WisVote ID # _____				<input type="checkbox"/> Submitted by Mail			X _____ Official's Signature						
Confidential Elector ID # _____							X _____ 2nd Official's Signature						
Ward	Sch. District	Alder	City Supr.	Ct. Of App.									

These items may be used to prove address:

**U – Utility Bill**, up to 90 days old

- ★ Water
- ★ Gas or Electric
- ★ Cable
- ★ Phone – Landline or Cellular
- ★ Internet
- ★ Cable

**Acceptable Proof of Address**  
*may be electronic*

- A – Affidavit from agency providing homeless services
- B – Bank/Credit Union/Credit Card/Mortgage Statement
- C – Care Facility Contract/Intake Doc.
- G – Government Document/Check (includes federal, state, county, city, tribal, UW, Madison College, public schools)
- H – Certified Housing List from UW-Madison or Edgewood College
- P – Paycheck
- R – Residential Lease (effective today)
- S – Student ID w/ Fee Statement
- T – Tax Bill from this year or last year
- U – Utility Bill (water, gas, electric, cable, internet, cell, landline) issued within last 3 months
- W – WI Driver License/ID, unexpired

- W – Wisconsin Driver License/ID** that has not expired.
- B – Bank or Credit Union Statement** including credit card and mortgage statements.
- T – Tax Bill** for this year or last year.
- R – Residential Lease** valid on Election Day.
- P – Paycheck** or paycheck stub.
- A – Affidavit** or letter from social service agency that provides services to those experiencing homelessness. Identifies voter and describes their residence.
- S – Student ID Card** accompanied by college fee statement issued within the last nine months. Fee statement must show voter’s local address. This would be for a private college like Edgewood. Statements from UW or Madison College are government documents.
- C – Care Facility Contract or Intake Document**, doesn’t need to include room number.
- G – Government Check**



**G –Government Document** that lists the name and address on the registration form. Here are some examples:

- ★ Vehicle registration
- ★ Fishing license
- ★ Hunting license
- ★ Concealed weapons permit
- ★ Court summons
- ★ Ticket
- ★ Citation
- ★ Warrant
- ★ Medicare statement
- ★ Medicaid statement
- ★ Social security statement
- ★ Social security disability statement or denial letter
- ★ SeniorCare statement
- ★ BadgerCare statement
- ★ Food Share WI statement
- ★ Bartender license
- ★ UW document
- ★ WI Technical College document
- ★ Public school document
- ★ WI Circuit Court record



## Proof of address may be shown

**electronically.** The voter can show their proof of address on a smart phone, laptop, or tablet. Printed versions of electronic proof of address are also acceptable.

Poll workers do not need to handle the voter's electronic device. Ask the voter to zoom in on the information you need. Observers may not examine proof of address because the account number is confidential.



### Not Accepted as Proof of Address

- ⊘ Homeowner's or renter's insurance
- ⊘ Medical bill
- ⊘ Magazine
- ⊘ Expired driver license or ID card
- ⊘ Business card
- ⊘ Out-of-state driver license
- ⊘ Passport (because it does not show address)
- ⊘ Forwarding sticker from Post Office

### What ★ Who ★ Four or Two

After writing the code for **what** was used to prove address, write down **who** issued the document. Here are some examples.

- WI driver license is issued by WI.
- Water bill is issued by Madison Municipal Services.
- Bartender license is issued by City of Madison.
- UW Credit Union statement is issued by UW Credit Union.

- My UW website is a government document issued by UW-Madison.
- Residential lease is issued by the name of the landlord listed on the lease.

Next, if there is an account number on the document, write down the final **four or two** digits of the account number. If the account number is 7 or more digits long, write the last four digits. If the account number is 6 or fewer digits long, write the last 2 digits.

This Section for Official Use Only													
Proof of Residence Type	WI DL	WI ID	UTIL	BANK/CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
Proof of Residence Issuing Entity				Proof of Residence #			Date Complete/POR Received		Election Day Voter Number				
What:	U			Who: MG&E		4 or 2: 8151		/ /					
WisVote ID # _____				<input type="checkbox"/> Submitted by Mail				X _____ Official's Signature					
Confidential Elector ID # _____								X _____ 2nd Official's Signature					
Ward	Sch. District	Alder	Cty. Supr.	Ct. Of App.									

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Some documents list multiple account numbers. Pick one of those numbers to document. Some documents do not have an account number. That is okay. In that case, leave the 4 or 2 section blank.

### No Proof of Address

If someone registering cannot prove their address, they cannot register. If they cannot register, they cannot vote. They do not qualify for a provisional ballot.

### Sign the Form

The poll worker checking proof of address **signs** the form. They list **today's date** as "Date Complete/POR Received." They also write the **ward number**. Next, they send the voter and the form to a second poll worker.

This Section for Official Use Only													
Proof of Residence Type	WI DL	WI ID	UTIL	BANK/CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
Proof of Residence Issuing Entity What: <b>U</b> Who: <b>MG&amp;E</b>				Proof of Residence # 4 or 2: <b>8151</b>			Date Complete/POR Received <b>11 / 8 / 22</b>			Election Day Voter Number			
WisVote ID # _____				<input type="checkbox"/> Submitted by Mail				X <u>Abraham Lincoln</u> Official's Signature					
Confidential Elector ID # _____				Ward: <b>51</b>				X _____ 2nd Official's Signature					
EL-131 (REV 2019-12)													

## Second Poll Worker

The second poll worker provides a second set of eyes, making sure the form is complete. They **sign** the form as the second poll worker.

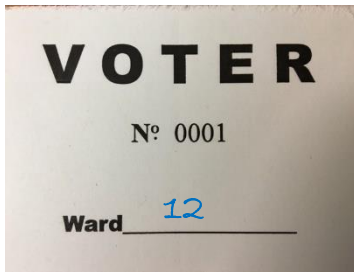
The second poll worker checks voter ID. They complete the poll list for new registrations. They also assign a **voter number**.

This Section for Official Use Only													
Proof of Residence Type	WI DL	WI ID	UTIL	BANK/CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
Proof of Residence Issuing Entity What: <b>U</b> Who: <b>MG&amp;E</b>				Proof of Residence # 4 or 2: <b>8151</b>			Date Complete/POR Received <b>11 / 8 / 22</b>			Election Day Voter Number <b>812</b>			
WisVote ID # _____				<input type="checkbox"/> Submitted by Mail				X <u>Abraham Lincoln</u> Official's Signature					
Confidential Elector ID # _____				Ward: <b>51</b>				X <u>Harriet Tubman</u> 2nd Official's Signature					
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On the back of the form, the voter can express an interest in becoming a poll worker. They can also list an accommodation request (braille ballot or interpreter). If they do so, please note that the Clerk's Office should check the other side.

This Section for Official Use Only													
Proof of Residence Type	WI DL	WI ID	UTIL	BANK/CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
Proof of Residence Issuing Entity What: <b>U</b> Who: <b>MG&amp;E</b>				Proof of Residence # 4 or 2: <b>8151</b>			Date Complete/POR Received / /			Election Day Voter Number <b>812</b>			
WisVote ID # _____				<input type="checkbox"/> Submitted by Mail				X <u>Abraham Lincoln</u> Official's Signature					
Confidential Elector ID # _____				Ward: <b>51</b>				X <u>Harriet Tubman</u> 2nd Official's Signature					
EL-131 (REV 2019-12)													

Do you need any accommodations at your polling place (e.g., curbside voting)? If so, please describe: <b>Sign Language Interpreter</b>	<input checked="" type="checkbox"/> Please indicate if you are interested in being a poll worker
---	--



## Issuing Ballots

The voter exchanges their voter slip for a ballot at the ballot table. Indicate the ward number on the ballot. If the county pre-printed ward numbers on the ballots, circle or put a checkmark next to the correct ward.

Official Ballot for Nonpartisan Office and Referendum
April 7, 2015 for Ward 12
Municipality and ward #(s)
Ballot issued by KSE
MRB Initials of election inspectors

Two poll workers initial the ballot in the voter's presence. An initialed ballot is a *live* ballot.

The color of the voter slip matches the color of the poll book, and the stripe of color (if any) on the ballot. The

largest ward at a polling place has white ballots. The next largest ward has blue, then green.

Some wards have more than one school district. When a school office or referenda is on the ballot, the Clerk's Office highlights the poll book for voters in that district. If there is a highlight by a voter's name on the poll book, the poll book workers highlight the voter slip for that voter. This tells the ballot table that the voter needs a ballot with that color.

When we have ballots for multiple school districts, we always confirm the school district as we hand the voter a ballot. For example, "We have you in the Verona School District." If we hand the voter the wrong ballot, we can only correct that before the ballot is counted.



If the voter says we have the wrong school district, double check the street directory. The street directory tells us which school district receives property taxes for the voter's address. If the school district boundary runs through a residence, the location of the master bedroom determines the school district for that address.

### **Voter Instructions**

Ask, "Are you familiar with how to mark this type of ballot?" Instruct voter to fill in the oval next to their selections. At least half the oval should be filled in.

**Do not point to any name or any party on the ballot.** Point to the ovals on the "instructions for marking ballot" sign to show the voter how to mark a ballot.

If the voter wants to write-in a name, they should fill in the oval next to "write-in," and write the name.

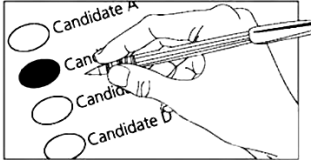
Tell the voter if the ballot is double-sided. Avoid telling a voter to vote "for" something. Poll workers may not answer questions about candidates. If a voter asks what a referendum means, refer to the posted legal notice.



**Instructions for Marking the Ballot**

**To Vote:**

Fill in the oval next to your choice.



To cast write-in votes, mark the oval next to the write-in space, then print the candidate's name.

---

Use blue or black ink only – No gel pens

If you make an error, please return your ballot to the election official and request a new ballot.

Hand the voter their initialed ballot. A voter may use a secrecy sleeve to carry their ballot.

Once the voter is issued a ballot, no poll worker should handle the ballot the voter asks them to do so.

Direct voter to the voting booth. Stay at least 10 feet away from the tabulator and voting booths to give voters privacy. Do not escort the voter to the booth or tabulator unless they ask for assistance.

The voter may put the ballot in the tabulator feed tray in any orientation (top, bottom, front, or back). When the ballot is counted, the screen will display, "Thank you for voting. Your ballot has been counted."

### **Ballot Returned to Voter**

The tabulator returns over-voted ballots to the voter. This gives the voter a chance to get a replacement ballot. The screen notifies the voter about the over-voted office. Do not grab the ballot from the voter. If the voter insists on casting this ballot, use the emergency bin. Two poll workers will need to remake the ballot, leaving the over-voted office blank.



Do not stay this close to the tabulator! Stay ten feet away to give voters privacy.

## **Replacement Ballots**

If a voter makes a mistake and needs another ballot, do not assign a new voter slip number. The voter partially tears the spoiled ballot and puts it in the Discarded Ballots envelope. Do not mark the second ballot any differently than any other ballot you issue. Write "2nd ballot" in the notes section of the poll book, next to the voter's name.

Follow the same process if the voter needs a third ballot. Gently suggest that the voter may want to try the ExpressVote. The ExpressVote does not allow overvotes or cross-over votes.

You may not issue more than two replacement ballots to a single voter.

## **Partisan Primary**

For a Partisan Primary, tell voters to select a party and vote within that party. Selecting a party tells the tabulator to count the votes in that party. Otherwise, voting in more than one party (cross-over voting) invalidates the entire ballot.

Wisconsin has an "open primary." Voters do not register with a political party. There is no record of which party they prefer.

## **Tabulator Testing**

### ***How do we know votes are counted correctly?***

Ten days before the election, the City Clerk's Office holds a public test of voting equipment. Members of the public are welcome to attend.

Each machine is tested to read the ballots for the polling place at which it will be used. Ballots are tested for each candidate, overvotes, undervotes, write-ins, and cross-over votes.

Clerk's Office staff write security seal serial numbers on each Inspectors' Statement. It is important that you verify these numbers. This proves nobody tampered with the machines since the public test.

<b>Official Ballot</b> <b>Partisan Office</b>  November 8, 2016  for <hr/> Municipality and ward number(s) <hr/> <b>Ballot issued by</b> <hr/> Initials of election inspectors <hr/> <b>Absentee ballot issued by</b> <hr/> Initials of municipal clerk or deputy clerk <small>(If issued by SVDs, both SVDs must initial.)</small> <hr/> <b>Certification of Voter Assistance</b> I certify that I marked or read aloud this ballot at the request and direction of a voter who is authorized under Wis. Stat. § 6.82 to receive assistance. <hr/> Signature of assistor
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## Assisting Voters

Voters unable to mark or read a ballot on their own may use the ExpressVote or choose someone to help mark their ballot. The voter can choose a poll worker or anyone else to assist them. They do not need to justify the need for assistance. The person assisting the voter does not need to be an eligible voter. However, the assistant cannot be the voter's employer or an officer/agent of a labor union that represents the voter.

When a voter is assisted in marking the ballot, the name and address of the person providing assistance is recorded in the poll book. This gets recorded even if a poll worker provides assistance. The person assisting the voter needs to sign their name on the ballot under "certification of elector assistance."

## Accessibility

Poll workers play a vital role in making the polling place welcome and accessible to all voters. Remember that voters are not required to disclose the nature of their disability, per the Americans with Disabilities Act.

Here are some guidelines from the National Organization on Disability:

- Be aware that federal law allows voters to receive assistance in the voting booth.
- Remember, all voters deserve courteous attention in exercising their right to vote.
- Be considerate of the extra time it might take to mark the ballot.

- Give unhurried attention to a person who has difficulty speaking.
- Speak directly to the person who has a disability, rather than speaking only to their companion.
- Speak calmly, slowly, and directly to a person who is hard of hearing. Your facial expressions, gestures and body movements help in understanding.
- Don't shout or speak in the person's ear. If full understanding is doubtful, try writing a note.
- Do not touch a mobility device unless the voter asks you to do so. A mobility device is part of a voter's personal space.
- Greet a person with a visual impairment by letting them know who and where you are. When offering walking assistance, allow the person to take your arm. Tell them if you are approaching steps or an incline, or are turning right or left.
- Be aware that service animals are allowed to accompany the voter to the polls. Do not pet or interact with the animal. The service animal is working and should not be interrupted.

## **Interpreters**

Madison is fortunate to have many poll workers who speak a second language. Poll workers who speak Spanish may wear an "Hablo Español" badge.



If you need an interpreter, refer to the front of the greeter table folder. The City of Madison has interpreter services available over the phone, in any language.

## Braille Ballots

Voters may contact the Clerk's Office prior to Election Day to request a braille ballot. Braille ballots requested for your polling place are in a large envelope in the Clerk's Office tote. A label on the front of the envelope will indicate which voter requested the ballot.

When the voter checks in, assign a voter slip number. Do **not** indicate on the poll book that the voter used a braille ballot. Remove the ballot from the envelope. Two poll workers initial the ballot. Give the ballot, envelope, and a pen to the voter. The voter marks the ballot in a voting booth. They put the ballot in the envelope provided and give it to a poll worker.

Put the envelope in the emergency bin in the front of the tabulator cart. Use the tabulator cart key to unlock and relock the emergency bin door.

Write on the incident log that you opened the emergency bin to secure a braille ballot. Do not list the voter's name.

As time permits, two poll workers remove the envelope from the emergency bin. They remake the braille ballot, using the Good Ballot/Bad Ballot labels



in the front of the black absentee binder.

Note on the incident log that you opened the emergency bin to remove and remake the braille ballot. Labels indicate the name of each candidate for when we remake the ballot. Put the braille ballot in the Original Ballots that have been Duplicated envelope.

## Curbside Voting

Voters unable to enter the polls due to illness or disability may vote at the curb. For safety reasons, wear a high visibility vest when interacting with voters at the curb.

A poll worker approaches the poll book to announce the voter's name and address, and that they are voting at the curb. The voter's ID is checked at the curb. Record the voter slip number in the poll book with a notation, "ballot received at curb." Write "exempt by order of inspectors" in the signature box. Two poll workers carry the ballot, ballot marking pen, and a secrecy sleeve to the voter. Once the voter marks the ballot and puts it in the secrecy sleeve, poll workers carry it back into the polling place.

Announce, "I have a ballot offered by (name of voter). Does anyone object to the reception of this ballot?" If someone does object, follow the challenge process. Otherwise, insert the ballot in the tabulator ballot feed tray. Record the event on the incident log with the initials of both poll workers involved.

If the curbside voter needs to register, they can both register and vote at the curb.

Curbside voting is only available at the curb of the polling place. Poll workers cannot take a ballot to someone who lives nearby.





## **Absentees**

Absentees can be processed once the polls open. A courier will deliver absentee ballots to your polling place by 4 p.m. They will give you a chain-of-custody form. The absentees will be in a delivery bag sealed with a numbered, tamper-evident seal.

When accepting the absentee delivery, verify that the seal on the bag matches the seal number on the chain-of-custody. If the seal is broken or the seal numbers do not match, contact the Clerk's Office at and document this on your incident log. Sign the chain-of-custody and write down the time of delivery on the form. Put the chain-of-custody in the large white envelope for used absentee certificate envelopes.

When a voter delivers an absentee, ask, "Are you the voter?" We may not ask for ID. ID is only required when the voter is requesting the absentee. If the voter is delivering their own ballot, check that the certificate is complete. It needs voter and witness signatures, a printed witness name, and the witness address. Make sure the envelope is sealed.

If someone delivers an absentee for someone else, ask, "Are you delivering the voter's ballot because the voter has determined that they require assistance returning their ballot due to their disability?" If yes, then ask, "Are you someone other than the voter's employer, an agent of that employer, or an officer or agent of the voter's union?" If yes, accept the ballot.



## Processing Absentees

Check the ward number on each envelope. If a ballot was delivered to the wrong polling place, note this on your incident log and contact the Clerk's Office. The label on each envelope lists the ward number above the voter's name.

### Make sure envelopes are sealed.

If there is evidence of tampering, reject the absentee. Do not assign a voter slip number. Do not open envelope. Set aside for rejection.

**Check for voter and witness signatures.** A signature may be a mark made by the voter or witness. **Signatures do not need to be legible.** If either signature is missing, do not assign a voter number. Do not open the envelope. Set aside for rejection. We can only count this ballot if the voter and their original witness come to the polls to complete the envelope.

**Official Absentee Ballot Certificate & Application**

**CLERK OR DEPUTY >> Initial Here >>**      In-person absentee voter showed valid POI      Voter exempt from or met POI requirement

**STEP 1 CLERK OR VOTER must complete this part**

**Voter Information**      Election Date (mm/dd/yyyy)

City Name:      Nov 04, 2014      DANE COUNTY      13665991  
CITY OF MADISON Ward:WD031  
MADISON - NOV 2014 - 4      0000391415

SUSAN B ANTHONY      PERM  
123 MAIN ST      Via Mail  
MADISON WI 53704-4291

**STEP 2 VOTER must complete this part**

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that:

- I am a resident of the ward or of the aldermanic district of the municipality in the county of the state of Wisconsin indicated hereon OR I am entitled to vote in the ward or aldermanic district at the election indicated hereon
- I am not voting at any other location in this election
- I am unable or unwilling to appear at the polling place in the ward on Election Day, or I have changed my residence within the state from one ward to another less than 28 days before the election
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in this envelope in a manner that no one but myself and an assistant under s. 6.87 (5), if I requested assistance, could know how I voted
- I requested this ballot and this is the original or a copy of that request

X

**Voter Signature**

**Certification of Assistant (if applicable)**  
I certify that the voter is unable to sign their name due to a disability and that I signed the voter's name at the direction and request of the voter

Assistant Signature

**STEP 3 WITNESS must complete this part**

I the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that:

- I am an adult U.S. citizen
- The above statements are true and the voting procedure was executed as stated
- I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk).
- I did not solicit or advise the elector to vote for or against any candidate or measure

**WITNESS REQUIRED**

X

**Witness Signature**

**Witness Printed Name**

**Witness Address (Number, Street Name, City)**



**Check for the printed name of the witness.**

**Check for the witness address.** The face of the envelope needs to provide enough information that a reasonable person in Madison could identify a location where the witness may be

communicated with. Here are examples of what would be acceptable:

- House number, street name, city
- House number, street name, zip code
- House number and street matching the voter's address
- House number and abbreviated street name that a reasonable Madisonian can decipher (Willy St or E Wash)
- Same as voter, Same as above, See above, or Ditto
- Residence hall and room number
- Name of building and room number
- Arrow or line pointing to or from the voter's address

If you are unsure whether the envelope has enough information for to identify a location for communicating with the witness, contact the Clerk's Office. We will consult with the City Attorney. If the envelope does not indicate where the witness may be communicated with, do not assign a voter number. Do not open envelope. Set aside for rejection.

**Check absentee voter names against the Ineligible Voter List.** Use the challenge process for any absentee voter on the ineligible list.

**Process three to five absentees at a time.** Protect the secrecy of each ballot.

**Announce absentee voter's name and address at the poll book.**

Observers need to be able to hear the names and addresses. They may not touch the ballots or envelopes.

**Check voter into the poll book.** The address of the voter on the envelope must match the address on the poll book. If you cannot find the voter on the poll book, check the supplemental poll list. If you still cannot find the voter, contact the Clerk's Office.

Only a military voter may cross out the address on their absentee label and writes in another address. Military voters are not required to register.



If you have an absentee for someone who already voted, you must reject the absentee. Do not assign a voter slip number. Do not open the envelope. Set aside for rejection.

**Assign a voter slip number.** If the voter's name is on the poll book and they have not already voted, assign the next voter slip for that ward.

**Write voter slip number in the poll book and on absentee envelope.** Record the voter slip number followed by the letter "A" (for absentee).

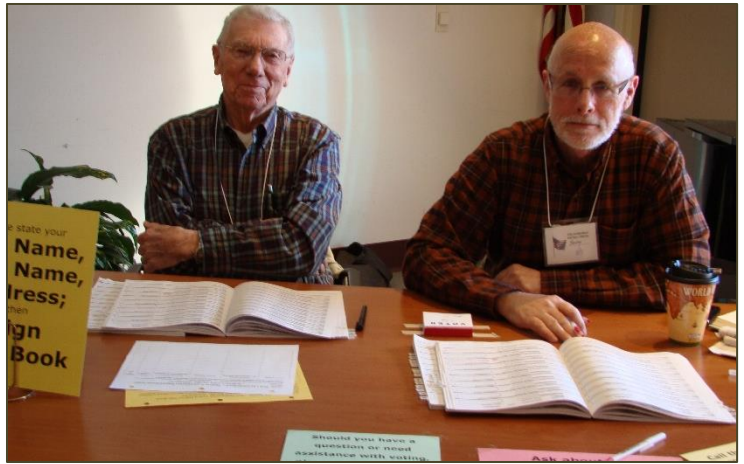
**Carefully open envelopes.** If the ballot is torn, you will need to remake it. Torn ballots can jam in the tabulator.

**Remove ballots.** Protect the secrecy of each ballot. Once the ballot is out of the envelope, there should be no way to know which ballot was marked by which voter. Shuffle the three ballots you just removed from three envelopes so you are not keeping track of who marked which ballot.

**If the envelope contains two marked ballots, reject both ballots.** Reseal the envelope with tape. Reassign the voter slip number that was issued for this envelope. Set aside for rejection.



If the envelope contains one marked ballot and one blank ballot, count the marked ballot. Partially tear the blank ballot and put it back in the absentee envelope. Document this on the incident log.



Put empty absentee envelopes in the large white used certificate envelope.

**Unfold and flatten ballots.**

**Check ballots for initials of Clerk.** Check for the Clerk’s initials (mlw) under “absent elector’s ballot issued by.” If the initials are missing, make a note in the incident log, “Absentee ballot missing Clerk’s initials.” There is no voter name or voter slip number associated with the ballot.

Absentee ballots issued by special voting deputies at a nursing home will have two sets of initials. Process these ballots.

**Watch for ballots marked with red or green pen.** Remake these ballots using the good ballot/bad ballot process. Preserve the original ballot in the Original Ballots that have been Duplicated envelope. We will compare it to the remade ballot if there is a recount. You’ll seal this envelope in the ballot bag at the end of the night.

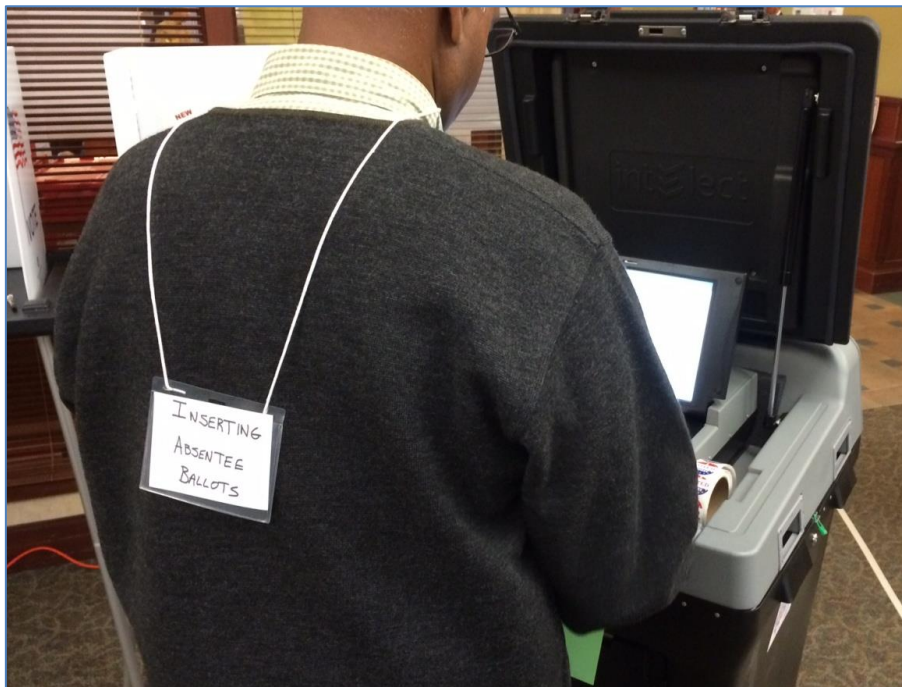
<p>Official Ballot for Nonpartisan Office and Referendum</p> <p>April 7, 2015</p> <p>for</p> <p>Ward 108</p> <hr/> <p>Municipality and ward #(s)</p>
<p>Ballot issued by</p> <hr/>
<p>Initials of election inspectors</p> <hr/>
<p>Absentee ballot issued by</p> <p>mlw</p> <hr/> <p>Initials of municipal clerk or deputy clerk (If issued by SVDs, both SVDs must initial.)</p>

**Watch for creatively marked ballots.** If the voter circled, underlined, crossed out, or erased marks on the ballot, set it aside to be remade. You will use the good ballot/bad ballot process. Preserve the original ballot.

**Insert ballots in tabulator feed tray.** Flatten ballots as much as possible. Wait for the tabulator to display the message, "Thank you for voting. Your ballot has been counted" before inserting another ballot.

**Remake over-voted absentee ballots.** If the tabulator tells you a ballot is over-voted, remake it using the good ballot/bad ballot process. If you cannot determine voter intent for the over-voted office, remake the ballot for every office but the over-voted office. If all offices on the ballot are over-voted, the remade ballot will be a blank ballot.

**Remake ballots that are the wrong ballot style.** Use the correct ballot style for your ward as the duplicated (good) ballot. Use the good ballot/bad ballot process.

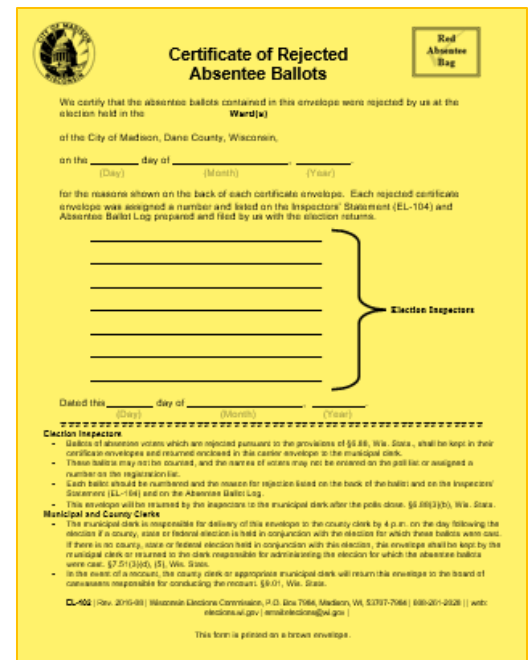


## Rejected Absentees

Absentees are rejected based on their envelopes. We will never know how these ballots were marked. We reject absentees at the end of the night for these reasons:

- No voter signature.
- No witness signature.
- No printed witness name.
- Certificate envelope does not have enough information to allow a reasonable person in the community to identify a location where the witness can be communicated with.
- Voter is deceased.
- Voter is not registered at current address.
- Envelope shows evidence of tampering.
- Elector already voted.
- Absentee ballot was never requested (indicated by a note from Clerk's Office).
- Envelope contains two marked ballots.

Write "rejected" and the reason for rejection on the envelope. Do not assign a voter number. Put the unopened envelope in the large manila envelope for rejected absentee ballots. Note the rejected absentee on the absentee ballot incident log. Give reason for rejection.



The form is titled "Certificate of Rejected Absentee Ballots" and includes a "Red Absentee Bag" label. It contains a certification statement, a date field, a list of reasons for rejection, and a signature line for Election Inspectors. The form also includes a list of instructions for handling rejected ballots and a footer with contact information for the Wisconsin Elections Commission.

**Certificate of Rejected Absentee Ballots** Red Absentee Bag

We certify that the absentee ballots contained in this envelope were rejected by us at the election held in the **Ward(s)** \_\_\_\_\_ of the City of Madison, Dane County, Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_ (Day) (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 Inspectors' Statement (EL-104) and Absentee Ballot Log prepared and filed by us with the election returns.

\_\_\_\_\_ } Election Inspectors  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ (Day) (Month) (Year) \_\_\_\_\_

**Clerk Instructions**

- Ballots of absentee voters which are rejected pursuant to the provisions of §§ 66, Wis. Stats., shall be kept in their certificate envelopes and returned enclosed in this certificate 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.
- Each ballot should be numbered and the reason for rejection listed on the back of the ballot and on the Inspectors' Statements (EL-104) and on the Absentee Ballot Log.
- This envelope will be returned by the inspectors to the municipal clerk after the polls close. §§ 66(3)(b), 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 this election. This envelope shall be kept by the municipal clerk or returned to the clerk responsible for administering the election for which the absentee ballots were cast. §§ 5(1)(b)(5), (5), Wis. Stats.
- In the event of a no-count, the county clerk or appropriate municipal clerk will return this envelope to the board of canvassers responsible for conducting the count. §§ 6(1), Wis. Stats.

CL-402 | Rev. 2015-03 | Wisconsin Elections Commission, P.O. Box 7064, Madison, WI 53707-7064 | 608-261-2928 | web: elections.wi.gov | email: elections@wi.gov |

This form is placed on a brown envelope.

## Remaking Bad Ballots

Two poll workers work together to remake ballots that cannot be read by the tabulator. Here are some reasons we would need to remake a ballot:

- Ballot is in braille. The tabulator cannot read braille.
- Absentee ballot has an overvote (too many candidates marked for an office).
- Ballot marked with red or green pen.
- Voter marked ballot by circling or underlining choices.
- Voter crossed out a mark they had made on ballot.
- Absentee is the wrong ballot style for that ward.
- Ballot is on copy paper. This could be an absentee issued via e-mail to a voter overseas. We remake this even if it is the same size as the official ballot. Only official ballots and ExpressVote ballot cards were included in the public test of election equipment.
- Absentee ballot is torn.





## Good Ballot/Bad Ballot Process

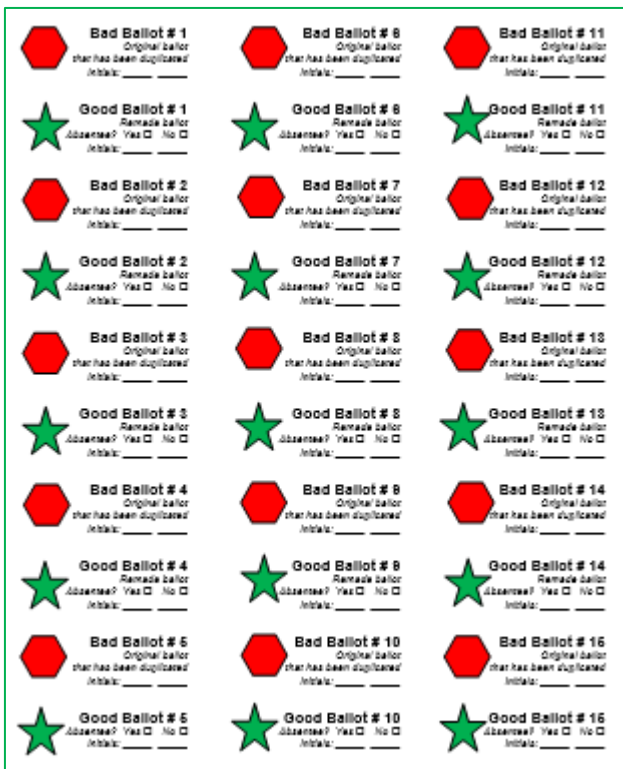
Preserve the voter's original ballot so it can be compared to the remade ballot in a recount. **We may not mark the ballot submitted by the voter.** Treat the voter's original ballot as a legal record.

**Two poll workers are involved** when remaking a ballot. Number remade ballots sequentially. The first ballot to be remade is labeled Original Ballot #1 (Bad Ballot #1). The corresponding remade ballot is labeled Duplicate Ballot #1 (Good Ballot #1).

Invite observers to watch the process of remaking ballots. The sight of poll workers marking ballots may appear suspicious to someone not familiar with the process. Keep the process transparent by telling the observers what you are doing.

Find the Official Use Only box at the bottom of the ballot. Check the reason for remaking the ballot. Assign the same number to both the original ballot and the remade ballot.

For Official Use Only	For Official Use Only
<p>Inspectors: <i>Identify ballots required to be remade.</i></p> <p>Reason for remaking ballot:</p> <p><input checked="" type="checkbox"/> Overvoted <input type="checkbox"/> Damaged <input type="checkbox"/> Other</p> <p>Original Ballot No. or Duplicate Ballot No.</p> <p><u>1</u>   _____</p>	<p>Inspectors: <i>Identify ballots required to be remade.</i></p> <p>Reason for remaking ballot:</p> <p><input checked="" type="checkbox"/> Overvoted <input type="checkbox"/> Damaged <input type="checkbox"/> Other</p> <p>Original Ballot No. or Duplicate Ballot No.</p> <p>_____   <u>1</u></p>



Bad ballot and good ballot labels are in the front pocket of your black absentee binder. The bad ballot label with the stop sign goes on the ballot the tabulator cannot read. The good ballot label with a star goes on the remade ballot that the tabulator will read. These stickers are pre-numbered to help you keep the numbers sequential.

Do not use these labels when a voter requests a second or third ballot.

Put the bad ballot label near the “official use” box on the original ballot. Put the good ballot label near the “official use” box on the ballot you are marking to reflect the voter’s intent. Make sure these labels do not cover the coding along the edges the ballot. Do not put them over any print on the ballot. Do not put them across any of the ovals on the ballot. The good ballot label asks if the original ballot was an absentee.

Two poll workers initial the remade ballot under “ballot issued by.” The poll workers work together to determine voter intent. The majority of poll workers need to agree on voter intent for the remade ballot. If voter intent cannot be determined, remake the ballot for every office but the office for which you cannot determine intent. If the original ballot has an over-vote, remake every office except the over-voted office.

If a poll worker objects to the voter intent decision, document the objection on the incident log. Only a poll worker can object. Process the remade ballot but note the objection on the remade ballot. Number objections sequentially, beginning with "Objection #1." The voter's name and voter slip number are not associated with the ballot.

Put the original ballot in the large brown envelope labeled, "original ballots that have been duplicated." Do not tear the ballot. Fold the ballot in half. This envelope will be sealed in the ballot bag when you close the polls.

Insert the remade ballot into the tabulator's ballot feed tray.

Note all remade ballots on your incident log. Anything you document on the incident log should describe the issue and how that issue was resolved. Write down the good/bad ballot sticker number of the remade ballot, and why that ballot was remade. The voter's name and voter slip number are not associated with the remade ballot number. We only include the voter's name when writing about an absentee *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.

## Provisional Ballots

We can issue provisional ballots in only two situations.

**1. Voter unable to show acceptable voter ID.** Voters who do not show acceptable voter ID may cast a provisional ballot. They have until 4 p.m. the Friday of election week to get their ID to the City Clerk. They can go to any Madison Public Library for help sending their ID to the Clerk's Office.

**2. New registrant has current & valid WI driver license, but does not provide number on registration form.** If a registrant has a current and valid Wisconsin driver license, they must provide the number.




If they don't have their license with them, they can call the Department of Transportation voter help line. That number is (608) 266-1069. If they cast a provisional ballot, they have until 4 p.m. the Friday of election week to get their WI driver license number to the City Clerk. These voters need to provide proof of address at the polls in order to vote provisionally. Election Day Registrations without proof of address do not qualify for a provisional ballot.

## Provisional Process

Provisional voting materials are in the blue folder in your City Clerk tote. Provisional materials are blue: handouts for voters, envelopes, and the carrier envelope.

**Do not issue a voter slip number to provisional voters.** Instead, assign a provisional voter number. The first provisional voter is number PV-1. The second provisional voter is number PV-2.

1. Write **provisional voter number** on the envelope.
2. Write the election date and ward. Check reason for issuing provisional.
3. Have voter write **name, address, and date of birth** on the envelope. Tell voter to answer the **question** about whether they are a U.S. citizen.

PROVISIONAL BALLOT CERTIFICATION		Ballot under Section 6.97, Wis. Stats.			
<i>Voter: Complete the information below and sign the certification in the presence of a witness who must also sign.</i>				<i>Official Use Only:</i>	
Date of Election (month, day, year) <b>November 8, 2022</b>	County: DANE			<b>PV # 1</b>	
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of MADISON	Ward # <b>60</b>				
Name (Last, First, Middle) including suffix				Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted:	
Street Address – include street number or fire number and name of street, or rural route and box number				<input checked="" type="checkbox"/> WI Driver License number	
City, State, Zip				<input type="checkbox"/> Photo I.D.	
Date of Birth (month/day/year)		Are you a citizen of the United States?			
		Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>CERTIFICATION OF VOTER</b>					
I certify, subject to the penalties of §.12.13(3)(g), Wis. Stats., that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.					
_____ Signature of Voter		_____ Date		_____ Signature of Election Inspector	
				_____ Date	
GAB-1231 Rev 2011-12   Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984   608-261-2028   web: gab.wi.gov   mail: gab@wi.gov					

4. Complete the Provisional Ballot Log. Write the voter's name, address, ward, and PV number. Check the box for the reason the ballot is provisional. Write the voter's contact information. Check whether this is an Election Day Registration. If the voter registered today, attach their registration form to this log.

5. Stamp "Section 6.97" and write the PV number on the back of the ballot.
6. Issue ballot to the voter. Direct voter to the closest voting booth.
7. After marking ballot, voter seals it in the blue envelope.
8. Tell the voter to sign the envelope.
9. Sign the envelope as the poll worker.
10. Give voter blue handout about how to make sure their ballot is counted.
11. Give voter the ID Petition Process handout.
12. Put ballot envelope in the large blue "Wisconsin Inspectors' Certificate of Provisional Ballots" envelope.

The Board of Canvassers counts provisional ballots when the voter provides the missing information or ID to the City Clerk by 4 p.m. the Friday after the election. Ballots are marked so they can be identified if inserted in the tabulator.

### **Provisional Voter Returns to Polls**

If a provisional voter returns to the polls with their ID or missing driver license number before 8 p.m., their ballot is counted on Election Day.

Issue a voter slip at this point. Record the voter slip number on the poll book. A voter in a hurry can insert the ballot marked earlier into the tabulator, but that ballot is not a secret ballot. The best practice is to issue a new ballot to the voter. Write "voter returned" on the voter's provisional envelope. Place the provisional envelope in the Discarded Ballot envelope. Document this on the incident log and on the Provisional Ballot Reporting Form.

## **Provisional Voter Follows Up with Clerk**

If a provisional voter provides their missing license number or ID to the Clerk's Office by 4 p.m. the Friday of election week, their ballot is counted.

The Dane County Voter ID Coalition offers free help applying for a WI ID. Their helpline is (608) 285-2141. They even offer free cab rides to the DMV.

About 30 percent of our provisional voters follow-up to have their ballot counted. The Board of Canvassers meets at 4 p.m. the Friday after each election. They certify election results, review Election Day documents, and count provisional ballots. This meeting is open to the public.

The Clerk's Office updates the state voter registration system during the Board of Canvassers meeting so provisional voters can immediately see that their ballot was counted.





## **Presidential Ballots**

Voters who move to Wisconsin within 28 days of a Presidential Election are too late to establish residency. If they cannot vote absentee from their previous state, they may register to vote for President only. The voter completes three forms:

1. Presidential ballot application
2. Voter registration cancellation
3. Voter registration application

They also show proof of address. Write "Presidential Ballot" on the voter registration form and the supplemental poll book.

There will be a packet of Presidential Ballot materials in your registration table folder. It contains the forms listed above, and ballots listing only the office of President.

Initial the ballot as you would any other ballot. Tell the voter to cast their ballot in the tabulator emergency bin. The tabulator cannot read this ballot. Poll workers will need to remake the ballot onto an official ballot.



## When Presidential Ballots Cannot Be Issued

- ⊘ Voter does not live in Madison.
- ⊘ Voter is driving through the city and cannot vote in their own city.
- ⊘ Voter is eligible to register and vote elsewhere in the state. If voter moved within the state less than 28 days before the election, they may vote from wherever they lived 28 days before Election Day.
- ⊘ Voter is unable to show acceptable proof of address at the polls.
- ⊘ Voter has already cast a ballot for this election.

## Federal Ballots

United States citizens who have moved outside the country indefinitely may vote for federal offices. They stay registered at their last U.S. address. The Clerk's Office sends these voters a ballot listing only federal offices.

Most of our overseas voter receive their ballots via e-mail. Their absentee certificate is attached to a regular business-sized envelope. The certificate requires the signature of the voter and a witness. The witness address may be overseas or within the United States.

The tabulator cannot read federal ballots. Poll workers remake federal ballots onto official ballots.



## Federal Write-In Absentee Ballots (FWAB)

Military voters and registered overseas voters who request an absentee may send the City Clerk’s Office a back-up ballot. This is called a “Federal Write-In Absentee Ballot” (FWAB). It is sealed in an envelope with a Voter Information certificate attached to the outside of the envelope. See next page for an example.

Overseas voters often send a FWAB at the same time they request an absentee ballot. It is a back-up in case the official ballot does not arrive by Election Day.

**Official Backup Ballot**  
Federal Write-In Absentee Ballot (FWAB)

Print clearly in blue or black ink.

**Instructions**

- The FWAB is intended to serve as a backup ballot. It can be used to vote for federal offices. Refer to your state or local election official for any special ballot instructions (e.g., instant runoff voting or ranked choice voting).
- State laws vary on the use of the FWAB for state and local contests. Learn more online at [FVAP.gov](http://FVAP.gov).
- DO NOT write your name or any identifying number (SSN, driver's license) on this ballot.
- If you are voting in American Samoa, Guam, Puerto Rico, or the U.S. Virgin Islands, you may vote for Delegate or Resident Commissioner, and in presidential primaries.
- Photocopy this page if you require additional room for candidates or ballot initiatives.

**Federal Offices**

President and Vice President	
U.S. Senator	
U. S. Representative, Delegate, or Resident Commissioner to Congress	

**Other offices**

Office	Candidate name	Political party

**Ballot Initiatives or other Items**


Standard Form 186 (Rev. 01-2023), OMB No. 0704-0502

If you receive an official ballot from the military or overseas voter, process the official ballot and reject the FWAB. If the FWAB is the only ballot you receive from a military or overseas voter, remake the FWAB onto an official ballot.

Process FWAB envelopes after all other absentee ballots have been processed.

# Voter Information

## Federal Write-In Absentee Ballot (FWAB)

Print clearly in blue or black ink, please see back for instructions.

**Have you already registered and requested an absentee ballot?**

Some states allow you to use this form to register and request ballots for future elections. Visit [FVAP.gov](http://FVAP.gov) for more details.

### 1. Who are you? Pick one.

For absent Uniformed Service members, their families, and citizens residing outside the United States.  I am on active duty in the Uniformed Services or Merchant Marine -OR-  I am an eligible spouse or dependent.  
 I am a U.S. citizen living outside the country, and I intend to return.  
 I am a U.S. citizen living outside the country, and my intent to return is uncertain.  
 I am a U.S. citizen living outside the country, I have never lived in the United States.

Last name		Suffix (Jr., II)		<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.
First name		Previous names (if applicable)		
Middle name		Birth date (MM/DD/YYYY)		
Social Security Number		Driver's license or State ID#		

### 2. What is your U.S. voting residence address?

Your voting materials will not be sent to this address. See instructions on the other side of form.

Street address		Apt #	
City, town, village		State	
County		ZIP	

### 3. Where are you now? You MUST give your CURRENT address to receive your voting materials.

Your mailing address. (Different from above)	Your mail forwarding address. (If different from mailing address)

### 4. What is your contact information? This is so election officials can reach you about your request.

Provide the country code and area code with your phone and fax number. Do not use a Defense Switched Network (DSN) number.

Email:		Phone:	
Alternate email:		Fax:	

### 5. What are your preferences for future elections?

A. Do you want to register and request a ballot for all elections you are eligible to vote in? <input type="checkbox"/> Yes <input type="checkbox"/> No	B. How do you want to receive voting materials from your election office? <input type="checkbox"/> Mail <input type="checkbox"/> Email or online <input type="checkbox"/> Fax	C. What is your political party for primary elections?	
---	--	--	--

### 6. What additional information must you provide?

Alabama requires two witness signatures; Alaska, Virginia and Wisconsin, require one witness signature. Puerto Rico and Vermont need more information, see back for instructions. Additional state guidelines can be found at [FVAP.gov](http://FVAP.gov).

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### 7. You must read and sign this statement.

#### I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.
- In voting, I have marked and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except those authorized to assist voters under State and Federal law.

Sign here

X

--

Today's date  
(MM/DD/YYYY)

--

This information is for official use only. Any unauthorized release may be punishable by law. Previous editions are obsolete. Standard Form 186 (Rev.01-2023), OMB No. 0704-0502, NSN 7540-01-218-4384



## **Military Voters**

Military voters are not required to register.

Absentee labels for military voters say "military." Write "M" next to their voter slip number on the poll book.

If a military absentee voter's name is not on the poll book, make sure the envelope is at the correct polling place. If it is, write the Military voter's name, address, voter slip number, and "M" on the supplemental poll book.

## **Confidential Voters**

Victims of domestic abuse may register as confidential voters. They may only register in the City Clerk's Office. We never disclose the names and addresses of these voters.

A confidential voter shows a confidential voter card to the poll workers at the poll book. Their name and address are not announced and must remain secret. You will find these voters at the back of the poll book. Assign a voter slip number. This is not an event to document on the incident log.

## **Voters Experiencing Homelessness**

A voter must be a U.S. citizen, age 18 or older, and a resident of Madison for at least 28 consecutive days. They may reside at a homeless shelter, a park bench, or other location within your ward.

Many people experiencing homelessness register during open registration. Their address on the poll book might be the intersection of two streets.

At the time of registration, the voter needs to show proof of address. This may be a letter from a shelter or a social service agency. The letter should be on letterhead and signed by a person affiliated with the agency.

**[On Social Service Agency Letterhead]**

Date \_\_\_\_\_

Dear Local Election Official:

This document serves as a letter of identification for this individual who does not have a traditional residence for voting purposes.

Name of Individual: \_\_\_\_\_

Brief description of individual including age, height, weight, color of hair and color of eyes: \_\_\_\_\_

Brief description of individual's residence for voting purposes: \_\_\_\_\_

As a person affiliated with *(the organization indicated on this letterhead)*, I certify that I know this individual. I know the name of the individual in this letter of identification. I know that the location described as this person's voting residence is a place frequented by this individual.

This letter of identification is provided to enable the individual named to participate in the election process.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title



## **Long Lines**

After the initial 7 a.m. rush, our goal is for no voter to wait in line for more than 15 minutes. If the line at your polling place gets long, split the poll book into smaller sections. Have a poll worker walk behind those seated at the poll book to distribute voter slips. Use clipboards so voters can register while they wait in line. Voters who do not want to wait for a voting booth may mark their ballot at a table or against the wall.

If you need more poll workers to be able to split the poll books, contact the Clerk's Office. They will try to send more help.

## **Electioneering**

Electioneering is prohibited on public property within 100 feet of any entrance to the polling place.

Bumper stickers on motor vehicles are exempt. The exemption does not apply if it appears that the primary purpose of parking within 100 feet of the polling place is to influence voting. Poll worker vehicles with political bumper stickers should be backed into parking stalls.

Electioneering is allowed on private property, even within a 100-foot radius of the polls. Polling places are public property on Election Day.

Anyone engaged in activity that disrupts the orderly conduct of the election may be arrested. See State Statutes 5.35(5) and 7.37(2).





## **Political Apparel**

Voters may wear political pins and t-shirts at the polls if they are only at the polls long enough to vote.

If a voter begins flaunting their political apparel, that becomes electioneering. Give them one warning to stop.

Poll workers and observers may not wear political apparel.

## **Media**

Members of the media must check in with the chief inspector.

The media may take pictures or video at the polls as long as the chief and voters in the photos do not object. They may not record or photograph how someone is voting.

Members of the media should not interview voters inside the polling place. If they do interview voters, it should be outside of the voting room, after they have voted.

Record any visits from the media on your incident log. If the presence of media is disruptive to the voting process, the chief may direct them to leave.





## **Exit Polls**

Exit polls are allowed as long as they do not interfere with the orderly conduct of the election. The exit poll needs to be outside of the polling place. Those conducting the poll may not address voters as they enter the polling place. They may not imply that the exit poll is mandatory.

If voters complain about the exit poll, tell them that they are not required to participate. The chief will deal directly with anyone harassing voters.

## **Bake Sales**

Bake sales are allowed. They should be set up in a way that will not disturb the orderly conduct of the election.

## **No Political Conversations**

Do not discuss candidates or politics. Be very careful to avoid even the perception that you might not be impartial at the polls.



## Firearms Policy

All Madison polling places post signs to prohibit the possession of a firearm in the polls. The policy below applies to concealed or open carry firearms.

If someone enters the polling place with a firearm:

- Call 911 to contact the Madison Police Department
- Or refer to the posted sign. Politely ask them to remove the firearm from the polls and return without it. For example, they can safely lock the firearm in their car.
  - If speaking with them does not result in compliance, call 911.

If someone is within 100 feet of the entrance to your polling place and possesses a firearm, and the presence of the firearm disturbs or distracts a voter, poll worker or a member of the public who is legally observing or engaging in electioneering:

- Call 911 to contact the Madison Police Department
- Or politely ask the person to remove the firearm and return without it.
  - If speaking with them does not result in compliance, call 911.

If someone with a firearm is outside of 100 feet from the entrance to your polling place:

- If the polling place is public school and they are within 1000 feet of the grounds of the school
  - Call 911 to contact the Madison Police Department.
  - Or politely ask them to remove the firearm and return without it. If speaking with them does not result in compliance, call 911.
- If the polling place is not a public school facility, call 911.

The mere legal presence of a firearm is not, in and of itself, sufficient reason to consider someone's conduct disorderly or threatening, as long as it is not brought inside the polling place or on public school grounds. However, the presence of a firearm increases the risk associated with disruptive behavior. Err on the side of caution and safety. **If you see armed individuals within the polling place or near the polling place, you may contact the Madison Police Department.**

The Chief Inspector has broad powers to maintain order and the safe operation of the polling place. The chief may give lawful instructions to preserve order to those in the polling place, within the non-electioneering zone, and at the curbside voting area. If those are disobeyed or the chief witnesses behavior that interrupts or disturbs proceedings, call 911 to contact Madison Police.



**Wisconsin Election Observer Log**

Today's Date: \_\_\_\_\_ Election Date: \_\_\_\_\_ Municipality: \_\_\_\_\_ Page Number: \_\_\_\_\_

Site:  Polling place, ward # \_\_\_\_\_  Clerk's office  Central count location  Residential Care Facility or Retirement Home  Other (specify) \_\_\_\_\_

With their signatures below, the signees attest to the following statement:  
 "I understand Wisconsin's rules for election observers, as set out in *Wisconsin Election Observers Rules-at-a-Glance*, and agree to abide by those rules while observing this election or election administration event."

Printed Name	Signature	Street Address	Municipality, State	Representing	Photo ID Verified
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

GAB-109 | Rev 2014-09 | Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 608-261-

## Observers

Anyone other than a candidate on the ballot may observe at the polls.

Candidates may only observe after the polls have closed and voting has ended. Election Day observation begins at 7 a.m.

Observers need to check in with the chief. They must show ID. The chief has them sign the observer log (pocket folder of the yellow binder). The chief attaches this log to the Inspectors' Statement at the end of the night. The chief gives each observer a rules brochure of rules and a nametag.

Observers may be three to eight feet away from the table they are observing. There is a measuring tape in your supply kit. Given space constraints, the chief may limit the number of observers representing the same party or candidate.

**Observers may not address voters.** All questions and challenges must be directed to the chief or their designee.

Order to Leave Polling Place, Clerk's Office, or Alternate Absentee Ballot Site

Signature of Chief: \_\_\_\_\_ Signature of Observer: \_\_\_\_\_

Witness of Chief: \_\_\_\_\_ Witness of Observer: \_\_\_\_\_

A copy of this document is required to be filed with the Wisconsin Election Commission within 7 days of the election.

60-118 (2014) (2/2015) (Public Use Only) - 1/15 2015-01-15 10:00:00 AM

**The chief gives only one warning for loud or disruptive behavior.** If someone does not heed this warning, the chief orders them to leave. The observer is given a copy of the Order to Leave Polling Place carbonless form. Put the duplicate copy in the City Clerk's Office envelope. If someone refuses to leave, call 911 to have them removed.

Observers may not:

- ⊘ Observe before 7 a.m.
- ⊘ Roam throughout the polling place. They must stay in the designated observer area.
- ⊘ Touch election documents. If time permits, they may view the poll book as poll workers turn the pages. Observers may take pictures of the poll books on Election Day only if that is okay with the chief.
- ⊘ See the poll book page listing confidential voters.
- ⊘ Examine voter IDs or proof of address (because they contain personally identifiable information).
- ⊘ Wear clothing or buttons with the name or likeness of a candidate, party, or referendum group.
- ⊘ Speak on cell phones inside the voting area. Text messaging is okay.
- ⊘ Use video or still cameras inside the polling place while polls are open.
- ⊘ Initiate conversations with voters.

Observers and candidates may watch the closing of the polls.



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## **Perspective for Working with Observers**

*By Larry D. Nelson, P.E.*

I have long believed that solutions can be developed when both parties in contention try to understand the goals of the other. Do the Republican observers think that Madison election officers are cheating or least trying to skew the electoral process? If so, how are we cheating? Should we meet with them and discuss?

Ward 77 had an observer for most of the day on the June 5 special election. We signed in the observer, who followed the election closely but was very discrete. She took a lot of notes. During the day, I tried to take the time – we were shorthanded and very busy – to explain what our staff was doing. That included the remaking of ballots, the tabulator failure, and the sorting and processing of absentee ballots. The observer seemed very appreciative, and I got the impression that, while she had been briefed on what to observe, she didn't really understand the nuts and bolts of the process.

I suspect that Madison poll workers, and probably all poll workers, are very attuned to politics have strong opinions regarding candidates and the positions of the respective political parties. Regardless, they make every attempt to be "non-partisan" while conducting an election. When a voter leaves the polling place, we want them to feel that the process was fair, legal, and transparent. We should have the same goal for the election observers.

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## Challenges

Anyone eligible to vote in the state may challenge someone they have reasonable cause to believe is not qualified to vote. **Challenges cannot be based on looks, home foreclosure, warrants, language spoken, student status, or a HAVA check.** The challenger must have personal knowledge leading them to believe the person is not eligible to vote.

The challenge form is in your red resource binder. The chief usually oversees the process. Record all challenges on the incident log.

Move the challenge away from the check-in and registration tables. Avoid disrupting the voting process for other voters. Observers may make and observe challenges but must direct all of their comments to the chief.

## Challenger Oath

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

- The person is not a citizen of the United States.
  - The person is not at least 18 years old.
  - The person has not resided in the district for at least 28 consecutive days.
  - The person is currently serving a sentence for a felony conviction.
  - A judge has ruled that the person is not capable of voting.
  - The person previously voted in this election.
  - The person claims to have a physical disability that prevents them from signing the poll book, but both *poll workers* did not agree.
  - The person does not adhere to another specific voting requirement.
- This challenge can only be made by a *poll worker*.





# Challenge Documentation

(Inspector should attach this form to the Inspectors' Statement (EL-104))

Name and Address of **Challenged** Elector:

\_\_\_\_\_  
\_\_\_\_\_

Challenged Elector Voter number \_\_\_\_\_  
(Fill in only if Part D is completed)

## Identifying Challenge Participants

Name of Inspector Administering Challenge Process \_\_\_\_\_

### **1. Person Challenging Elector who is Present at the Polling Place**

(Check the box that applies and provide the information requested.)

**Inspector** (Who Is a Qualified Elector) *Making Challenge to an Elector who is Present*

Name of Challenging Inspector \_\_\_\_\_ (Proceed to Part A.)

or

Name and Address of **Electors** *Making Challenge to an Elector who is Present*

\_\_\_\_\_  
\_\_\_\_\_ (Proceed to Part A.)

### **2. Person Challenging Elector who is not Present at the Polling Place**

(Check the box that applies and provide the information requested.)

**Inspector** (Who Is a Qualified Elector) *Making Challenge to an Elector who is not Present*

Name of Challenging Inspector \_\_\_\_\_ (Complete Parts A & E.)

or

Name and Address of **Electors** *Making Challenge to an Elector who is not Present*

\_\_\_\_\_  
\_\_\_\_\_ (Complete Parts A & E.)

\_\_\_\_\_  
(signature of challenging elector)

\_\_\_\_\_  
(signature of challenged elector)

## Part A. Challenger

(Indicate the challenger's answers to your questions by checking "Yes" or "No." Provide any other information requested.)

- Oath (or Affirmation) of Truthfulness given by the inspector to the challenger:  
"Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you regarding the challenged person's place of residence and qualifications as an elector of this election."  
 Yes  No  
If "Yes," proceed with the challenge process. If "No," see the end of this section\*.
- Inspector asks the challenger if they are a qualified elector of Wisconsin. (Only an elector may challenge.)  
 Yes  No  
If "Yes," proceed with the challenge process. If "No," see the end of this section\*.
- Challenger gives the reason(s) for challenge using the following criteria that applies to the person being challenged:  
 The person is not a citizen of the United States.  
 The person is not at least 18 years of age.  
 The person has not resided in the election district for at least 28 consecutive days.  
 The person has a felony conviction and has not been restored to civil rights.  
 The person has been adjudicated incompetent.  
 The person has voted previously in the same election.

Ask the challenger why they believe that the challenged elector is not eligible to vote. Record the challenger's answers on the challenge documentation. If the challenge is not based criteria established in the State Statutes, there is no challenge.

If the voter's name is on the ineligible list for your ward, a poll worker will be the challenger. The poll worker will take this oath. The reason they are challenging the voter is that the voter's name is on the ineligible voter list.

**Challenged Elector Oath** — Place the elector under oath. If the elector refuses to take the oath, they cannot vote.

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

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

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

Only election inspectors can challenge for the following reasons:

- The person who requested a replacement absentee ballot is not the person who originally requested the ballot.
- The person claims to have a physical disability that prevents them from signing the poll book, but *both* inspectors did not agree.
- The person does not adhere to the following voting requirement (specify alleged violation below):

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4. Inspector asks the following question(s) of the challenger which are appropriate to determine the qualifications of the challenged elector:
- Why do you believe that the challenged elector is not a United States citizen?
  - Why do you believe that the challenged elector is not at least 18 years of age?
  - Why do you believe that the challenged elector has not, for at least the 28 consecutive days before this election, resided in, or been a resident of, the ward or election district from which he or she seeks to vote?
  - For which of the following reasons, and why, do you believe the challenged elector is currently disqualified from voting:
    - A felony conviction for which the challenged elector is still serving probation or is on parole or extended supervision?
    - A judge's ruling that he or she is incapable of voting?
    - Having made a bet or wager on this election?
    - Having voted previously in this election?

(Inspector challenge only):

- Why do you believe that the challenged elector, who requested a replacement absentee ballot, is not the person who requested the original ballot?
- Why do you believe that the challenged elector is not unable to sign the poll book due to a physical disability?
- Why do you believe this person does not meet the specified voting requirement?

Record Challenger's Answer(s):

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\*If the challenger refuses to take the oath (or affirmation) of truthfulness, is not a qualified elector of Wisconsin, refuses to give a valid reason for challenge, or refuses to provide information to support the challenge; the challenge process is terminated and *the elector is allowed to vote*.

*OTHERWISE:*

5. *Proceed to Part B.*

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**Part B. Challenged Elector**

(Indicate the challenged elector's answers to your questions by checking "Yes" or "No.")

1. Oath (or Affirmation) of Truthfulness given by the inspector to the challenged elector:  
"Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you regarding your place of residence and qualifications as an elector of this election."

Yes     No

If "Yes," proceed with challenge process. If "No," see end of this section\*.

## **Chance to Withdraw Challenge**

The challenger now has an opportunity to withdraw the challenge. If the challenge is withdrawn, give the elector a regular ballot and make a notation on your incident log.

## **Oath of Eligibility**

If the challenge is not withdrawn, administer the Oath of Eligibility to the voter. The voter affirms that they meet all the criteria to be eligible to vote.

## **Issue Challenged Ballot**

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

## **Note on poll book and Incident Log**

Write "challenged" and the reason for the challenge next to the voter's name on the poll book. Note the challenge on the incident log, along with the outcome (challenge withdrawn, elector refused to take oath, or ballot issued).

Attach the challenge form to the Inspectors' Statement. Write the voter slip number on the upper right corner of the first page of the challenge form.

After the election, the Clerk's Office submits this form to the District Attorney. The role of poll workers is to complete the challenge paperwork. They do not investigate any allegations.

2. Inspector asks the challenged elector the following questions which are appropriate to test the person's qualifications based on the cause for the challenge:
- Are you a United States citizen?     Yes     No
  - Are you at least 18 years of age?     Yes     No
  - For at least the 28 consecutive days before this election, have you resided in, or been a resident of, the ward or election district from which you seek to vote?     Yes     No
  - Are you currently disqualified from voting for any of the following reasons?
    - A felony conviction for which you are still serving probation or are on parole or extended supervision?     Yes     No
    - A judge's ruling that you are incapable of voting?     Yes     No
    - Having made a bet or wager on this election?     Yes     No
    - Having voted previously in this election?     Yes     No

(Inspector challenges only):

- Are you unable to sign the poll book due to a physical disability?     Yes     No

Record Challenged Elector's Explanation, if any:

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\*If the challenged elector refuses to take the oath (or affirmation) of truthfulness, refuses to answer any of the questions in Part B, or the answers given indicate that the challenged elector does not meet voting eligibility requirements; *the challenged elector is not given a ballot*. Indicate the reason for not issuing a ballot to the challenged elector in the box at the bottom of Page 4.

**Part C. Opportunity to Withdraw Challenge**

3. (Indicate the challenger's answer by checking "Yes" or "No.")

Does challenger withdraw the challenge?

- Yes (Challenge process is terminated, and elector is given a ballot.)     No (*Proceed to part D.*)

**Part D. Oath (or Affirmation) of Eligibility**

(Indicate the answers to your questions by checking "Yes" or "No.")

1. Inspector administers Oath (or Affirmation) of Eligibility to the challenged elector:

"Do you solemnly swear (or affirm) that: you are at least 18 year of age; you are a citizen of the United States; you are now and for 28 consecutive days have been a resident of this ward except under Wis. Stat. § 6.02(2); you have not voted at this election; you have not made any bet or wager or become directly or indirectly interested in any bet or wager depending upon the result of this election; you are not on any other ground disqualified to vote at this election."

- Yes     No

If "Yes," proceed with 2.

If "No," see end of this section\*.

2. If the challenged elector answered "Yes" to question number 1, the challenged elector is given a ballot. **Before issuing the ballot to the challenged elector, the inspectors must:**

- Write the voter number of the challenged elector and "Section 6.95" on the back of the ballot.
- Write the voter number on the front of this form and on the voter list.
- Indicate the reason for the challenge on the voter list.

\*If challenged elector refuses to take the oath (or affirmation) of eligibility or refuses to register (where required), the elector may not be given a ballot. Indicate reason for not issuing a ballot to a challenged elector in the box at the bottom of Page 4.

## Challenged Absentee Ballots

If an absentee voter is challenged, **place the challenger under oath.** Complete the challenge form.

**Record voter slip number and "Section 6.95" on back of absentee ballot.** The voter will not be present to respond to the challenge. You will not be able to issue an oath to the voter, but the voter did certify on the absentee envelope that they are eligible to vote.

Write "challenged" and the reason for the challenge next to the voter's name on the poll book. Attach the challenge form to the Inspectors' Statement. Note the challenge and voter slip number on the incident log.

## Frivolous Challenges

Give one warning to challengers who become disruptive with frivolous challenges.

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### Part E. For Challenged Absentee Elector Only

(Indicate that the following procedures have been accomplished by checking the box next to each procedure.)

Before depositing absentee ballot of the challenged elector in ballot box, inspectors must

- Write the voter number of the challenged elector and "Section 6.95" on the back of the ballot,
  - Write the voter number on the front of this form and on the voter list,
  - Indicate the reason for the challenge on the voter list.
- 

### When Ballot Is NOT Issued to a Challenged Elector

(Indicate the reason for not issuing a ballot to a challenged elector by checking the appropriate box.)

- The challenged elector refused to take the oath or affirmation of eligibility under Part D.
- The challenged elector refused to answer fully any relevant questions put to him or her by the inspector under Part B.
- The answers to the questions given by the challenged elector indicate that they do not meet the voting qualification requirements of Wis. Stat. §§ 6.02 and 6.03. Reason: \_\_\_\_\_ )



## **Running Out of Ballots**

The number of ballots at your polling place is based on an educated guess. The ballot order is based on the type of election, historical turnout, new construction, number of absentee voters, and contested races on the ballot. Sometimes turnout is higher than we anticipated.

Contact the City Clerk's Office at 11 a.m. and 4 p.m. with your voter turnout. The number of voters you have by 11 a.m. may double by 4 p.m. The number of voters you have by 4 p.m. may double by 8 p.m. The Clerk's Office looks at turnout numbers to determine which polling places may need more ballots.

**Do not wait until you are out of ballots to call the Clerk's Office.** The ballot printer needs at least two hours to print and deliver the ballots.

Contact the Clerk's Office if you are down to 50 ballots or even think you may run out of ballots. **Insist on speaking directly to the City Clerk.**

If you run out of ballots, do not turn voters away. Use the ExpressVote until more ballots arrive.

If you are about to run out of ballots you may make photocopies. Do not allow photocopied ballots to be fed into the tabulator. Open the emergency bin. Use the silver tabulator cart key to unlock the emergency bin door.



Drop the slot cover. Close and relock the door. Put up the sign that says, "Emergency bin in use."

Once the Clerk's Office delivers ballots to your polling place, remake any ballots that are on copy paper.



## Using the Emergency Bin

If the tabulator becomes inoperable, contact the Clerk's Office. Announce that you are waiting for the Clerk's Office and will be using the emergency bin in the meantime. Tell voters they may wait to insert their own ballots, or poll workers will insert ballots once the problem is resolved.

Use the silver tabulator cart key to unlock and open the emergency bin door. Drop the slot cover. Close and lock the emergency bin door.

Locate emergency bin signs in the red accordion folder. Tape the sign on the tabulator. Note the event on your incident log. The Clerk's Office will resolve the problem or replace the tabulator. Record the outcome on your incident log. Two poll workers feed ballots into tabulator once it is ready.

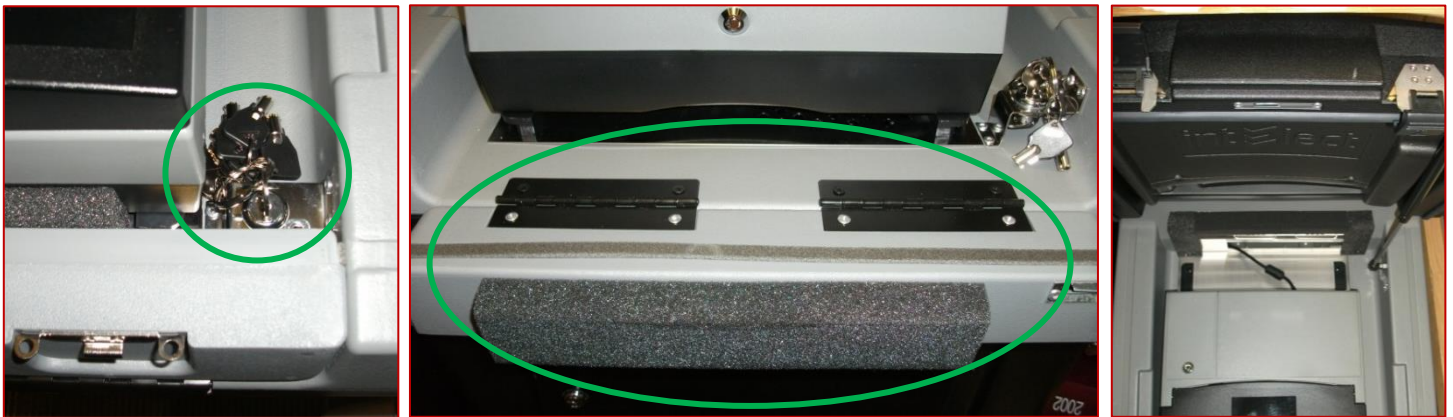


## Ballot Jams

Sometimes a ballot gets stuck. You will be able to see the ballot through the windows in the back of the tabulator. You often can get the ballot to drop into the bin by holding onto the sides of the tabulator cart and gently dancing the shimmy with the machine. **Read the tabulator screen** to see if the ballot has already been counted.

If dancing with the tabulator does not work, use the silver tabulator cart key to unlock the rim in front of the scanner. Drop the rim down. Slide the scanner forward a little to access the ballot. **Read the screen.** If ballot has been counted, push it through the slot so it falls into the ballot bin. If the ballot has not been counted, pull out the ballot to reinsert in the tabulator.

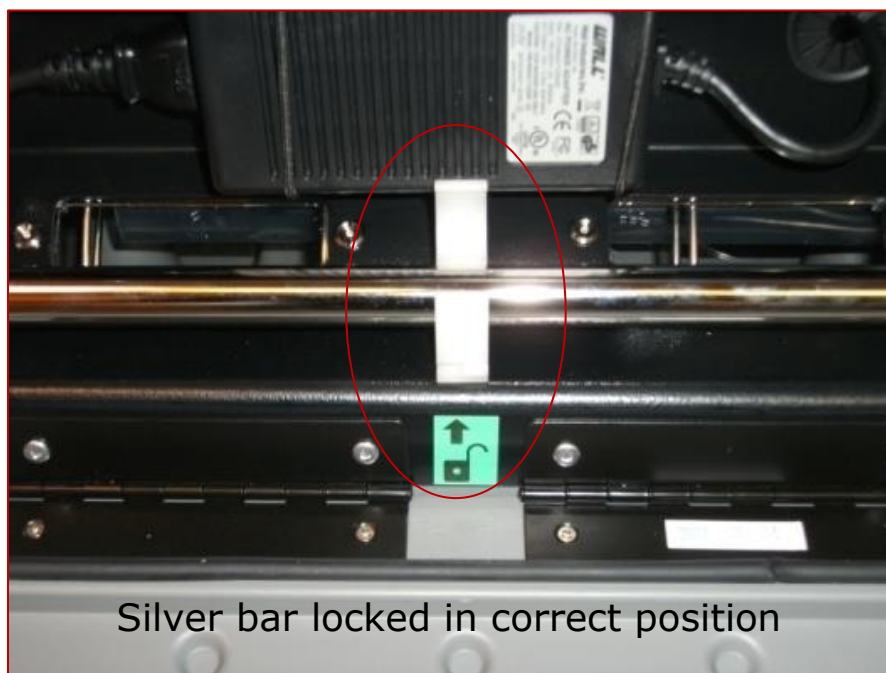
Slide scanner back into place. Close and lock the rim. Record on incident log.



## Tabulator Troubleshooting

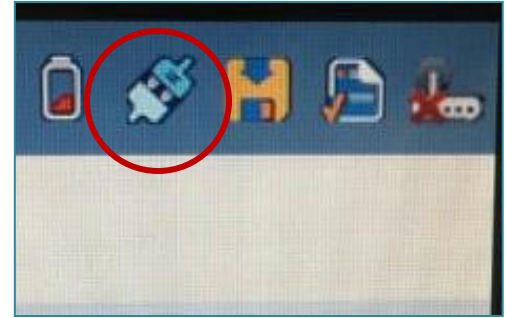
### Ballot counted but not released to the bin

Check the back of the tabulator to make sure the silver bar is down and latched tightly into the white clasp. If the silver bar is up in the unlocked position, ballots will jam.



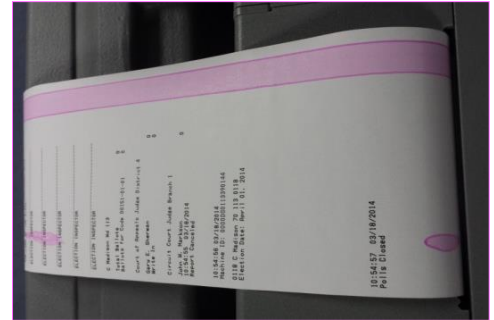
## Unplugged power icon

The **unplugged icon** in the upper right corner of the screen tells us that the tabulator is not getting power from the wall outlet. Try another outlet. Make sure the power cord is completely plugged into the power port in the back of the tabulator.



## Pink on paper roll

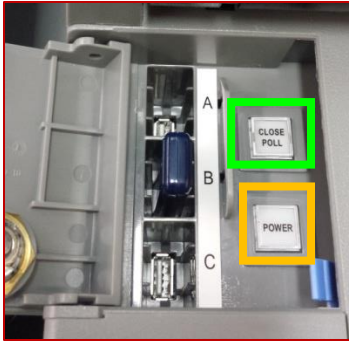
A stripe of pink along the edge of the paper roll tells us that the roll is almost empty. It needs to be replaced. There is a new paper roll in the hardware box that was in your tabulator cart this morning.



## Printer time-out error

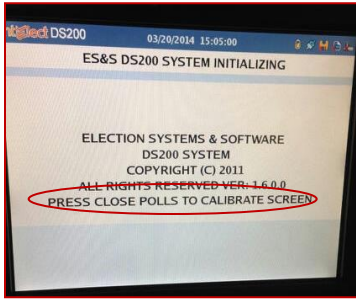
The paper roll needs to be adjusted. Tear the blue sticker seal off the top of the scanner. Put the sticker seal on the outside of the County Clerk envelope. Use the barrel key to unlock and open the access door from which you just removed the seal. Press down the **blue lever** to access the paper roll. Adjust the paper roll before closing and locking access doors.





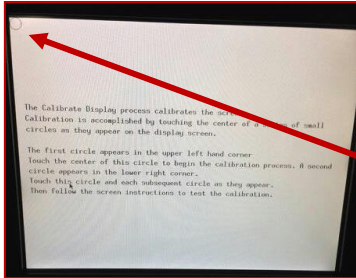
## Tabulator screen is frozen

Tear the blue sticker seal off the top of the scanner. Use the barrel key to unlock the door from which you just removed the seal. Lift access door open. Press and hold the **power button** for as long as it would take for the UW band to play "Varsity."

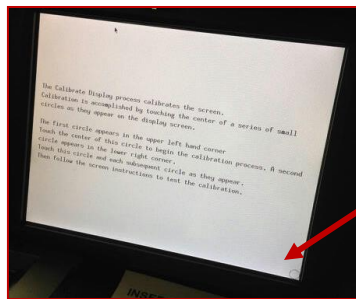


Watch the screen. The screen will go blank as the tabulator begins a hard reboot. Once you get a white screen with five lines of text, **immediately press the**

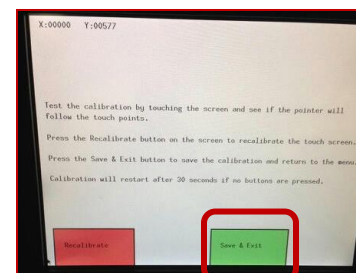
**close poll button.** The final sentence on the white screen is asking you to press the close poll button to calibrate the screen.



You will be prompted to touch a circle on the upper left corner of the screen. The touch screen needs one pound of pressure from your finger. When you touch the circle it will turn black.



Next, you will be prompted to touch a circle on the lower right corner of the screen. When you touch the circle it will turn black. The touch screen is now recalibrated.



Press the green bar asking you to save and exit. The tabulator should be back in operation. Document the recalibration on your incident log.

# EXPRESSVOTE SUMMARY CARD HAND-MARKED BALLOT COMPARISON

## How Ballots are Read

The ExpressVote Universal Voting System utilizes touch-screen technology that produces a paper record for tabulation, which includes both human- (text) and machine- (barcode) readable voter selections.

Vote selections are marked via the ExpressVote — *the ExpressVote as a marker does not count, store or tabulate votes.*

**Candidate Selection Barcodes**  
Each Candidate Selection Barcode Maps to Corresponding Oval Position on Paper Ballot

The master barcode tells the unit how many selections there are to count and therefore, if a barcode is damaged and cannot be read, it will notify the voter and will never skip the selection.

**ExpressVote summary card**

**Hand marked ballot**

Whether a tabulator scans a hand-marked paper ballot or an ExpressVote summary card, the machine-readable code channel and marked voting target on the hand-marked ballot and the barcodes on the ExpressVote summary card are what the scanner uses to tabulate the vote.

## HOW DO YOU TEST FOR ACCURACY?

Prior to an election, election administrators perform Logic and Accuracy (L&A) testing on their ballot tabulators. L&A Testing is a collection of pre-election procedures that ensure that a tabulator used in an upcoming election can accurately tabulate results. Testing is performed by feeding an audited stack of pre-marked ballots through the tabulator, comparing the resultant totals to the expected test deck totals. Often times these tests are conducted in such a way as to make public observation of the procedures and results possible.

Just as hand-marked paper ballots can be inspected or audited by hand or by machine, the ExpressVote summary card can also be audited by hand or by machine.

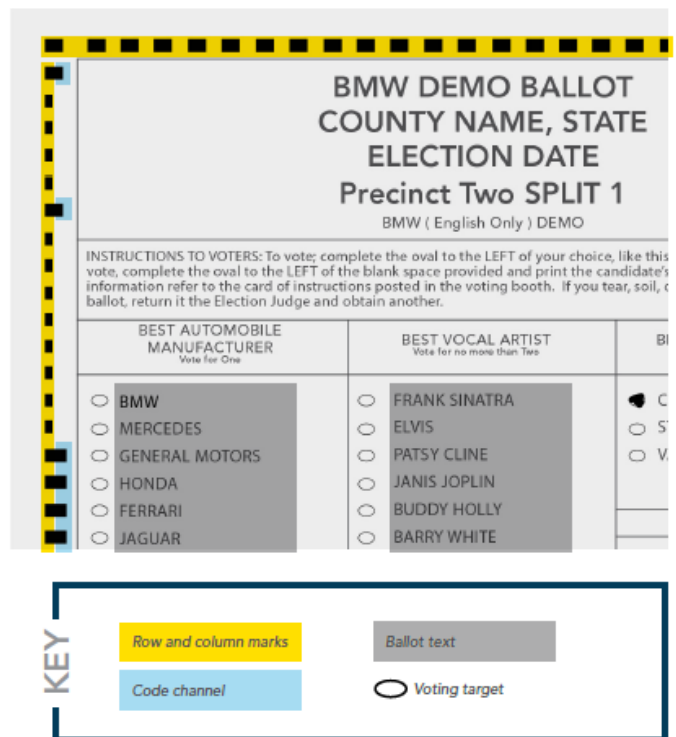
## HOW ARE BALLOTS READ?

Machine-readable components are areas of the ballot where scanners recognize and record marks (such as voting targets and code boxes). Below is a description of how the row and column marks and code channel are used to define specific ballot styles that in turn relate to oval positions and candidates. These are replaced by the single barcode on an ExpressVote summary card:

**Voting Targets (Ovals)** – A voting target is an oval that appears next to each candidate name (or referendum response). Voting targets are marked by the voter to indicate selection. Properly printed ovals are invisible to optical sensors.

**Row and Column Marks** – The row and column marks are the black squares around the edges of the ballot used by the digital scanner to locate the voting targets. Each row and column mark represent a position that could potentially contain an oval.

**Code Channel** – These are small extensions to certain row marks that act like a bar code to tell the scanner the precinct, type, split, and style of the ballot.





## **Media Communications**

Direct media inquiries to the Chief Inspector. Questions the chief is unable to answer or would be best addressed by the Clerk's Office should be directed to the City Clerk's Office.

When speaking with the media, keep our goal in mind. Our goal is for each eligible voter to be able to cast a ballot, and to have that ballot counted. All media communication should tie back to this goal.

Our interactions with the media should encourage voter participation, provide transparency, and build trust in the election process.

## **No Judging**

We are election officials, not judges. Do not say anything that passes judgment on voters or could make voters feel unwelcome.

- What **not** to say: "These voters should have registered before Election Day." or "We're tired of processing so many absentee ballots."
- A good comment: "You can register at the polls today. All you need is a document proving your address, like a driver license, utility bill, residential lease, or government document."
- Another good comment: "Remember that the address on your ID does not matter for the purpose of proving your identity at the polls."



## **Problems**

A common media question is, "What problems have you encountered today?" If there is a problem, the Clerk's Office would like to hear from you directly rather than learn about it through the media.

Do not make assumptions. Establish the facts, and double-check them. Talk about what we are doing to facilitate the right to vote. Even if a reporter asks you about problems, you are not limited to talking about problems.

Here is a response that has no useful information for voters: "We had three paper cuts by 9 a.m. We're almost out of Band-Aids. And the Band-Aids provided by the Clerk's Office ought to be bigger."

Here's a better way to respond: "We're having a great Election Day. The lines have moved quickly, and we've registered more than 100 voters."

## **Remain Impartial**

We need to keep our personal opinions to ourselves in our role as election officials. Sometimes, the media will ask what we think the voter turnout means for a particular candidate. We do not speculate on what turnout means. We do not talk about who we think may win or lose the election. We are focused on the election process.

## **Emergency Situations**

In the case of an emergency, refer all media inquiries to emergency personnel.

## Tips for talking to friends and family about election security

Messaging principle	What to say	Why it works
Focus on the current election	<i>Speak in the present tense and about measures that are currently in place to protect our elections.</i>	A greater share of voters have confidence in future elections than in some recent past elections. Simple, factual messages about existing measures are most effective.
Stick to the facts, not feelings	<i>Speak about <b>concrete measures</b> that are in place to protect the integrity of future elections.</i>	The most effective messages for increasing confidence in future elections present concrete facts about the election security measures in place.
Focus on three categories of election security safeguards in place in your state	<i>While every state has several safeguards in place throughout the elections process, focus on discussing the existing safeguards in these three areas: <b>procedures that 1) require bipartisan participation, 2) protect the security of mail voting, and 3) prevent ineligible or double voters.</b></i>	Friends and family are trusted messengers to share information about how our elections work and the procedures in place to ensure election security.
Identify processes that require bipartisan participation in the election process	<i>For example, (if true in your state) <b>bipartisan teams are present</b> at every polling location and/or when mail ballots are processed and counted.</i>	Some worry that partisan interests drive election interference on the other side, resulting in partisan finger pointing.
Provide information about absentee/mail voting safeguards	<i>For example, (if true in your state) <b>ballot drop boxes are monitored</b> by video surveillance to ensure that votes are not stolen or tampered with.</i>	Although absentee voting has long been a safe and secure option in many states, high rates of non-Election Day-voting across the country in 2020 sparked questions about AB security measures.
Emphasize the measures in place to prevent double voting or ineligible voters	<i>States regularly update their voter registration databases to remove deceased registrants and those who have moved away to prevent people from voting more than once. <b>Voter lists in use at the polls on Election Day have been updated to indicate voters who have already voted (early and absentee/mail voters).</b></i>	Some voters are unaware of the existing safeguards to prevent ineligible or double voters. Learning about existing safeguards from a trusted source can help friends and family better understand the processes in place to protect the election.

## Building confidence: Talk about existing measures in your state that require bipartisan participation, secure mail/absentee voting, and ensure only eligible voters vote – once

### Bipartisanship

For example (if true in your state)

- To ensure that vote-counting remains neutral and fair, representatives of candidates and political parties from each side can observe each step in the voting process, including validating mail ballots, testing voting machines, and counting the ballots.

### Mail/absentee voting security measures

For example (if true in your state)

- Ballot drop boxes are monitored by video surveillance to ensure that votes are not stolen or tampered with.
- Bipartisan teams are present any time mail ballots are handled, including when they are processed and counted.
- Signatures or other “personal identifying information” are required on mail ballot envelopes, which are matched to voters’ registration to verify their identity.

### Ensuring only eligible voters cast ballots, and that they only vote once

- States regularly update their voter registration databases to remove deceased registrants and those who have moved away to prevent people from voting more than once.
- Voter lists used at the polls on Election Day are updated to indicate if a voter has already voted by mail or early to prevent double voting.



## **Election Emergency Plan and Evacuation Procedures**

This plan is for an election emergency or evacuation in the City of Madison. All poll workers should know what to do in the event of a fire, tornado, bomb threat, hazardous leak or any other threatening disaster or situation. This plan addresses security issues for poll workers, voters, and election records.

### **General Responsibilities**

- Know where the primary and secondary exits are for your facility.
- Locate the fire extinguishers.
- Know how to dial 911 from your facility.
- Learn where to go in case of an emergency, severe weather or tornado.
- Have a specific location for all poll workers to assemble, both inside and outside the facility.
- Report any unusual activity at your location. Dial 911 for emergency services.
- Document any evacuation or emergency activities on your incident log.

## **Communications Plan**

If there is an emergency, notify the Clerk's Office as soon as it is safe to do so. Keep your cell phone turned on. If the City Clerk's Office or emergency personnel need to reach you, the phone may be our only means of communication.

## **Election Equipment/Ballot Security**

The decision of what to do with ballots and election equipment depends on the type of emergency. Keep the ballot box, ballots and poll books within sight of poll workers, if possible.

When you are dealing with a life-threatening situation, the evacuation and safety of human life will be the first concern. Inform voters of the safety evacuation route.

- The chief should contact City Clerk's Office at to keep them informed of the situation.
- The chief should keep their cell phone turned on and in hand.
- If you have time and a safe exit route, bring the tabulator with you to the poll worker meeting location. The tabulator has a battery backup. It will not lose its memory even if it loses power.
- Poll workers should maintain custody of the poll books, registrations, and all un-voted ballots. If possible, allow voting to continue in the parking lot of the building.

- If the voting process cannot continue, the polling location may be moved. The City Clerk's Office will determine if the event requires a change of venue.
- Record event on incident log. Include how long people could not vote.

## **Medical Emergencies**

If a poll worker, voter or observer appears to be seriously ill or injured:

- Dial 911 immediately. Give the 911 operator the location and type of emergency. Follow the directions the 911 operator gives you.
- Unless it is a life-threatening situation, do not render first aid until a paramedic arrives or a 911 operator gives you instructions.
- Do not move a person who has fallen.
- If possible, ask the injured person for their name, phone number, address, date of birth, and a brief description of what happened.
- Avoid unnecessary conversation with, or about, the ill or injured person.
- Report any poll worker injury to the City Clerk's Office.
- Record event on your incident log.

## **Fire Evacuation**

- Remain calm. Call 911.
- Direct all poll workers and voters to nearest exit in an orderly fashion.
- Do not use elevators.
- Take ballots and poll books with you. If it is safe to do so, take the tabulator with you.

- Proceed to your designated assembly location. Be careful if crossing streets.
- Take a head count and note any missing people. Report any missing people to emergency personnel.
- Contact the City Clerk's Office to notify them of the event.
- Stay in your designated area until emergency personnel direct you to move.
- Do not attempt to re-enter the building until emergency personnel say it is safe to do so.
- Do not speak to the media. Refer them to emergency personnel.
- Receive all of your information from emergency personnel.
- Record event on your incident log, including amount of time voting was halted.

### **Threatening Phone Call, Bomb Threat, or Suspicious Object**

If you receive a written threat or find a suspicious object on the premises:

- Keep anyone from handling the object or going near it. The object may be dangerous, and evidence needs to be preserved for the police.
- If you find a suspicious object, immediately evacuate the area. Leave the object undisturbed until the police arrive.
- Promptly write down everything you can remember about the threat, parcel, or suspicious object. Listen for background noise, the caller's voice, and what they said. If possible, ask questions about where the bomb is located and when it will explode. Ask the person for their name and address. Provide these details to the police.
- Call 911 immediately and assess whether you need to evacuate.

- Contact the City Clerk's Office to notify them of the event.
- Record event on your incident log, including amount of time voting is unavailable.

### **Hazardous Leak**

- If you are the first person to identify a leak or hazardous substance release, call 911.
- The Madison Fire Department will assess the situation.
- Remain at the polling place unless emergency personnel tell you to leave. Close doors and windows if the leak or spill is outside the facility.
- If you evacuate, take all ballots and poll books with you. If possible, bring the tabulator with you.
- Contact the City Clerk's Office to notify them of the event.
- Record event on your incident log, including the amount of time voting is halted.

### **Tornado/Severe Weather**

- If a tornado is reported or seen in the immediate area, immediately seek shelter in a secure location. All poll workers should know this location ahead of time. If time does not allow you to evacuate to a safe location, find shelter under a heavy object, such as a table. Protect your head.
- Do not stop for personal belongings, ballots, or election equipment.
- Take a head count of your group. Remain calm and quiet during the waiting period. Do not wander.

- If the building is struck by a tornado, remain in your location until it is safe to evacuate.
- It is important to stay away from all sources of power, power lines, phone lines, gas lines, and windows.
- Do not re-enter the building without clearance from emergency personnel.
- Contact the City Clerk's Office to notify them of the event.
- Record event on your incident log, including amount of time voting was halted.

## **Power Outage**

If a power outage occurs:

- Remain calm.
- Provide assistance to voters and staff in your immediate area.
- If charged, use the flashlight provided by the Clerk's Office.
- If you are in a location that does not have windows, proceed cautiously to an area that has emergency lights.
- The tabulator will not lose its memory. You can restart the tabulator after power is restored.
- Contact the City Clerk's Office to notify them of the event.
- Record event on your incident log, including the amount of time voting was unavailable.



## **Threats of Violence**

- Treat all threats of violence seriously.
- Report any threats to the chief, who will determine a course of action.
- For any situation that involves an immediate threat of violence, call 911.
- In the event of a confrontation, do your best to stay calm.
- Do exactly what you are told—no more and no less. Do not do anything to surprise the violent person.
- Contact the City Clerk’s Office to notify them of the event once it is safe to do so.
- Document the incident on your incident log, including the amount of time voting was unavailable.

## **Change of Venue**

When the City Clerk’s Office or emergency personnel decide a polling location needs to relocate:

- A City Clerk’s Office employee and Madison Police Department escort will report to the polling place.
- Poll workers will pack up Election Day supplies.
- The tabulator cart will remain locked at all times.
- The tabulator cart will be escorted to a city vehicle for transport. A Police Officer will escort the city vehicle to a pre-determined location.
- Post signs on the door to identify the alternate polling site.
- All un-voted ballots will be transported in the city vehicle.
- A Madison Police Officer or designee will remain on the original site to inform all voters of the change of venue.

- The City Clerk's Office will contact local media to inform voters of the change in location.
- Note this change of location on the incident log, including the amount of time voting was unavailable.

## **Active Shooter**

Active shooter events are unpredictable and evolve quickly. Active shooter situations are often over within three to five minutes, before law enforcement arrives on the scene. Poll workers should be prepared both mentally and physically to deal directly with an active shooter situation.

Prioritize safety. If an active shooter event occurs at the polling place, use the **Avoid | Deny | Defend™** model. Once shooting starts, it is too late for negotiation to help.

1. If it is safe to do so, exit the facility immediately to **avoid the shooter**. Run if the path is clear and you can easily reach an exit. Do not worry about the ballots or election supplies.
2. If you are unable to safely exit the facility, lock yourself in any room and barricade the door to **deny the shooter access**. Because each polling location has different types of doors, each polling place is encouraged to develop plans in advance for where and how to barricade the door shut. Depending on the type of door and how it opens, you might barricade the door using a doorstop, binder, table, or belt. Turn off the lights, silence cell phones, and remain quiet. If you barricade, prepare for your next response if the attacker finds you or gets into the room.

3. If you are unable to utilize the avoid and deny strategies successfully, **defend yourself using whatever means are available**. When the shooter is in close range and you cannot flee, your chance of survival is much greater if you try to incapacitate the shooter.

The weapon in the shooter's hand is the biggest threat. If possible, attack the shooter immediately as the attacker enters the room, before they orient themselves. Grabbing the gun with a c-grip around its top or slide prevents the gun operating correctly, causing a malfunction. After grabbing the gun by the slide, use your other hand with a hammer fist to strike at the shooter's vision and wind, or just keep hitting their nose. If the shooter has a rifle, grab outside of the shooter's hands from the side, and drive the rifle down toward the shooter's legs and away from you.

If you are within 21 feet of the shooter, you are better off running toward the shooter than away from them. Otherwise, you are giving them time to aim at you.

Call 911 as soon as it is safe to do so.

### **Square Breathing Technique**

If you are shot, use the square breathing technique to lower your heartrate and slow down your loss of blood. Slowly inhale for four seconds. Hold that breath for four seconds. Slowly exhale for four seconds. Hold between breaths for four seconds. Keep repeating this breathing exercise.

## Worldwide Terrorism Event

- In the event of terrorist activity, all elections will continue unless Federal or State officials order otherwise.
- If there is no police order to take cover or remain indoors, all polling place operations remain intact.
- When evacuating the polling place, take ballots and poll books with you if it is safe to do so.
- Document the incident on your incident log, including the amount of time voting was halted.

## Observers During Emergency

Election observers must follow all emergency procedures. They are prohibited from interfering with the election process or emergency procedures. If they do not comply, tell them to leave or have them removed by law enforcement personnel.

<b>Emergency Contact Numbers</b>	
Police, Fire, Emergency Management	911
Madison Gas & Electric	(608) 252-1111
Madison Water Utility	(608) 266-4661
Madison City Clerk's Office	(608) 266-4220
Dane County Clerk's Office	(608) 266-4122
Wisconsin Elections Commission	(608) 266-8005