

2024 Spring Primary
City of Madison Media Kit

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Spring Primary

City of Madison voters will have a February 20 Primary if they live in County Supervisor District 13, County Supervisor District 36, or the Middleton-Cross Plains Area School District.

County Supervisor District 13 consists of:

- Ward 56, voting at Nicholas Recreation Center
- Ward 57, voting at Gordon Dining & Event Center
- Ward 58, voting at Smith Hall
- Ward 59, voting at Union South
- Ward 63, voting at First Congregational Church
- Ward 64, voting at Blessed Sacrament Church

County Supervisor District 36 includes:

- Ward 1, voting at Westminster Senior Apartments
- Ward 155, voting at Westminster Senior Apartments

The Middleton Cross-Plains Area School District includes portions of:

- Ward 95, voting at Anana Elementary School
- Ward 100, voting at Urban League Southwest Employment Center
- Ward 101, voting at Elver Park Shelter
- Ward 102, voting at Elver Neighborhood Center/WI Youth Company
- Ward 109, voting at Fire Station 12
- Ward 113, voting at Elver Park Shelter
- Ward 114, voting at Blackhawk Church
- Ward 115, voting at Lussier Community Education Center
- Ward 117, voting at Attic Angel Association
- Ward 118, voting at Blackhawk Church
- Ward 119, voting at Middleton United Church of Christ
- Ward 137, voting at Lussier Community Education Center
- Ward 139, voting at Blackhawk Church
- Ward 140, voting at Blackhawk Church
- Ward 141, voting at Blackhawk Church
- Ward 156, voting at Elver Park Shelter

Potential Confusion

The City of Madison is in eight different school districts: Madison Metropolitan, Middleton-Cross Plains, Verona, DeForest, Waunakee, Sun Prairie, McFarland, and Monona Grove. School district boundaries do not match ward boundaries. This could cause confusion on Election Day. Wards 95, 100, 101, 102, 109, 113, 114, 115, and 117 are in both the Middleton-Cross Plains Area School District and the Madison Metropolitan School District (MMSD). Voters in the MMSD portions of these wards will see that their polling places are open on February 20, but their names will not be on the poll book because their portion of the ward does not have a Primary Election.



Spring Primary Statistics *as of January 4, 2024*

Pre-Registered Voters

The number of pre-registered voters listed for the Middleton-Cross Plains Area School District primary is only for the portion of the ward that is within the Middleton-Cross Plains Area School District.

Ward	Primary	Registered Voters
1	County Supervisor 36	1,182
56	County Supervisor 13	824
57	County Supervisor 13	1,984
58	County Supervisor 13	1,883
59	County Supervisor 13	1,571
63	County Supervisor 13	2,170
64	County Supervisor 13	952
95	Middleton-Cross Plains Area School District	58
100	Middleton-Cross Plains Area School District	116
101	Middleton-Cross Plains Area School District	512
102	Middleton-Cross Plains Area School District	263
109	Middleton-Cross Plains Area School District	438
113	Middleton-Cross Plains Area School District	0
114	Middleton-Cross Plains Area School District	673
115	Middleton-Cross Plains Area School District	87
117	Middleton-Cross Plains Area School District	220
118	Middleton-Cross Plains Area School District	958
119	Middleton-Cross Plains Area School District	1,910
137	Middleton-Cross Plains Area School District	0
139	Middleton-Cross Plains Area School District	84
140	Middleton-Cross Plains Area School District	250
141	Middleton-Cross Plains Area School District	0
155	County Supervisor 36	0
156	Middleton-Cross Plains Area School District	5

Polling Place Change

Ward 109 has been temporarily moved to Fire Station 12. The ward had been voting at the Princeton Club, but the Princeton Club has withdrawn its offer to host a polling location. The Clerk's Office is looking for a permanent replacement.

The Clerk's Office sends a postcard notice to all registered voters whose polling location has changed.



Important Dates for Spring Primary

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1/21	1/22	1/23 Last Day to Establish Residency Voters who move after today will not be eligible to vote at their new address and will need to vote from their previous address.	1/24	1/25	1/26	1/27
1/28	1/29 Care Facility Absentee Voting Begins Special Voting Deputy Election Officials bring absentee ballots to voters at 28 care facilities in the City.	1/30 Absentees Mailed to voters with requests on file. Track the status of your absentee at https://MyVote.wi.gov	1/31 Voter Registration Closes Final day to register via mail or online.	2/1	2/2	2/3
2/4	2/5 Do Not Delay Absentees requested after today might not have enough time to travel through the mail.	2/6 In-Person Absentee Voting Begins Hours & locations	2/7	2/8	2/9	2/10 Public Test City Clerk's Office tests electronic election equipment to ensure accurate results.
2/11	2/12 Mail It Back Monday Voters returning absentees via mail are encouraged to do so by today.	2/13 Hospitalized Voters may begin requesting absentee ballots .	2/14	2/15 Absentee via Mail Request Deadline for most voters, but Post Office might not deliver by Tuesday	2/16 Final Day to Register at Absentee Sites Voters may still register at the polls on Election Day.	2/17 Final Day of In-Person Absentee Voting Hours & locations
2/18	2/19	2/20 Election Day Polls open 7 a.m. and remain open until 8 p.m. Election results are posted on County Clerk's website. 	2/21	2/22	2/23 Provisional Deadline Provisional voters have until 4 p.m. to get a copy of their ID to the Clerk's Office.	2/24

What's New

Wisconsin has updated its absentee envelopes. The absentee mailer envelope will be printed in red and blue. The certificate envelope used to return the ballot to the Clerk's Office will be printed in purple for most voters. Nursing home absentee voters will have an envelope printed in teal. Military and overseas absentee voters will have an envelope printed in brown.

The new certificate envelope now has a space for the voter's witness to print their name. This section must be completed.

The Voter Information section of the absentee certificate envelope will contain a label generated by the City Clerk's Office.

In order for the absentee ballot to be counted, it must be returned to the Clerk's Office in time to be counted at the polls on Election Day. That means the Clerk's Office needs to receive the ballot no later than Election Day. The postmark does not count.

The absentee certificate envelope must contain:

- Voter signature
- Witness signature
- Printed name of witness
- Witness address

Yellow highlighting on the absentee certificate envelope indicates which sections must be completed in order for the ballot to count.

The [instructions](#) mailed with each absentee ballot have also been updated.

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

<input type="checkbox"/> City Name: <input type="checkbox"/> Village Name: <input type="checkbox"/> Town Name:		Election Date (mm/dd/yyyy)
Name (Last, First, Middle)		
Street Address		
County	City	
State	Zip	Ward Ald. Dist

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:

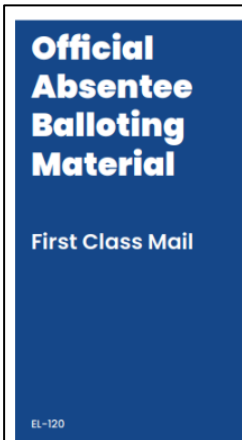
WITNESS REQUIRED

- 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

X
Witness Signature

Witness Printed Name ← New

Witness Address (Number, Street Name, City)



Return Service Requested

Media Visits

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

Observation on Election Day begins when the polls open at 7 a.m. The closing of the polls is open for anyone to observe.

Interviews with voters should occur outside of the voting area, and only after they have finished voting. The media may take photographs or video as long as the Chief Inspector does not find this disruptive, and any voters pictured give their consent. Images may not show how someone marked their ballot because voters are entitled to a secret ballot.

The Clerk's Office will provide daily updates via X/Twitter, @MadisonWlclerk. On Election Day, the Clerk's Office will provide updates via X/Twitter after polling locations report their turnout numbers at 11 a.m. and 4 p.m. There can be a delay as the Clerk's Office tries to reach polling places that have not reported numbers.

The Wisconsin Elections Commission calculates voter turnout based on the estimated number of residents who are voting age. The City Clerk's Office calculates voter turnout based on the number of pre-registered voters for each ward. This is because the Clerk's Office uses voter turnout by ward to determine whether each polling location should have enough ballots. The estimated number of residents who are voting age is not available by ward.

Voter turnout numbers include the absentee ballots processed at each location. City of Madison poll workers process absentees throughout Election Day at every polling place. The voter turnout numbers reported at 11 a.m. and 4 p.m. include the absentee ballots processed at the polling place by that point in the day.



Voter Eligibility

To be eligible to vote you must:

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



Voter Registration

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

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

Proof of Address may be on paper or in an electronic format. It must include the voter's name and current address. If the document contains an expiration date, it cannot be expired.

Acceptable Proof of Address Documents

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

Voter Registration

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

On Election Day, Madison residents may register to vote at their polling location with proof of address.

Confirming Voter Registration

Voters are encouraged to verify their registration online at <https://MyVote.wi.gov>. As each registration form is processed, the Wisconsin Elections Commission sends the voter a postcard to confirm that the voter resides at that address, and to notify the voter of their polling location.

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



Voter ID

Voters must present an acceptable form of ID for their vote to be counted. Poll workers look at the type of ID presented, the name and photograph on the ID, and the expiration.

Voter ID is used to prove identity and does **not** need to show a current address. A Wisconsin ID or license does **not** need to comply with the federal Real ID Act of 2005 for voting purposes. A driver license or ID from another state is not an acceptable form of ID for voting in Wisconsin.

Acceptable Forms of Voter ID

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

**Expiration date must be after the date of the last November election (November 8, 2022).*

Obtaining a Wisconsin ID

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

The Dane County Voter ID Coalition provides free help with the DMV application process and may even provide free transportation to the DMV. This is a joint effort of the League of Women Voters of Dane County and the Dane County NAACP. Their hotline is **(608) 285-2141**.

Exceptions

Voter ID is not required for Military absentee voters, Confidential Voters, absentee voters indefinitely confined to their homes due to age or disability, or nursing home residents who are voting absentee.



Confidential Voters

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

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

Registering as a Confidential Voter

Confidential voter registration is only available in the Clerk's Office. Madison residents may register confidentially in the City Clerk's Office, temporarily located in conference room 153 of the Madison Municipal Building (215 Martin Luther King, Jr., Boulevard). If not already registered, they will need to show proof of address.

Required Documentation

Voters registering confidentially must submit a request in writing and present one of the following documents:

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



Military Voters

Military Voters include:

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

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

Voters Experiencing Homelessness

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



Ex-Felons and Incarcerated Voters

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

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

Indefinitely Confined Voters

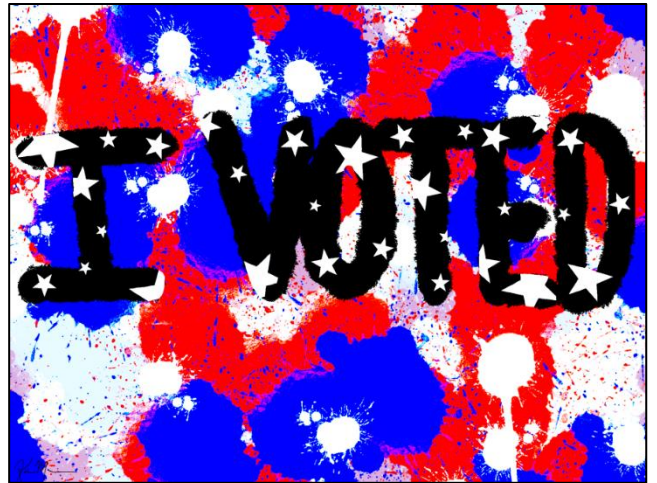
Voters may request absentees for all future elections if, for the foreseeable future, they are confined to their home due to age, physical illness, or disability. Being indefinitely confined does not require permanent or total inability to travel outside of your home.

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

Voters in Care Facilities

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

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



Hospitalized Voters

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

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

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

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

Absentee Voting Via Mail

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

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



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

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

The City Clerk's Office begins mailing ballots for this election on January 30, and issues each ballot within a business day of receiving a valid request. Absentee ballots must be received by the Clerk's Office in time for delivery to the polls on Election Day.

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

Absentee Delivery

The City Clerk's Office provides postage on the certificate envelope that is used to return an absentee ballot via mail. Because mail is sent from Madison to Milwaukee to be sorted, it can take up to a week for the Post Office to deliver a ballot. The Clerk's Office highly recommends that voters put their ballot in the mail no later than February 13.

Voters may hand-deliver their absentee ballot to the City Clerk's Office until in-person absentee voting begins on February 6. From February 6 through February 17, voters may deliver their absentee ballot received through the mail to City Clerk's Office employees at any of our [absentee voting sites](#). Voters hand-delivering their absentee on Election Day are encouraged to take their ballot directly to their polling location.

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

In-Person Absentee Voting

In-Person Absentee Voting will take place **February 6-17**. Voter registration will not be available February 17-19, per state law. Only City of Madison residents may vote absentee at City of Madison absentee voting sites.

Voters need to show the absentee clerk their Voter ID in order to be issued an absentee ballot, even if the Clerk's Office has a copy of their ID on file. If a voter is not already registered to vote at their current address, they may register, with proof of address, at an absentee voting location through Friday, February 16.



In-Person Absentee Voting Process

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

In-Person Absentee Voting Hours & Locations

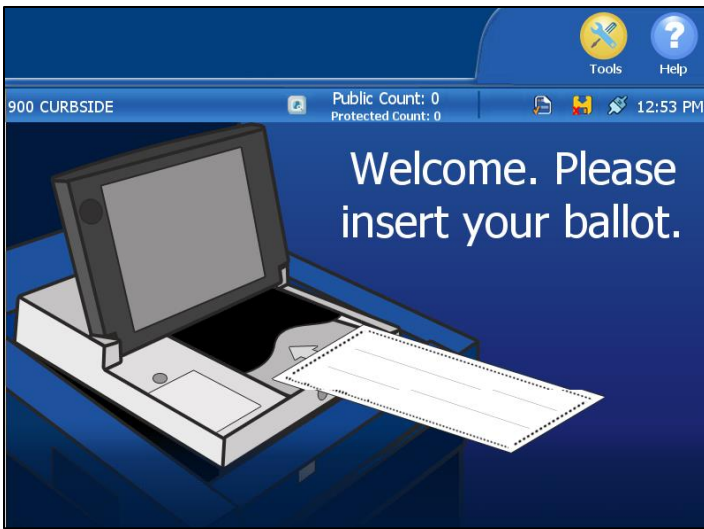
- **Central Library**, 201 W Mifflin St
10 a.m. – 5:00 p.m. weekdays, February 6-16
- **Elver Park Neighborhood Center/WI Youth Company**, 1201 McKenna Blvd
10 a.m. – 2 p.m. February 6 & 13 (Tuesday & Thursday)
10 a.m. – 5 p.m. February 8 & 15 (Tuesday & Thursday)
- **Lussier Community Education Center**, 55 S Gammon Rd
9 a.m. – 7:30 p.m. February 7 & 14 (Wednesdays)
- **Meadowridge Library**, 5726 Raymond Rd
11 a.m. – 7 p.m. weekdays, February 6-16
10 a.m. – 4 p.m. Saturdays, February 10 and 17
- **Pinney Library**, 516 Cottage Grove Rd
11 a.m. – 7 p.m. weekdays, February 6-16
10 a.m. – 4 p.m. Saturdays, February 10 and 17
- **Urban League Southwest Employment Center**, 1233 McKenna Blvd
11 a.m. - 5 p.m. Mondays, Tuesday, Wednesdays, and Fridays, February 6-16
- **UW– Madison Union South**, 1308 W Dayton St
11 a.m. – 5 p.m. weekdays, February 6-16



In-Person Absentee by Appointment

The following locations will be by appointment only for the February Primary. Contact the Clerk's Office to schedule an appointment.

- Alicia Ashman Library, 733 N High Point Rd
- Badger Rock Neighborhood Center, 501 E Badger Rd
- Boys & Girls Club – Allied, 4619 Jenewein Rd
- Bridge – Lake Point – Waunona Neighborhood Center, 1917 Lake Point Dr
- Catholic Multicultural Center, 1862 Beld St
- Centro Hispano, 810 W Badger Rd
- Christ the Solid Rock Baptist Church/Lake Edge United Church of Christ, 4200 Buckeye Rd
- Eagle Heights Community Center, 611 Eagle Heights Dr
- East Madison Community Center, 8 Straubel Court
- Edgewood College – Wingra Commons, 1000 Edgewood College Dr
- Fountain of Life Church, 633 W Badger Rd
- Freedom Inc, 2110 Luann Ln
- Global Market & Food Hall, 2161 Zeier Rd
- Goodman South Madison Library, 2222 S Park St
- Hawthorne Library, 2707 E Washington Ave
- Hmong Institute, 4402 Femrite Dr
- Lakeview Library, 2845 N Sherman Ave
- Madison College Goodman South Madison Campus, 2429 Perry St
- Madison College Truax Campus, 1701 Wright St
- Monroe Street Library, 1705 Monroe St
- Olbrich Gardens, 3330 Atwood Ave
- Rebalanced – Life Wellness Association Men's Health & Education Center, 588 Grand Canyon Dr
- Sequoya Library, 4340 Tokay Blvd
- Urban League of Greater Madison, 2222 S Park St
- UW– Madison Health Sciences Learning Center, 750 Highland Ave
- UW– Madison Memorial Union, 800 Langdon St
- Warner Park Community Recreation Center, 1625 Northport Dr



Election Equipment

The City of Madison uses the ES&S DS200 to tabulate election results at each polling location. Voters use a black or blue ballpoint pen to mark the oval next to the candidate of their choice. To cast write-in votes, they mark the oval next to the write-in space for an office and print the candidate's name. Voters using the ExpressVote to print their selections on a ballot card insert their ballot card in the DS200 as well. Every vote has a paper trail.

Ballots can be inserted into the DS200 in any orientation (right side up, backward, or upside down). If the DS200 does not detect any ballot markings or detects too many votes cast for a single office, the touchscreen will notify the voter and provide an opportunity for the voter to retrieve their ballot and ask a poll worker for a replacement ballot. Voters are encouraged to wait for the tabulator screen to display the message "Thank you for voting. Your ballot has been counted."

Ten days before each election, the City Clerk's Office conducts a public test of election equipment to verify that the DS200 used at each polling location will accurately tally the votes cast. The Clerk's Office confirms that each tabulator will accurately tally votes for each candidate, notify the voter if too many candidates are selected for any office on the ballot, and notify the voter if the ballot is blank. Thousands of ballots are tested for each election.

After testing each DS200 for accuracy, Clerk's Office personnel secure the ballot box and scanner with tamper-evident seals marked with unique serial numbers. The Clerk's Office documents these serial numbers on the Inspectors' Statement to be used at each polling location, and the Chief Inspector at each polling place verifies those seals and serial numbers when they open the polls on election morning.

After the election, the Dane County Clerk's Office randomly selects wards to audit, counts the ballots cast in those wards, and compares those results to the tabulator results from Election Day. Voters may conduct their own audit, utilizing the ballot images the Dane County Clerk's Office posts [online](#) after election results have been certified.

Voting at the Polls

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

Voters are encouraged to verify their polling location via <https://MyVote.wi.gov> or www.cityofmadison.com/WhereDoIvote before heading to the polls on Election Day.

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



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

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

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

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

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

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

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

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

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

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

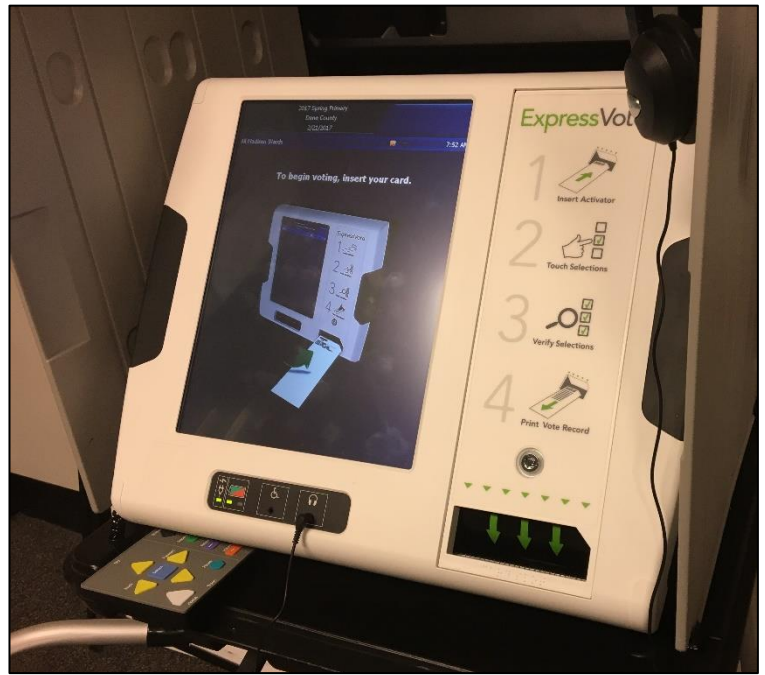
Voters who move within 28 days of Election Day need to vote from their previous address, at the polling place for that address.



Accessibility

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

Voters unable to enter the polling location due to a disability may vote from the curb of their polling place. Curbside voters may send someone into the polling place to request curbside assistance. Otherwise, the voter may call the Clerk's Office to make arrangements for poll workers to watch for the curbside voter at a certain time.



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

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

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

Voters who need help marking their ballot have options:

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

Provisional Voting

Provisional ballots are issued in two circumstances.

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

Provisional Process

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

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

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

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

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

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

Voter Challenges

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

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

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

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

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

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



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

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

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

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

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

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

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



Election Observers

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

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

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

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

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

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

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



Working at the Polls

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

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

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

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



About the City Clerk's Office

City Clerk's Office Goal

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

City Clerk's Office Mission

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

Core Values

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

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

The City of Madison has been selected by the [U.S. Alliance for Election Excellence](#) as part of the inaugural cohort of [Centers for Election Excellence](#).

