

Election Worker Training



November 20, 2015

10:00 a.m. – 12:00 p.m.

Town of Oregon
1138 Union Road
Oregon, WI 53575
608-835-3200

2016 Elections

Spring Primary – Tuesday, February 16

Spring Election – Tuesday, April 5

Partisan Primary – Tuesday, August 9

General Election – Tuesday, November 8

Polling Place

The Town of Oregon has one polling place located at Oregon Town Hall, 1138 Union Road, Oregon, WI 53575.

Polling Place Hours

7:00 a.m. – 8:00 p.m.

Wisconsin Election Manual

http://www.gab.wi.gov/sites/default/files/publication/65/election_day_manual_june_2015_pdf_17111.pdf

Also, can be found <http://www.gab.wi.gov/> and enter Election Day Manual in search box.

A few manuals are made available today, if you would like a printed copy please see Jennifer.

Agenda

1. Introductions
2. Difference between Proof of Residence and Proof of Identification
3. Voter Registration
4. Implementation of the Photo ID Law
5. Provisional Voting
6. Absentee Voting
7. Changes at the Governmental Accountability Board (GAB)
8. Election Day
 - a. Polling Place Checklist
 - b. Opening Polls
 - c. Election Observers
 - d. Media
 - e. Photography/Videography
 - f. Electioneering
 - g. Closing Polls
 - h. Counting Ballots
 - i. Print Results
 - j. Reconcile Poll Lists
 - k. Facing Ballots
 - l. Post-Election Checklist
9. Election Inspectors

Introductions

Denise Arnold and Jennifer Hanson have worked at the Town of Oregon for 10 years!

Denise is married to Ed. They have two beautiful daughters and one swell son-in-law.

Jennifer is married to Craig and has three okay teenagers (and one really nice dog.)



CARTER

We were very happy to have received a dummy proof Keurig last year to provide drinkable coffee to our wonderful poll workers.

Proof of Residence and Proof of Identification

What is the difference?

Proof of Residence – Proves where you live.

Proof of Identification – Proves who you are.

The **law dictates** what documents satisfy proof of identification and proof of residence. The lists are NOT interchangeable. Any complaints need to be directed to the lawmakers.

Proof of Residence

- Must have current name and address.
- Doesn't need to confirm that voter has lived there for 28 days. The 28 day registration is certified by voter when they sign the voter registration application.
- If the proof of residence has an expiration date, that date must be on or after the date of the election.
- Acceptable proof of residence can be something that came from a unit of government.
- The town does not need to keep a copy of proof of residence, but should if presented
- Can be electronic.

Acceptable proof of residence:

1. Current & valid Wisconsin driver's license. – Not expired.
2. Current & valid Wisconsin ID card. – Not expired
3. Any other official identification or license issued by a Wisconsin governmental body.
4. Any identification card issued by an employer that bears a photo of the card holder. – Not a business card.
5. A real estate tax bill or receipt for the current year or the year preceding the date of the election.
6. A residential lease which is effective for a period that includes the registration date. – Not for first-time voters registering by mail.
7. A university, college or technical institute identification card (must include photo), ONLY valid if the voter provides a fee receipt dated within the last nine months.
8. A university, college or technical institute identification card (must include photo), ONLY valid if the institution provides a certified housing list to the municipal clerk that indicates citizenship.
9. A utility statement (gas, electric, telephone, mobile phone, internet, cable or satellite TV) for the period commencing not earlier than 90 days before the registration date.
10. Bank Statement.
11. Paycheck.
12. A check or other document issued by a unit of government.
13. A letter on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.

DO NOT Qualify for Proof of Residence

WI Realtors Association renewal, Credit card statement (Target, Citi, Am Express), Mortgage loan statement, Great Lakes Higher Education loan statement, Health insurance statements/bills (except UW Health), Insurance policy (State Farm), W-3, Home security statement.

Don't say, "Let me see your id." Use the term proof of residence.

Proof of Identification or Photo ID or Voter ID

- Proves who you are.
- Does not have to include current address.

Acceptable proof of identification (ONLY WHAT IS ON THIS LIST IS ACCEPTABLE):

1. Wisconsin DOT-issued drive license. – Can be expired after November 4, 2014.
2. Wisconsin DOT-issued identification. – Can be expired after November 4, 2014.
3. Military ID card issued by the U.S. Uniformed Services.
4. U.S. passport book or card.
5. Certificate of naturalization. – That was not issued more than two years before date of election.
6. Identification card issued by federally recognized Indian tribe in Wisconsin. – Acceptable regardless of expiration date.
7. Driver license receipt issued by Wisconsin DOT (valid for 45 day from date issued).
8. Identification card receipt issued by Wisconsin DOT (valid for 45 days from date issued).
9. Photo identification card issued by Wisconsin accredited university or college or technical college that contains the following:
 - Date the card was issued
 - Signature of student
 - Expiration date no later than two years after date of issuance
 - The university or college ID must be accompanied by a separate document that proves enrollment, such as a tuition fee receipt, enrollment verification letter or class schedule.

DO NOT Qualify Proof of Identification

Military Veteran Affairs ID, State or Federal government employee IDS, Out-of-State driver license or identification card, employment ID, membership or organization ID, Certification of Citizenship

The following documents can be used as proof of identification without a photo

- A citation or notice of intent to revoke or suspend a driver license. - Must be date within 60 days of the date of the election.
- A State of Wisconsin, DOT issued identification card without a photo. – Issued to those electors with a religious objection to being photographed.

Exempt from providing Photo ID

- Confidential electors
- Active military and permanent overseas voters when voting by absentee ballot. – Must provide photo ID if voting in-person.
- Indefinitely confined or in special care facilities voters when voting by absentee ballot. – Must provide photo ID if voting in-person.

*If some doesn't have acceptable proof of identification, they must be offered a provisional ballot. **DON'T JUST SEND THEM HOME.***

FREE Wisconsin ID cards for voting

If you are a U.S. citizen, will be at least 18 years of age by the next election, and would like a Wisconsin ID card to vote, please check the ID for FREE box when completing the Wisconsin Identification Card (ID) application [MV3004](#) or when applying online.

A [Document Verification Petition Process](#) is available if fees arise in order to obtain a free ID card for voting. This petition process is available if any of the following applies:

1. Applicant is unable to provide documents for proof of name and date of birth as required by Wis. Admin. Code § Trans 102.15(3)(a) but which require a fee to a government agency to obtain. This includes documentation needed for proof of legal name change.
2. Applicant is unable to provide documents for proof of United States citizenship as required by Wis. Admin. Code § Trans 102.15(3m) but which require a fee to a government agency to obtain.

A free ID card is NOT available under the following circumstances:

- If you currently have a valid, unexpired driver license (DL), you are not eligible under Wisconsin law to obtain an ID.
- If you will not be at least 18 years of age on the date of the next election.
- If you are not eligible to vote in Wisconsin.

DMV does not have information regarding voter eligibility, poll locations, voter registration information or other election information. Please contact your local election officials or county clerk for election information. The [Government Accountability Board](#) is another useful source of information.

For more information

- [DMV customer service centers](#)

Driver Information Section

P.O. Box 7983
Madison, WI 53707-7983

Email Wisconsin DMV email service

Phone (608) 264-7447

Fax (608) 267-3812

All ID cards are mailed - A receipt including your photo will be provided to you. This receipt is acceptable photo identification for voting and serves as your ID until your card arrives in the mail

Voter Registration

- All electors must be registered before being issued a ballot.
- To register to vote, an individual must be a U.S. citizen, be age 18 or older on or before Election Day and have resided in an election district or ward for 28 consecutive days.
- An elector can register on Election Day.
- All Election Day voter registrations happen in the front clerk's office in the town.
- Electors registering to vote on Election Day will be required to provide both proof of residence and proof of identification.
- Electors registering on Election Day will also sign the handwritten Supplemental Election Day Voter poll list in the office. The electors will be escorted to get a voter number.
- Residency requirements include temporary presence/absence, Intent to Return, Student Status, Part-time – merely owning property in a municipality is not sufficient to claim residency, New Residents for less than 28 days and Former Residents may vote Presidential-only ballot.
- Electors requesting an address or name change will need to complete a voter registration application in the front office. Changes CANNOT be made by writing in the poll book.
**This is very important in 2016 as last names may differ from the photo id.*
- Keep a copy of proof of identification, not proof of residence.

Ineligible Voters

Ineligible Voter List

The Department of Corrections creates a list of individuals who are currently out of prison but still completing the terms of their felony. They have been removed from the poll list.

Persons Adjudicated Incompetent List

Wisconsin Statutes precludes from voting any person who is incapable of understanding the objective for the elective process or who is under guardianship, unless the court had determined that the person is competent to exercise the right to vote. This list will identify person who have been adjudicated incompetent and are ineligible to vote.

The Election Officials must review the Ineligible Voter & Incompetent List for every Election Day registrant and Absentee Ballot to confirm that the elector is eligible to vote on Election Day.

Deceased Voters

The Wisconsin Department of Health provides certified death record information through the Statewide Voter Registration System (SVRS) to help municipal clerks identify voter that have become deceased. *Please make a notation on both poll lists and on the Inspectors Statement if you have been notified that someone on our poll list is deceased.*

Voters on the Poll List **BUT** Shouldn't Be

It is very common to be told at the poll list that a person should no longer be on the poll list because they moved. Eventually voters will be purged from the list. Wisconsin statutes mandate the inactivation of voter registration for those electors that have not voted with the past four years. Voters are mailed and postcard and given 30 days to respond. Voters that have been inactivated would need to reregister.

Implementation of the Photo ID Law



What to look for on Election Day?

1. Elector's Photograph - The photograph must reasonably resemble the elector.
2. Elector's Name - The elector's name must conform to the name of their vote registration, it does not need to be identical. Hyphenated names are acceptable, such as "Smith" vs. "Smith-Jones."
3. An Expiration - If the ID has an expiration date, it must meet the expiration requirements listed previously.

If the election inspectors do not believe the name or photograph accurately resemble the proof of identification, then the elector's ballot should be challenged.

Registering at the Poll List

1. Elector announces his or her name and address to the election inspectors maintaining the poll lists.
2. Inspector asks for *proof of identification*. If the elector does not have proof of identification, they must be offered a provisional ballot.
3. Two inspectors locate the elector's name in the regular poll list or supplemental poll list.
4. A supplemental poll list contains the names of voters that registered during the late registration period. The late registration period is between the third Wednesday and last Friday before the election. Electors registering during the late registration period will be given a Certificate of Registration (GAB-133) from the clerk that identifies them as being properly registered. The supplemental poll list is located behind the poll list.
5. Typos or name/address changes. Typos can be corrected if the name is misspelled or numbers inverted on the address. Make a notation on the poll list AND record on the Inspectors Statement. Name/Address changes CANNOT be made by writing in the poll list.
6. The poll list can contain pre-printed notations for POR required and Absentee.
7. If the voter has Absentee designation in the poll book – You cannot allow the voter to sign the poll book until it is confirmed the voter has not returned an absentee ballot.
8. The town doesn't have a Confidential Elector List.
9. The elector must sign one poll list **BEFORE** being given a voter number.
10. A voter number is recorded simultaneously on two identical poll list maintained by two different election inspectors.
11. The elector is given the voter number and directed to the ballot table.
12. If an elector makes an error on ballot, they **MUST** go back to the poll list. Both election inspectors make a notation on the poll list next to the voter's name "2nd ballot." If the elector requires a 3rd ballot, the election inspector can offer help in marking the ballot. An elector is only allowed **THREE** ballots. If the third ballot is rejected by the electronic tabulator, the ballot is set aside and remade by election inspectors. The ballots with the error is torn to make it unusable and kept in a spoiled ballot envelope. **ALSO**, an entry of 2nd and 3rd ballot should be made on the Inspectors Statement.

Issuing Ballots and Voting

Providing the correct ballot to the voter and enabling the elector to mark a ballot privately and independently are two of the most important tasks for election inspectors on Election Day. The voter should go directly to the voting booth to mark the ballot. Unused ballots are wrapped separately with a note indicating that there are ballots are unused.

Assisting Electors

An assistor must provide their name and address to the election officials to be recorded on the poll list and sign in the space on the ballot that they assisted. Anyone, except a representative of their labor union or employer, may assist including minor children and election inspectors. The incident should be recorded on the Inspectors Statement.

Curbside Voting

Election inspectors may go the vehicle outside the polling place to issue a ballot.

Challenging Electors

When there is reason to believe that an elector does not meet the qualifications to vote or has not adhered to any voting requirement, the elector maybe challenged. Only election inspectors may challenge an elector for failing to adhere to a voting requirement. ***This will require going by the book if it happens.***

Provisional Voting

Only 3 situations to use provisional voting:

1. Individual fails to provide an acceptable proof of identification.
2. An individual who attempts to register on Election Day and has been issued a WI driver's license or WI state identification card, but is unwilling or unable to provide the number and that is the only information missing from the application.
3. An individual that registered to voter before April 4, 2014 but failed to provide proof of residence and is still unable to provide proof of residence. The notation "POR Required" is on the poll list to identify these voters.

Issuing a Provision Ballot:

1. Voter must complete a Provisional Ballot Certification Envelope (GAB-123),
2. Election inspector must certify the envelope by:
 - Signing and dating the certificate envelope
 - Indicate the type of required information
3. Election inspector issues a provisional voter number (PV#), which is recorded on the voter list. A voter number is NOT issued to the elector and the elector does NOT sign the poll list.
4. The PV# is recorded in 6 places:
 - 1) The back of the ballot
 - 2) On the Inspectors' Statement (GAB-104)
 - 3) On the Provisional Ballot Certificate Envelope (GAB-123)
 - 4) On the Provisional Ballot Reporting Form (GAB-123r)
 - 5) On the poll list or supplemental poll list
 - 6) On the Provisional Voting Information sheet for the elector
5. The elector is given a regular ballot, votes the ballot, seals the voted ballot in the Provisional Ballot Certificate Envelope (GAB-123), and returns the sealed envelope to the election inspector.
6. Election inspector places the Provisional Ballot Certificate Envelope (GAB-123) inside the Inspectors' Certificate for Provisional Ballot Envelope (GAB-108) and record the information on the Inspectors Statement (GAB-104).
7. Election inspector must provide the elector with the Provisional Voting Information Sheet and indicate the applicable reason the provisional ballot was issued.
8. An elector that returns to the polling place before 8:00 p.m. to provide the valid missing documentation would be allowed to either spoil the ballot in the envelope or mark a new ballot, BUT must sign the polling list and be issued a voter number.
9. When the polling place closes, the Inspectors' Certificate of Provisional Ballots Envelope (GAB-108) must be secured in a separate ballot bag with a tamper-evident serialized numbered seal. The tamper-evident seal number should be recorded on the Inspectors Statement and the ballot bag marked "Provisional Ballots"
10. The Provisional Ballot Recording Form (GAB-123r) must be sent to the county after the close of polls and also entered into the SVRS system.
11. The ballots remain at the clerk's office.

12. An elector has until 4:00 p.m. on the Friday after an election to provide the required information. *Elector who provide information after Election Day do not sign the poll list.
13. If the elector does not present, the ballot is not counted. If the elector does provide the information, the ballot will be counted as part of the municipal canvass.
14. Voters at the wrong polling place are not allowed to vote a provisional ballot.

Municipal Board of Canvass (MBOC)

The MBOC certifies election results.

When do they meet?

- On Election night, the Town of Oregon election inspectors act as the MBOC when there are municipal offices or referenda on the ballot. They complete the canvass statement, certify the municipal election results and officially determine the winners.
- No Later than 9:00 a.m. on the Monday after the election, the MBOC meet to process late-arriving ballots and provisional ballots.
- Act 37 allows for the clerks to certify that an MBOC is not required because no outstanding absentee ballots or provisional ballots have been received☺.

Absentee Voters

- Any registered elector can request an absentee ballot for any reason.
- Absentee ballots can be requested in-person or by mail, email and fax and MUST include a copy of photo ID. Unless a copy was previously provided.
- To obtain an absentee ballot you must make the request in writing. The signed Official Absentee Ballot Application/Certification envelope satisfies the requirement for a single election in the office.
- Although not required, there are two forms available to complete for electors requesting an absentee ballot: Wisconsin Application for Absentee Ballot (GAB-121) and the Town Absentee Ballot Request.
- To request a permanent absentee ballot, the elector should complete a GAB-121.
- Absentee ballots are issued no earlier than the 3rd Monday proceeding the election
- The last day for electors to request absentee ballots in person is 5:00 p.m. the Friday proceeding the election.
- The last day for electors to request absentee ballots by mail is 5:00 p.m. on the 5th day proceeding the election.
- Indefinitely confined voters and military voters can request absentee ballots to be mailed by 5:00 p.m. on the Friday proceeding the election.
- Hospitalized and sequestered jurors can request an absentee ballot until 5:00 p.m. on Election Day.
- Absentee ballots delivered by any method must arrive by 8:00 p.m. on Election Day.
- Absentee ballots arriving after Election Day must be delivered by USPS on the Friday after the election by 4:00 p.m. and be postmarked by Election Day to be count at the MBOC.
- Ballots are NOT allowed to leave the building. Anyone requesting a ballot in-person at the municipal clerk's office must complete the ballot or have the ballot mailed to them. The law does not allow for anyone to pick up a ballot for someone else.
- Remember, you can only vote once! In 2011 the Legislature passed Act 227, which prohibits a voter who has returned a completed absentee ballot from voting at the polling place on Election Day. Previously, voters who cast an absentee ballot and changed their minds could go to the polling place and vote on Election Day, and their absentee ballot would not be counted. This is no longer an option.
- Only military and permanent overseas electors may request their ballot be sent via fax or email.
- An oversea elector is permanently residing outside the United State with no intent to return. Overseas electors may only vote for federal offices.

Election	Election Day	In-Person (Early) Voting Period Not including weekends
Spring Primary	February 16, 2016	February 1 to 12
Spring Election and Presidential Preference Vote	April 4, 2016	March 21 to April 1
Partisan Primary	August 9, 2016	July 25 to August 5
Fall General Election	November 8, 2016	October 24 to November 4

Processing Absentee Ballots

- Absentee Ballots are processed in the clerk's office and open for any observers.
- Absentee Ballots are processed during polling place hours, 7:00 a.m – 8:00 p.m. Except absentee certificate envelopes marked "To Be Rejected." Those are process after 8:00 p.m. to allow the voter an opportunity to correct there errors.
- If the election inspector has reliable proof an elector has died before Election Day, then absentee ballot should be rejected.
- The election inspector announces the name and address of the absentee voter.
- The certificate envelope needs to be carefully reviewed by the election inspector to determine that:
 - a) The envelope in not open.
 - b) The envelope has not been opened and then resealed.
 - c) The signature of the elector appears on the certificate.
 - d) The certificate contains the signature of one witness who is an adult US citizen.
- If the certificate envelope is insufficient because it has been opened or resealed, or the signature of the elector or the witness is missing, the absentee ballot must be rejected.
- If rejected, the voter may still appear at the poll to correct their absentee envelope.
- If the certificate envelope is sufficient, the ballot is removed from the envelope, the voter number is recorded with a red "A" next to voter number and place the ballot in the voting machine.
- Election Inspectors do not need to stand in line.
- The certificate envelopes are kept and put into the Used Certificate Envelopes of Absentee Electors GAB-103 at the end of the night.

Remaking Ballots

- Ballot with Overvotes are remade by election inspectors so the electronic tabulator will accept it. On a new ballot, election inspectors transfer all votes from the overvoted ballot in which the voter's intent can be determined. No votes are transferred for the overvoted contest, unless the voter intent can be determined.
- Ballots with Crossover Votes have votes in more than one political party column. If the voter selects a party preference, the electronic tabulator will only count votes cast within the party column selected in the party preference section. If the voter fails to select a party preference and voted for candidates in more than one party. The ballot is remade to a blank ballot and scanned by electronic tabulator.

Procedure to Remaking a Ballot

1. Two election inspectors must complete the process together.
2. They must select a reason for remaking ballot on the ballots.
3. The remade ballots are issued in sequential number.
4. Votes should be transferred to the remade ballot except for an overvoted contest is left blank and crossover vote is a blank ballot.
5. The election inspectors must record remade ballot on the Inspectors' Statement and include the reason the ballot was remade.
6. The remade ballot is inserted into the electronic tabulator.
7. The original ballot is placed in Original Ballots Envelope.
8. The Original Ballots Envelope in placed inside the ballot bags.

Pending Legislation

There is pending legislation (AB-389/SB-295) which would make a number of changes to election laws including a change to the absentee ballot return deadline. At this time, these bills have been introduced and had a public hearing, but have not been scheduled for a vote by either the Senate or the Assembly. As the future of these bills are uncertain, Board staff has not attempted to incorporate them into the calendar at this time, but wanted to get the calendar out to clerks who need it to prepare for 2016. If legislation should be passed that alters any of these deadlines, the G.A.B. will produce a revised calendar as soon as possible.

- Online Voter Registration – This would eliminate the need to mail a hard copy of the voter registration to the municipal clerk. The information would need to match as it appears in the database of the Division of Motor Vehicles.
- Electronic Registration Information Center (ERIC) – This would allow for states to share voter registration information to improve data quality. This would include voters that have moved within the state, moved out of the state, voter who have died and potentially voters who have not yet registered.
- Electronic Poll Books – Wisconsin statues allow for the use of electronic poll books, if the GAB approves their use and a municipality chooses to use it.
- Elimination of SRDs – These are people that assist in registering voters outside of the municipal clerk’s office.
- Election Registration Officials – This would eliminate a position to register electors at the polling place.
- Election Official Assessment – This is to consider whether an election official should need to pass an exam.
- Override of Overvoted Ballots – This would eliminate the need to remake a ballot. The legislation would permit election inspectors to make use of an override function on some voting equipment which would ignore the overvoted office and count the remainder of the ballot, rather than creating a duplicate ballot.
- Approval of Non-EAC Certified Voting Equipment – This pertains to electronic voting equipment approval.
- Elimination of Late-Arriving Absentee Ballots – The legislation requires all absentee ballots to be returned by the close of polls at 8 p.m. on Election Day.
- Absentee Witness Certification – The legislation requires both the witness signature and address on the certificate envelope. Currently the witness address can be missing and still counted.
- Intake Documents as Proof as Residence for Residents of Residential Care Facilities – Legislation permitting residents of residential care facilities to use the contract or intake document prepared by the facility which specifies that the individual currently resides in the facility.

Changes at the Government Accountability Board (GAB)

MADISON, Wis. (AP) -- The Wisconsin Assembly has passed a bill dissolving Wisconsin's nonpartisan board overseeing elections, campaign finance and ethics laws.

The proposal now heads to Gov. Scott Walker, who is expected to sign it.

The bill passed Monday does away with the nonpartisan Government Accountability Board. The move comes following Republican criticism of the board's involvement in a secret investigation into Walker and conservative groups.

Two new commissions with partisan appointees would take its place.

Democrats objected to a provision allowing a Republican-controlled committee to select administrators to lead the commissions if there is a stalemate on who to hire.

The Assembly approved Senate changes to the bill on two separate votes. The vote on the first amendment was 58-37 and 56-37 on the second. All Democrats voted no.

Other Changes

- The GAB is replacing the current SVRS software used by the municipal clerks with a new WisVote software because the SVRS system is no longer stable. This change will go live in 2016.

Election Day

- a. Polling Place Checklist – A list of items needed for Election Day.
- b. Opening Polls – At exactly 7:00 a.m. the polling place must be opened.
- c. Observers – Anyone, other than a candidate, can be present to observe the election. There are rules that must be followed. Observers cannot wear clothing or buttons related to candidates, interact with voters, watch voter mark their ballots, nor use cell phones for voice calls. Election observers are required to legibly print his/her full name, street address and municipality, and the name of the organization or candidate the observer represents, if any, on the Election Observer Log (GAB-109). An observer must also present photo identification to an election inspector and wear a name tag which reads “Election Observer.” Observers can be 3-8 feet of registration/check in area.
- d. Media – The media can be present, but cannot record how any voter has voted.
- e. Photography/Videography – Only the media is allowed to be present.
- f. Electioneering is prohibited on public property within 100 feet of any building entrance. Does not apply to private property. Bumper Stickers are allowed but within reason. Unless the election inspector receives a complaint about a voter’s attire, it is best to permit a voter to cast ballot and leave. Election Inspectors should refrain from wearing buttons or t-shirts.
- g. Closing the Polls – All polling places must close at 8:00 p.m. However, voters in line at the time the polls close must be permitted to vote. The doors remain UNLOCKED.
- h. Counting the ballots – The ballots are removed from the machine. The write-in ballots are separated from the other ballots. Record the write-in votes on duplicate Tally Sheets (GAB-105). This may require a change to the printout. If an elector completes the arrow or fills in the oval next to a candidate’s name, and also writes in a candidate but fails complete the arrow or fill in the oval next to the write-in blank, the machine will incorrectly count the vote for the candidate on the ballot. Write-in votes, even if the arrow/oval is not completed, should be counted instead of the vote for the candidate on the ballot if the write-in is a registered candidate. Therefore, the returns may need to be amended to reflect the correct number of votes. Document the reason for any change on the Inspectors’ Statement (GAB-104).
- i. Print Results - Election inspectors shall print results before breaking any seal on the electronic equipment or removing the memory card.
- j. Reconciling Poll Lists – Compare voter numbers and notations on the poll list and the supplement list match exactly.
- k. Facing Ballots – Ballots are removed from the ballot box and arranged face up. The absentee ballots and write-in ballots are set aside.
- l. Post-Election Checklist – Once ballots have been count, all election forms must be complete and all materials secured. It is required to post the number of provisional ballots and outstanding absentee ballots on the Internet.

Voter Intent for Counting Write-In Votes

In most cases, a write-in vote will take precedence over a voter for a person whose name is printed on the ballot for the same office. There are several examples provided in the Election Day Manual on when or when not to count write-in votes.

Election Inspectors

Election Inspectors are sometimes called “poll workers.” Each polling place should have seven (7) inspectors and never less than three (3) inspectors. The election inspectors are appointed by the Town Board in December of odd-numbered years. Election Inspector terms run from January 1 of an even-numbered year through December 31 of the subsequent odd-numbered year. The municipal clerk must provide training every two years.

The election inspectors must be able to read, write and understand the English language. An election inspector cannot be a candidate for any office to be voted on at an election at which they serve. **Election inspectors may not serve at elections where their spouse or immediate family member is a candidate on the ballot, or under other circumstances where a candidate’s success or failure to win election would affect the election inspector financially.

Chief Inspectors have completed additional training requirements and complete a “baseline” training to be initially certified.

Party Affiliation

The Town of Oregon does not have affiliated inspectors. Wisconsin law dictates the party affiliation of election inspectors. However our current election inspectors are not appointed from party lists, therefore are inspectors are “unaffiliated.” The town can be asked to provide a list of current election inspectors.

Webinar

The GAB will be offering several trainings online in early 2016. These trainings will count toward the required hours for chief inspector training, but are open to any election inspector. Webinars can be found here <http://www.gab.wi.gov/clerks/education-training/webinars>.

Special Registration Deputies (SRDs)

These can be election inspectors, but they are appointed by the municipal clerks to register voters. Current legislation is pending that would eliminate SRDs.

Election Day Registration, Special Voting Deputies (SVDs) and Greeters & Tabulators

These are additional roles played in municipalities during elections.

Oath of Office

Please complete Official Oath (GAB-154).

Thank you very much! We look forward to an exciting 2016 election year!