



City of Menasha Election Inspector Overview

Procedures • Videos • Trainings • Examples



A Big “Thank You” and Welcome

Welcome to the City of Menasha and the wonderful world of working the polls! We are excited to have you join our ranks to ensure the safety, sanctity, and accuracy of our electoral process in our city. We hope this guide will be a valuable resource as you become more acquainted with and learn the procedures on and around Election Day.

We are striving to make the sometimes-daunting election process less complicated and more transparent for our election workers. We hope this guide will provide a great start, or refresher on the Election Day procedures and expectations at our city’s polling places.

This is not a completely comprehensive manual, as the Wisconsin Elections Commission provides each municipality with an Election Day Manual, which we still encourage you to review. Should an out-of-the-ordinary situation occur. Please review the Resources section.

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Polling Places and Chief Inspectors



Menasha Senior Center

116 Main Street
Wards 1-4, Ald. Districts 1 & 2

Winnebago County / Menasha Joint School District
Chief Inspector: Rob Konitzer
Deputy Chief Inspector: JoBeth Swingle (and Ellen Vanderhyden)

Boys & Girls Club of Menasha

600 Racine Street
Wards 5-8, Ald. Districts & 4

Winnebago County/ Menasha Joint School District
Chief Inspector: Gary Coopman
Deputy Chief Inspector: ((Pending))

Small Elections: Community Room (pictured)
Larger Elections: Gymnasium (pathway behind the left vehicle in the picture)





UWO Fox Cities Fieldhouse

1478 Midway Road
Wards 9-12, 17-19
Ald. Districts 5 & 7

Winnebago County/ Menasha Joint School District
Chief Inspector: Debbie Galeazzi
Deputy Chief Inspector: Dave Schroeder

Winnegamie Dog Club

2043 Manitowoc Road
Wards 13 & 14, 15 & 16, Ald. Districts 6 & 8

Winnebago County (Ward 13 Only)
Calumet County (Wards 14-16)

- Appleton Area School District
- Menasha Joint School District

Chief Inspector: Adam Schaefer-Kemps
Deputy Chief Inspectors: Kay Fett / Bonnie Debraal



In-Person Absentee Voting

Menasha City Center, 100 Main Street
(All Districts for Absentee Voting ONLY)

First Week: Tuesday - Friday (8 AM to 4 PM)
Second Week: Monday through Thursday (8 AM to 4 PM)
Friday Before the Election (8 AM to 5 PM)

This is facilitated through the Clerk's Office on the 2nd Floor of City Hall. -On occasion, particularly for larger elections, we may relocate it to the main kiosk desk on the 1st Floor of City Hall. Note If you ever wish to help with in-person absentee voting, please let us know, as we may have poll worker opportunities.

People at the Polls

Those at the polling place should fit into one of categories:

- Election Officials
- Voters
- Media (Possibly)
- Election Observers (including candidates)
- Accessibility Auditors
- City Clerk and Deputy City Clerk (We love to check-in and visit!) 😊

Election Official

That's you! There are numerous roles and tasks that are part of Election Day process, and each one is vital to ensure the voting process is smooth and seamless for our electorate. Here's a breakdown of those roles.

- Greeters
- Badger Book Operators (Poll Book and Voter Registration Attendants)
- Ballot Table Attendants
- Tabulator Inspector (and "I Voted" Sticker Dispenser)
- Absentee Ballot Processor
- Chief (and Deputy Chief) Inspector

The City encourages task rotation – as we wish for poll workers to try something new regularly throughout their shift. **Per Wisconsin Elections Commission, a poll worker is someone who specifically touches a ballot during the ballot distribution process.** So, if we rotate tasks throughout the day, it helps confirm we are following state law (also vital when people are taking their breaks throughout the day).

General Housekeeping

Paperwork Housekeeping: All poll workers are to complete the Election Inspector Interest Form, the Emergency Contact Form, take your oath of office, and participate in training. –A poll worker is entitled to compensation (He or she must complete the Direct Deposit Authorization Form, I-9 Form, and provide proper identification for hire paperwork)

Party Affiliation? As an election worker, you may be affiliated with a political party (or be unaffiliated)

Poll Worker Position Check:

- ✓ You are to facilitate the voting process **(no politics in the polling place!)**
- ✓ **Electioneering is not allowed!** (No politically themed attire, materials, buttons, t-shirts, etc.); no conversations regarding candidates or ballot initiatives (referendums referenda), no politically themed signage such as yard signs, flyers, posters, etc.

Working the Polls – At-a-Glance

Our goal for Election Day is for each eligible voter in the City of Menasha to be able to cast and record a valid ballot.

VIDEO: [You Role and Responsibilities as a Poll Worker](#)

Nature of the Job:

Most jobs may be performed while seated, but there are occasional periods when it is necessary to walk or stand.

- ✓ Keep food and drinks away from the Badger Books and the Ballot Table
- ✓ Political conversations are not allowed at the polls – even when voters aren't present
- ✓ Be prepared to rotate tasks on Election Day (we want to be sure everyone gets involved and feels fulfilled in helping out the city), Please tell your Chief Inspector if you require any accommodations in order to perform a task.
- ✓ Handle each voter with courtesy and care: Local elections can be decided by a small vote margin – we want to make sure we give the voter the correct ballot!

Shifts Available: **Full Day** (6:30 AM to End of Night), **AM Shift** (6:30 AM to 1:30 PM), **PM Shift** (1:30 PM to End of Night), & **Relief Shift** (10:30 AM to 2:30 PM)

What to Wear?

Wear comfortable clothing and shoes (just remember no political apparel, buttons, etc.); we recommend dressing in layers because we may not be able to adjust the thermostats at the polling places

Note: Try to avoid wearing scented products; as some may have chemical sensitivities.

What to Bring for my Shift?

- ✓ **Something to Drink:** Preferably something in a sealable container, as we rent the spaces we use, we don't want to have any spills.
- ✓ **Something to Munch on:** Bring snacks, a lunch, dinner--whatever you need to get through your shift.

Note: November Elections Only: The City of Menasha provides lunch and/or dinner to the poll workers who help throughout the day for a General / Gubernatorial / Presidential Election.

- ✓ **Something to Do:** There are often periods of down time, so you are welcome to use cell phones, crosswords, read, knit, etc.

Accommodations? Bring a comfy cushion to sit on,-or a fleece or pullover in case you get cold easily, etc.

Do I Get a Break?

- ✓ Full Day workers receive a one-hour (1) break
- ✓ Half Day workers receive a 20/30 minutes break

Polling Place Etiquette

- Elections are no joking matter – even if your neighbor comes into the polling place and you try and make light of the electoral process, it sends a poor message to other voters, other poll workers, and reflects poorly on the City as a whole. Please do your best to ensure we act professionally at all times.
- Election laws are complex and go through constant change
 - Wards, Districts, Polling Place changes, etc.
 - Show respect to each of our voters
- Show empathy – all questions are legitimate questions – we should be patient and let voters, observers, other poll workers ask questions without fear of being judged, even if it's a simple question
- You should show respect to each other and our voters

Voter

Voting is a right. Some vote regularly, some vote infrequently, and for others are voting for their first time.

As a poll worker, you are representing our city, our neighborhoods – your community. As a worker and assistant in the voting process, it is imperative to:

- 1) Use “people-first” language (Ex. Voter with hearing impairment, voter in wheelchair, etc.)
 - ✓ Ability to understand the voting process in English is not required
 - ✓ City of Menasha’s demographic indicates an increasing populace of Spanish-only speaking households
- 2) Be flexible and understanding
 - ✓ A voter is allowed to have an assistant or interpreter as they navigate/cast ballot
 - ✓ You could be that assistant (maybe someone has a speech deficiency and has a hard time voicing name/address)
- 3) Avoid commentary on voter or other election officials on their perceived qualifications/abilities – **treat everyone equally** (friends, family, neighbors, young voters, older voters...)

Chief & Deputy Chief Inspectors

The Polling Place Manager of the day is the Chief Election Inspector. The person is responsible for polling place operations at that site during Election Day. The Chief, along with the Deputy Chief, are the Clerk’s Office eyes and ears for the day – please be sure to listen and follow their instructions.

Both roles are required to be poll-worker certified, where they go through a training orchestrated by the Wisconsin Elections Commission (WEC). They should be familiar with the hardware, dealing with polling place setup, closing of the polls, and how to handle various scenarios that may arise throughout the day.

Election Observer

Why be an election observer? The person may want to learn more about the electoral process, may be supporting a party or a certain candidate, or just wishing to identify best practices at the polls and/or a particular polling location

Are the Media representatives considered Election Observers? Not necessarily – specifics on that later.

Have Election Observers stop by your polling place? Here's what to do:

- 1) Thank them for their willingness to observe.
- 2) Introduce them to the Chief Inspector (CI) for sign-in – encourage them to ask questions
 - ⊗ They may only interact with Chief or Deputy Chief, They may not interact with voters, except when requested by the voter. As with everyone at the polling station, they may not initiate political discussion nor display political apparel.
- 3) The CI will have them complete the Observer Log
- 4) The CI will ask them to present a photo ID (and check to make sure it matches the name listed on the log)
- 5) The CI will give them a name tag
- 6) The CI will hand them a copy of the observer brochure and inform them to become familiar with the guidelines of observing the polls
- 7) The CI will Inform the observers they are required to stay in the Designated Observer Area
 - 6 feet from activity being observed; must be able to hear the names / addresses being announced
- 8) Observers are there to only observe, they may offer to help voters, workers, etc.

The CI and the Deputy CI will further ensure that Election Observers may **NOT**:

- ⊗ Talk on their cell phones
- ⊗ Take pictures or VIDEO: during voting hours (only media and accessibility auditors)
- ⊗ Enter into curbside voter vehicles
- ⊗ View any personally identifiable information (PII), which includes:
 - Voter registration applications
 - Proof of Address
 - Voter ID
 - Ineligible List
 - Observer Log (once they complete their portion)

Other Election Observer No-Nos:

- ⊗ **No Electioneering** (any activity to influence voting); prohibited on public property within 100 feet of any polling place
- ⊗ They do not have the right to inspect documents
- ⊗ No right to disrupt voters, poll workers, or the voting process

What do I do if an election observer is being disruptive?

- Alert the Chief Inspector, who may administer one (1) verbal warning. If disruptions continue, the CI will ask the observer to leave the premises.

- Examples: Electioneering, being disruptive, threatening the orderly conduct of election, interfering with voting process, failing to follow observer rules
- **Additionally: Challenges Not Tolerated** any comments concerning the way a voter looks, the language a voter speaks, disparaging comments concerning the status of their home, or the vehicle in which voter arrives in at polls are all considered to be disrupting the voting process.

One Strike, and They're Out

If, after having been given a verbal warning, an Election Observer continues to cause disturbance, the Chief Inspector orders person to leave (form is used), which is signed by the Chief Inspector and one by another election inspector. The original is given original to observer, and the CI will notify the clerk's office, and file the duplicate signed order in the Inspectors' Statement (date, time, polling location, name of observer, organization he/she is representing, document reason for dismissal of polling place)

Note: The following day, the Clerk's Office is responsible for notifying the Wisconsin Elections Commission (WEC) about the order that was issued to the observer

Election Inspector Still Around After the Polls Close?

- Once voting has concluded, anyone can observe the results processing, including candidates on the ballot
- **Observers cannot help with closing tasks**, even if they know some poll workers. They may observe until the final wrap-up

The Media

The Media is here to help cover the election – is this OK?

Yes, they may! They will need to:

- ✓ Check-in with the Chief Inspector
- ✓ Sign-in with Chief Inspector who will
- ✓ Note the occurrence and time on the Incident Log

The Media **MAY:**

- ✓ May take photos or VIDEO: (as long as it's not easily identifiable, **PII**)
- ✓ May not be disruptive
- ✓ Need permission for those who they are capturing on media

The Media may **NOT:**

- ⊗ Show how someone voted
- ⊗ Be disruptive

Accessibility Auditors

The Wisconsin Elections Commission (WEC) may send out accessibility auditors to any polling locations to review our compliance with ADA standards. The auditor will introduce him/herself and is allowed to move throughout the polling place, check the height of tables, chairs, turning radius at the voting booth, ADA compliance on tabulator, He or she may take photos or VIDEO to document accessibility as long as they are not being disruptive.

Our last accessibility audit was conducted on the Spring Primary on February 20, 2024. Each of our four [4] locations were evaluated.



Supplies:

- ☐ Poll Book
- ☐ Supplemental (Election Day) Poll List (EL – 107)
- ☐ Proper Ballots
- ☐ Ballot Boxes
- ☐ Pencil or proper marker for each voting booth
- ☐ Ballot bags with Ballot Container Certificate (EL-101) affixed
- ☐ Envelope (brown) for rejected absentee ballots with Certificate (EL-102) affixed
- ☐ Envelope (white) for Used Absentee Certificate Envelopes with Certificate (EL-103) affixed.
- ☐ Inspectors' Statement (EL-104) & Challenge Documentation (EL-104c)
- ☐ General Purpose Tally Sheet (EL-105)
- ☐ General Purpose Canvass Report (EL-106)
- ☐ Envelope for Provisional Ballots (EL-108)
- ☐ Election Observer Log (EL-109)
- ☐ Order to Leave (EL-110)
- ☐ Election Observer Brochure
- ☐ Provisional Ballot Certificate Envelopes (EL-123)
- ☐ Provisional Ballot Reporting Form(s) (EL-123r)
- ☐ Provisional Voting Information Sheets for electors
- ☐ Absentee Ballot Log (EL-124)
- ☐ FOR PRESIDENTIAL ELECTIONS, Authorization to Cancel Registration (EL-139)
- ☐ FOR PRESIDENTIAL ELECTIONS, Application of New Wisconsin Resident for Presidential Ballot (EL-141)
- ☐ Election Day Manual
- ☐ Copy of Wisconsin Statutes Chapters 5-11, 12
- ☐ Original Ballots Envelope
- ☐ Spoiled Ballots Envelope

Posted Notices:

- ☐ Type B Information to Electors
- ☐ Type C Notice of Referendum
- ☐ Type D Polling Place Hours and Locations
- ☐ Two samples of each ballot type
- ☐ Election Fraud Notice (EL-111)
- ☐ FOR PARTISAN PRIMARY, Notice of Crossover Voting (EL-112, paper ballots; EL-112m, electronic voting equipment)
- ☐ Notice of Overvote (EL-113)
- ☐ FOR PRESIDENTIAL PREFERENCE, Notice of Crossover Voting (EL-114)
- ☐ Voter Qualification Poster (EL-115)
- ☐ General Information on Voting Rights Under Federal Laws (EL-117)
- ☐ Contact Information (EL-118)
- ☐ Ward Map and Street Directory

Location:

- ☐ Displayed American Flag
- ☐ One entrance clearly marked as accessible for people with disabilities
- ☐ Verify seals and serial numbers on accessible voting equipment and initial verification on EL-104
- ☐ Verify seals and serial numbers on electronic voting equipment (optical scan) and initial verification on EL-104
- ☐ At least one voting booth for every 200 electors who voted in the last general election
- ☐ Voting equipment counter set at "0"
- ☐ Area designated for observers
- ☐ Separate area for voters to register at the polling place
- ☐ Table inside door for poll book (enough room for 2 election inspectors)
- ☐ Accessible Voting Equipment powered on

Voting Equipment

VIDEO: [Voting Equipment](#)

The City of Menasha uses an optical scan tabulator from **Dominion Voting (ICE Machine)**

If you are the Tabulator Assistant, you should be able to do the following:

1) Address common issues

- Knowing where the tamper-proof seals are and the seal numbers are verified on the Inspectors' Statement before the polls open, during Election Day, and after the polls close
- Feeding/Confirming ballots are cast (overvotes, undervotes, etc.)
- Using the override function
- Assisting with the ballot marking device for ADA compliance

2) Give out the "I Voted Sticker"

3) Thank voter for participating in the electoral process

4) CI of your polling location will assist with:

- Turning tabulator on/off
- Changing paper for reports
- Helping with paper/ballot jams
- Ink Cartridge Replacement (ink is ONLY used for the ballot marking device for ADA compliance)
- Assisting with the ballot marking device for ADA compliance

3) Pre-Election Prep-Work

- ✓ The Clerk's Office conducts a pre-test to ensure ballots and tabulator functionality is working optimally
- ✓ The City does a public test a week prior to the election to ensure the tabulator reads and records ballot selections accurately
- **Our Ballot Marking Device** ([CLICK HERE FOR A QUICK DEMONSTRATION VIDEO:](#)) is our accessible voting equipment piece of our Optical Scan Tabulator, which offers Election Day ADA-compliance - this is an extension of the tabulator, which includes a separate monitor, handheld controller (audio tactile interface), and earphones, where the voter can either hear and/or view the ballot options and select them through the controller device. Once the voter makes his/her selections for voting, the separate monitor will prompt the voter to ask a poll worker for assistance, whereupon the election inspector will provide a ballot to the voter to feed into the tabulator, and the tabulator will "mark" the ballot as how the voter completed it electronically. Thereafter, the voter can review/confirm selections and feed the final ballot into the tabulator to count.
 - **Note:** We do ***not*** have the paddle buttons or the sip and puff option – we only use the audio and on-screen options
- **Opening Polls:** Turn On / Zero Report / Confirming Tamper-Evident Seals on the Inspectors' Statement (EL-104) to ensure nothing was tampered with in any way; zero count tape should be kept **ATTACHED to the report feed**
- **Throughout the Day:** Monitor the equipment (document any issues/jams/equipment malfunctions, when the paper roll needs to be changed, emptying ballot bin, misfeeds on the Inspectors' Statement / know how the equipment operates / be familiar with the ballot(s))
- **End of Night:** Verify Tamper-Evident Seals are still current with what is on the Inspectors' Statement (EL-104), complete three (3) copies of the results report (tape) and have them signed by the Chief Inspector and two (2) additional election inspectors (Winnegamie Dog Club requires 4 copies during April Elections)
 - **Note:** For Spring Elections, we need four (4) copies for the Winnegamie Dog Club location –because we need to provide copies to the county clerk for both school districts – AASD and MJSD, and the city retains a copy

Opening the Polls

VIDEO: [Opening the Polls](#)

Our City's Public Works Department and Clerk's Office works to set up the majority of the location the day prior to the election (PW puts up outside signage, tables/chairs/etc., voting books, Clerk's Office sets up Badger Books), however, your Chief Inspector may wish to provide some slight variation to the layout to help streamline it for Election Day

AM or Full Day Shift Poll Workers Should:

- 1) Show up early to the polling location (around 6:30 AM) to ensure the necessary opening tasks and forms are completed ahead of time prior to the first voter arriving at 7 AM
- 2) Establish an official clock (Chief Inspector will determine official clock)
- 3) Be familiar with the traffic flow on Election Day
- 4) At exactly 7 AM, the polling place must be opened. Chief Inspector will unlock the doors to all entrances, including any alternate accessible entrances.
- 5) Chief will officially announce the opening of the polls. Election Inspectors **may** allow people into the polling place prior to 7 AM, however, voters may not check-in or receive a ballot prior to 7 AM, per Wis. Stat. § 6.78.
- 6) 2 Ballots for every ballot style need to be placed on the posting board for easy reviewing (and any additional items to be added to the posting board); Check Posting Requirements – Page 20

Chief or Deputy Chief - Opening Polls on Tabulator: Turn On / Zero Report / Confirming Tamper-Evident Seals on the Inspectors' Statement (EL-104) to ensure nothing was tampered with in any way; zero count tape should be kept **ATTACHED to the report feed**

Assisting Electors

If an elector informs the election inspector that he or she requires assistance marking his or her ballot, the election inspector should:

1. **Give the elector a voter number and issue them a ballot**
2. **The elector must sign the poll list**
 - a. If the elector cannot sign the poll list the election inspectors should write, "Exempt by order of inspectors" in the signature line.
 - b. Election inspectors should have signature guides and page magnifiers available for those electors who have difficulty seeing
3. **Record the name and address of the person assisting the elector on the poll list**
 - a. Electors may select any individual to assist them to cast their vote, including an election inspector
Exception: the elector's employer or an officer or agent of a labor organization that represents the elector **may not** assist the elector
 - b. The person assisting the elector does not have to be a qualified elector
4. **A person who assists a voter must certify on the back of the ballot that it was marked with their assistance before depositing the ballot in the ballot box**
5. **This incident should be recorded on the Inspectors' Statement (EL-104)**

Challenging Electors

When there is a reason to believe an elector does not meet the qualifications to vote or has not adhered to any voting requirement, the elector may be challenged. Only Election Inspectors may challenge an elector for failing to adhere to the voting requirements.

Examples of Challenges:

- Citizenship
- Age
- Residency
- Felony Status (cross referencing the Ineligible Voter List)
- Competency to Vote
- Betting or Wagering at the polls
- Voted previously at the same election

We'd recommend reviewing the Challenge Procedure as outlined in the Election Day Manual (page 74)

Confidential Voters

Voters who are victims of domestic abuse, sexual assault or stalking have the option to be listed confidentially on poll lists. The voters will be indicated on a "Confidential" section of the poll list (near the back of the printed poll book or in Badger Books). This is **not** open to public inspection.

We are aware of one (1) confidential voter at the Boys & Girls Club of Menasha (normally the individual votes via absentee ballot).

If, for instance, a Confidential Voter is to vote on Election Day, the elector may either:

- 1) Present his or her Identification Card for Protected Individual (EL-148) that contains a unique identification serial number assigned by the Menasha City Clerk or
- 2) Announce his or her name and confidential elector identification number rather than announce his or her name and address

The voter signs the poll list

The voter is assigned a regular voter number

The voter is then issued a ballot and allowed to vote like any other voter

Note: Election officials may, upon request, disclose the existence of the list, the number of electors whose names appear on the list, and the number of those electors who have voted at any point in the proceedings. Wis. Stat. § 6.47

Absentee Ballot Processors

What makes a witness address complete?

When a House Number / Street Name / Municipality are indicated.

Per Wisconsin Elections Commission: Enough information to physically locate the person at an address (no suffix like Lane, Road, Boulevard)? Still would be sufficient if you can determine the location

Possible Voter Scenarios – Absentees Coming to the Polls

- If a voter requested an absentee ballot, returned the ballot, and now on Election Day wishes to vote in-person at the polls instead, the voter may not. When a voter returns a ballot to the Clerk's Office (mail, in-person, or at a polling place), the ballot is deemed returned and cannot undo the action
- If the voter requested an absentee ballot, **did not** vote absentee (did not return the ballot the Clerk's Office or the polling location), since he/she wishes to vote in-person, and it is verified the ballot was not returned, voter ***MAY*** vote at polls on Election Day
- If a voter comes in on Election Day with absentee ballot sent to him/her, person attempts to in-hand in the ballot, but states he/she wishes to vote in-person at the polls instead, instruct voter to tear part of the ballot in front of you and return the ballot (used/unused) to the vehicle. Since the voter did **not return** the absentee ballot to the Clerk's Office or the polling place, the voter may vote in-person on Election Day

Absentee Ballot Return Etiquette

If it's someone other than Deputy Clerk Kaija or I hand deliver an absentee ballot, ask:

- 1) **"Are you the voter?"**
 - a. If yes, accept ballot (do NOT need to show proof via ID – that isn't a state statute requirement)
 - b. If not the voter...
- 2) **"Are you delivering the ballot because the voter has determined that they require assistance returning the ballot due to their disability?"**
 - a. If yes...
 - i. **"Are you someone *other* than the voter's employer, an agent of that employer, or an officer or agent of the voter's union?"**
 1. If yes, accept ballot
 2. If no, deliverer must have voter hand-deliver his/her ballot

► Verify the Certificate Envelope

1. Make sure the voter has signed the envelope and has a signature and address of a witness
2. You may be the witness if the voter signs the envelope again (just below the line is fine) in front of you
3. Call or text Valerie or Kaija with the voter's name and address, so we can mark the ballot as returned in our statewide voter system
4. Process the absentee ballot as normal

See certificate envelope styles on next page.

Official Absentee Ballot Certificate & Application

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

1 **CLERK or VOTER must complete this part**

Voter Information

☐ City Name: _____
☐ Village Name: _____
☐ Town Name: _____

Name (Last, First, Middle) _____

Street Address _____

County _____ City _____

State _____ Zip _____ Ward _____ Ald. Dist _____

Election Date (mm/dd/yyyy) _____

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 oldermanic district of the municipality in the county of the state of Wisconsin indicated hereon OR I am entitled to vote in the ward or oldermanic 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 at the election indicated hereon 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 _____

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) _____

Official Absentee Ballot Certificate & Application

CLERK or DEPUTY Initial Here >>> ☐ Voter exempt from or met POI requirement ☐ SVD

1 **CLERK or VOTER must complete this part**

Voter Information

☐ City Name: _____
☐ Village Name: _____
☐ Town Name: _____

Name (Last, First, Middle) _____

Street Address _____

County _____ City _____

State _____ Zip _____ Ward _____ Ald. Dist _____

Election Date (mm/dd/yyyy) _____

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 oldermanic district of the municipality in the county of the state of Wisconsin indicated hereon OR I am entitled to vote in the ward or oldermanic district at the election indicated hereon 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 _____

3 **SVD 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
- 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
- I measured and verified that the name and address of the voter is correct as shown

X

Deputy #1 Signature _____ **Deputy #2 Signature** _____

Deputy #1 Printed Name _____ **Deputy #2 Printed Name** _____

Deputy #1 Address (Number, Street Name, City) _____ **Deputy #2 Address** (Number, Street Name, City) _____

Official Absentee Ballot Certificate & Application

CLERK or DEPUTY Initial Here >>> ☐ Voter exempt from or met POI requirement ☐ Military & Overseas

1 **CLERK or VOTER must complete this part**

Voter Information

☐ City Name: _____
☐ Village Name: _____
☐ Town Name: _____

Name (Last, First, Middle) _____

Street Address _____

County _____ City _____

State _____ Zip _____ Ward _____ Ald. Dist _____

Election Date (mm/dd/yyyy) _____

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 oldermanic district of the municipality in the county of the state of Wisconsin indicated hereon OR I am entitled to vote in the ward or oldermanic 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 at the election indicated hereon 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 _____

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 at least 18 years old
- 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) _____

EL-122 – Used Certificate Envelopes – three (3) types the City of Menasha may face for Election Day: Official Absentee Ballot Certificate and Application (Plum), the Special Voting Deputy Certificate Envelope (Blue/Grey), and the Military/Overseas Certificate Envelope (Brown/Orange): Need to be placed in the EL-103 (Chief and 2 other Election Inspectors need to sign it)

Other Envelopes Used on Election Day for Absentee Voting:

EL-103 – Absentee Ballot Certificate Envelope (place all the certificate envelopes)

USED CERTIFICATE ENVELOPES
OF
ABSENTEE ELECTORS

We certify that the used certificate envelopes of absentee ballots contained in this envelope were offered for voting at an election held in the _____ Ward(s)

of the

Town
Village
City

 } of _____, _____ County, Wisconsin

on the _____ day of _____, _____.

The certification on each absentee certificate envelope was executed in compliance with §§6.22, 6.24, 6.87, Wis. Stats. The ballots were placed in the proper ballot containers after a voting number was assigned to the absentee elector's name on the poll list along with an indication that the elector voted absentee.

}

Election
Inspectors

Dated this _____ day of _____, _____.

1) **EL-102 – Certificate of Rejected Absentee Ballots (printed on large brown envelope)**Must be signed by Chief Inspector and at least two (2) other election inspectors

CERTIFICATE
OF
REJECTED ABSENTEE BALLOTS

We certify that the absentee ballots contained in this envelope were rejected by us at the election held in the _____ Ward(s)

of the

Town
Village
City

 } of _____, _____ County, Wisconsin

on the _____ day of _____, _____.

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) prepared and filed by us with the election returns.

}

Election
Inspectors

Dated this _____ day of _____, _____.

EL-101 Ballot Bag

- ✓ The large plastic bag which is used to house the ballots once closure of polls, reconciliation of election, and transmission of results is completed. Needs at least three (3) signatures, one being the Chief Inspector

Registered Write-in Candidate List

- ✓ Check with the Chief Inspector if there is a registered write-in candidate list. We will have a copy available in each of the Badger Book binders, should there be one (not every election will have registered write-ins).

Note: This list is not posted on the posting board, and is only given to voters who request it (they need to return it prior to voting)

EL-105 – Tally Sheets

- ✓ Write in tally sheet (is used to record write-in votes) – as our optical scan tabulator should record all the votes cast for items voted for each office

EL-107 – Poll List / Supplemental Poll List

- ✓ The voter list (poll book) which includes the Names and Addresses of the voters for a particular reporting unit (wards, districts)
- ✓ **Badger Books:** City of Menasha provides this paper poll list as a backup to the Badger Books; voters are only required to sign one copy of the poll list (all voters should sign the same poll list)
 - **Supplemental poll list** is located at the rear of the poll list binder if paper process is needed

Ineligible Voter List

- ✓ The list of felons in the counties that are in the City of Menasha and are under the Dept. of Corrections' supervision; those under probation, parole, extended supervision are ineligible to vote

ELECTION OBSERVER FORMS	EL-109 – Election Observer Form Full Name / Street Name / Address of Municipality / Organization/Candidate Represents, if any ✓ Election Observer signs form acknowledging he/she understands the rules of observing and will abide by them
	EL-110 – Order to Leave the Polling Place ✓ In the event a Chief Inspector orders an observer to leave a polling place, this is the written notice; the Chief Inspector has authority to remove someone
	Election Observer Rules -at-a-Glance A brochure given to all Election Observers

ITEMS ONLY USED IN A FEDERAL / PRESIDENTIAL ELECTION

- ✓ **EL-141 – Application to Wisconsin Voter for Presidential Ballot Only**
- ✓ **EL-139 – Authorization to Cancel Registration**

These forms are specific to and used only in presidential elections– a voter who hasn’t lived in Menasha for at least 28 days prior to the election has the right to still vote for the FEDERAL OFFICE of PRESIDENT ONLY. The EL-141 is for the voter’s application to vote for the Presidential Office only and the EL-139 is the voter’s confirmation he/she did NOT vote at their current registered place of voting (in state or out of WI) and is ONLY voting in Menasha on Election Day.

INSTRUCTIONS TO THE VOTER: Insert appropriate instructions from ARSD 5:02:06:01.02	
For Presidential Electors You may vote for <u>one</u> slate or leave it blank.	
<input type="radio"/> Doe & Roe Electors	Party Label
John Hall	
Jane Smith	
Pat Jones	
<input type="radio"/> Lee & Jones Electors	Party Label
Jill Doe	
John Doe	
Shannon McGee	
<input type="radio"/> Hill & Hall Electors	Party Label
Bill Smith	
June Johnson	

Posting Board Requirements:

- ✓ Notices: Type B, the text of Type C notice for each referendum (if applicable), Type D notice of polling hours
- ✓ Sample Ballots (2) copies of each ballot
- ✓ EL-111 - Statement of Election Fraud
- ✓ EL-112m – Notice of Crossover Voting (only posted at partisan primary)
- ✓ EL-113 – Notice of Effect of Overvoting
- ✓ EL-115 – Voter Qualification Poster
- ✓ EL-117 – Voting Rights Poster
- ✓ EL-118 – Contact Information
- ✓ Ward Map
- ✓ Street Directory (Recommended)

Ballots for the Specific Election

- ✓ Familiarize yourself with the ballots for the election (particularly those used at the polling place)
- ✓ This includes knowing:
 - Offices on the ballot
 - Any referenda
 - Is it one sided, two sided?
 - Parameters associated with how to vote (ex. Vote not more than 3, not more than 1), etc.
 - Components of what make up the ballot itself
 - The City of Menasha color codes their ballot styles to help alleviate confusion for the ballot table.
 - The slip that will print from the Badger Books will state something like:
 - Ex. SC – White / SC - Orange
 - Ex. UWO – Y or W (the offices of the ballot are the same, but ballot style is Ward Specific – check the Ward # on the print off to determine which ballot to give the voter)

Note: If someone inquires who is the “incumbent” for an office, we are unable to disclose that, as it is perceived as electioneering

Poll Books / Badger Book Attendants

Badger Books (the state's electronic poll book system) was implemented by the City of Menasha in April of 2023. It is extremely helpful to correctly process voters quickly and efficiently.

The Takeaway: The Check-In Process is like a kiosk at an airport, where the screen prompts you and the voter to complete a set of tasks to “check-in”. The main tasks are: signing the poll book (electronically) and/or voter registration. After the voter checks in, the Badger Book printer will print off a voter number slip and the Badger Book Attendant will give that slip to the voter, who will then take it to the ballot table and exchange it for their ballot.



The Ballot Slip will have: Voter # / Ballot Style / Ward #

Badger Books (Expectations Versus Reality)

Badger Books CAN:

- Check-in Voters
- Complete Election Day Registrations (EDR)
- Process Absentee Ballots

Badger Books CANNOT:

- Replace all paper processes
- Access outside information (not connected to the internet)
- Non-EDR Supplemental Poll Book

Security Concerns: Are they secure? The risks are comparable to those who use paper poll books (as the information is uploaded from the Clerk's Office from a USB drive prior to Election Day. It is just the data that would be printed on the poll book)

Personally Identifiable Information (PII): Only the data needed to run the election is included (birthdate, driver license data is in the Badger Book data file, outside of what is recorded from Election Day Registration)

Combat Voter Skepticism

- If voter refuses to sign the book, no ballot is given, per Wis. State Statute 6.79(2)(a)
- Voter may sign with “X” if that is how the voter signs his/her name

Items Used by Badger Book Attendants:

- **Printed copy of the poll book** (backup option)
 - In case of a technical issue, we need to continue the voting process for Election Day
- **Ineligible Voter List / Adjudicated Incompetent List**
 - All voters registering day of are required to be cross-checked on these lists (not a felon, and adjudicated incompetent)
- **Addressing Aids** (Ward Maps, Address/Street Listings – Neenah, Menasha, Fox Crossing)
- **Supplemental Poll List**
 - Provides ability to record voters who were already checked in
 - **Example:** WDC in Spring Primary 2024: Son came in to vote in the morning, but son was accidentally checked in as his father. Father came into vote in the afternoon with wife; father gets checked in on supplemental list (and corrected during the post-election reconciliation process); Record instance on the Inspectors' Statement (EL-104)
- **Inspectors' Statement (EL-104)**
 - Record rejected absentee ballots with reason codes for rejection
 - Record Election Day Registrations (EDRs) with no voting participation
- **Printed copy of the poll book *maybe*** (backup option)
 - In case of a technical issue, we need to continue the voting process for Election Day
 - Example: WDC in Spring Primary 2024, Son came in to vote in the morning, but son was accidentally checked in as his father. Father came into vote in the afternoon with wife; father gets checked in on supplemental list (and corrected during the post-election reconciliation process)
 - Record instance on the Inspectors' Statement (EL-104)

How to Check-In a Voter

SCENARIO: VOTER ALREADY REGISTERED

1. Ask the voter to state their name and address out loud and provide their photo ID
2. The name and the photo on the ID MUST reasonably resemble the voter in poll book
 - ▶ Ex. Robert can be Rob/Bob
 - ▶ ID must meet the Voter ID requirements (can be expired 11/9/22 – Present Day)
 - ▶ **Assisting Voters Provision:** If someone is having a hard time speaking, a voter may have an assistant to state name and address on his/her behalf (could be poll worker or someone who accompanied the voter)
3. Locate the voter's name in the poll book (Badger Book)
4. Rotate the screen to the voter and instruct to verify name/address and instruct the voter to sign the poll book
5. Voter **MUST** sign Badger Book (if voter refuses to sign or signs the wrong name cannot vote)
6. Issue a voter number – Badger Book printer will automatically issue and print next available number
7. Hand the print off to the voter and state:
 1. "You are Voter #: Please give this to the Ballot Table Attendant to obtain your ballot; thank you" (Gesture to voter where Ballot Table is located)

NOTE: ONLINE REGISTRATION Closes 20 days prior to an election; the voter is instructed on MyVote to print off a registration form and complete the process at the Clerk's Office or at the Polls on Election Day

- If registration is completed in Clerk's Office, voter will receive a Certificate of Registration form
- Match up form with form in Chief Inspector's tote/information so both forms can be "matched-up" on Election Day
- Voter will still need to reregister and provide proof of residency on Election Day
 - This process seems silly with Badger Books, but not all municipalities use Badger Books, and if the system goes down, it's a backup procedure to have in place

No Acceptable Proof of Address? Review proof of address options with potential voter; does not qualify voter to have provisional ballot issued

Inactive Voter Status: There may be a historical record in the state system, but the voter is no longer in the poll book. Voter must reregister to be active.

Circumstances: Voter hasn't voted in four (4) years; voter registered in a different state and relayed information to Wisconsin

This is why when a voter registers, the form or Badger Book inquires State and Municipality of prior address

Proof of Residence

City of Menasha - Proof of Residence

- 1) May be paper or electronic
- 2) Valid if bill within the past 90 days
- 3) **Proof of Insurance or Medical Bills are *NOT* valid per state law.**
- 4) [Examples provided by the Wisconsin Elections Commission](#)

What can be used as a Proof #?

Last four (4) digits of number sequence

If Proof # is six (6) digits or less, use the last two (2) digits of the sequence

No account #? Plug "00" in

Reviewing Photo ID

One (or Both Election Inspectors at the Badger Book) should review and confirm:



1) Photo ID conforms to the voter's name on the poll book

- WI Driver License
- Receipt from WI-DMV
- WI State Issued ID
- US Passport Book / Card
- Military ID
- It may be a variation (Dick and Richard, Jones and Smith-Jones)
- University/College ID (current) and with current enrollment verification

Note: Unless voter is using their WI Driver License as proof of residency (Election Day Registration), we should not be looking at the address on the ID – only if it's still valid and/or able to use for voting (the voter isn't providing proof of residency – only

2) The photo reasonably remember the voter

- a. Hairstyle, lose/gain weight, facial hair

3) The expiration date is unexpired, or if expired, meets Voter ID Grace Period requirements

- a. Since the last General Election

What's the main takeaway? Only Federal and Wisconsin-Issued IDs are accepted

- If a voter provides an ID from out of state (MN, IL, etc.) it is not acceptable per Wisconsin State Voter Law. If voter forgot ID and are in the poll book, the voter *may* vote provisionally

Ballot Table Attendants

For small elections, one (1) attendant will be needed; for larger elections (Spring Election and General/November Elections, two (2) attendants will be needed)

1. Initial the back of the ballot in **RED** pen on the “Ballot Issued by” line on the ballot - the ballot MUST be initialed by 2 poll workers

Official Ballot Presidential Preference Vote Nonpartisan Office and Referendum April 2, 2024 for City of Menasha, District 1, Wards 1-2 Winnebago County Ballot ID: 7868	Ballot issued by VW KS _____ Initials of election inspectors
	Absentee ballot issued by _____ Initials of Municipal Clerk or Deputy Clerk
	If issued by SVDs, both must initial _____ Certification of Voter Assistance 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. _____ Signature of assistor

2. Collect the voter number from the voter – # given to them at the poll book table (write the number on the number sheet and place the number slip on the spindle) Keep track!
3. Face the ballot towards the voter and explain the sections of the ballot
 1. The voter does NOT have to vote for all contests if they do not wish
 2. DO NOT explain political views of the candidates or parties
 3. You may NOT interpret any portion of the ballot for the voter only state what is written on the ballot (i.e. vote for only one candidate per office)
4. Voters may have up to **3** ballots if they make a mistake (make note on inspector’s log if a 2nd or 3rd ballot is issued)

Tabulator Attendant

- Assists voters who want to use the ADA Compliance feature on the Tabulator
- Help voters if they overvoted for an office
- If the voter is feeding the ballot into the tabulator, the machine will inform the voter there is an overvote, and the voter can review the ballot (and in that case, ask to have a ballot spoiled and vote again) or the voter can cast the ballot even when an office has an overvote. The tabulator will cast the votes it can for the voter, and then not count the overvoted office.

If it is an absentee ballot we are feeding into the machine on behalf of the voter, and we get a message alerting there is an overvote, our policy is to remake the ballot except for the overvoted office.

Remaking Ballots

Why?

- 1) Absentee voter made a mistake (overvoted, crossover vote)
- 2) Voting equipment cannot “read” the ballot and it was rejected
 - a. Small tear in ballot, weird mark on the ballot
- 3) The election inspectors can determine voter intent that is not currently counted by the voting equipment
 - a. Ex. Absentee ballots with heavy creases in write-in area; ballots were not “true” overvotes, but were not remade
- 4) Voter marked ballot incorrectly (circled candidate)
- 5) Ballot was damaged
- 6) Ballot had been emailed to or downloaded by a military or overseas voter

How?

- 1) Follow step-by-step process in the [Election Day Manual](#)
- 2) Two election inspectors needed to participate
- 3) Inspectors announce that the ballot is being remade and reason
- 4) Inspectors note a reason in the endorsement section of the ballot (overvoted, damaged, or other)
- 5) Ballots labeled original ballot # (serial #) and duplicate ballot # (serial #) – these numbers should match so both versions can be compared
- 6) Both inspectors initial the ballots in the endorsement section
- 7) If it is an absentee ballot we are feeding into the machine on behalf of the voter, and we get a message alerting there is an overvote, our policy is to remake the ballot except for the overvoted office.
- 8) Inspector transfers votes based on voter intent from the original ballot to the duplicate ballot
- 9) Inspector notes on the Inspectors’ Statement why the ballot had to be remade
- 10) The remade ballots are inserted into the tabulator
- 11) The original ballots are bundled together, marked and placed in the “Original Ballots Envelope”
- 12) “The Original Ballots Envelope” is placed in the ballot container (ballot bag)

Examples of how to remake a ballot on next page.

Remaking Ballots – Endorsement Section

Original Ballot	For Official Use Only	For Official Use Only	Remade Ballot
	<p><i>Inspectors: identify ballots to be remade.</i></p> <p>Reason for remaking ballot:</p> <p><input type="checkbox"/> Overvoted</p> <p><input checked="" type="checkbox"/> Damaged</p> <p><input type="checkbox"/> Other</p> <p>Original Ballot No. or Duplicate Ballot No.</p> <p><u>1</u></p> <p>AC DL</p> <p>Initials of inspectors who remade ballot.</p>	<p><i>Inspectors: identify ballots to be remade.</i></p> <p>Reason for remaking ballot:</p> <p><input type="checkbox"/> Overvoted</p> <p><input checked="" type="checkbox"/> Damaged</p> <p><input type="checkbox"/> Other</p> <p>Original Ballot No. or Duplicate Ballot No.</p> <p><u>1</u></p> <p>AC DL</p> <p>Initials of inspectors who remade ballot.</p>	

Remaking Ballots – Endorsement Section

Original Ballot	For Official Use Only	For Official Use Only	Remade Ballot
	<p><i>Inspectors: identify ballots to be remade.</i></p> <p>Reason for remaking ballot:</p> <p><input type="checkbox"/> Overvoted</p> <p><input checked="" type="checkbox"/> Damaged</p> <p><input type="checkbox"/> Other</p> <p>Original Ballot No. or Duplicate Ballot No.</p> <p><u>1</u></p> <p>AC DL</p> <p>Initials of inspectors who remade ballot.</p>	<p><i>Inspectors: identify ballots to be remade.</i></p> <p>Reason for remaking ballot:</p> <p><input type="checkbox"/> Overvoted</p> <p><input checked="" type="checkbox"/> Damaged</p> <p><input type="checkbox"/> Other</p> <p>Original Ballot No. or Duplicate Ballot No.</p> <p><u>1</u></p> <p>AC DL</p> <p>Initials of inspectors who remade ballot.</p>	

Write-Ins

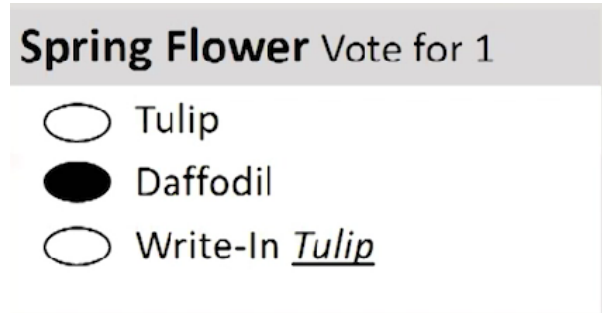
If there are write-ins to tally, you will have write-in tally sheets with specific instructions. Write-ins can be accepted until Friday before the election – Noon.

Adjustments May be Required:

- If a voter write in a candidate for an office, the results tape will need to be adjusted:
- Even though the voter didn't fill in the bubble for Tulip, the voter wrote it in, and that writing of the name takes precedence over filling the button in for Daffodil.

Example of Voter Intent

- Daffodil gets one(1) less vote, Tulip receives one (1) more vote
- Document on Inspectors' Statement & Results Tape



The image shows a sample ballot titled "Spring Flower Vote for 1". It contains three options, each with a bubble to the left of the name: "Tulip", "Daffodil", and "Write-In Tulip". The bubble for "Daffodil" is filled in with a black marker, while the bubbles for "Tulip" and "Write-In Tulip" are empty.

Provisional Voting

Follow step-by-step instructions in the [Election Day Manual](#)

When can provisional voting occur?

- 1) A voter who has been issued with WI driver license or state ID card and is unable or unwilling to provide the number
- 2) A voter who is unable or unwilling to provide a photo ID

When are provisional ballots NOT offered?

- 1) A voter who does not have acceptable proof of residence
- 2) A voter in the wrong polling place

Can the election inspectors suggest the voter bring the missing information back to the polling place?

Yes, but the voter should be informed of all their options, including returning the missing information to the Clerk's Office by 4 PM the Friday following the election

IDPP information should be available for voters who need to get a photo ID in time before curing the provisional ballot

Curbside Voting

Voters have the right to vote privately and independently. If a voter cannot enter a polling place due to a disability, Wisconsin law requires curbside voting to be available. Individuals who are immunocompromised or have an illness (flu-like symptoms, COVID-19, etc.) are also eligible to vote curbside. Curbside voting is required to be available for early voting, too.

Curbside Voting at-a-Glance

- 1) Outside each polling location door, there should be a “doorbell” that the voter will ring to the notify the polling location a curbside voter has arrived.
 - a. There are other times where an assistant to the voter (driver, etc.) may enter the polling location and inform an election worker of a curbside voter.
- 2) Have an election inspector announce at the polling place “ there is a curbside voter”.
 - a. Request two (2) election inspectors go to the vehicle and speak to the voter. The inspectors will return to the polling area and announce they are issuing a ballot to the voter.
 - b. Note: If there are less than five (5) election inspectors once the two (2) leave, all voting processes must stop until the curbside voting is concluded.
 - c. Inspectors should:
 - i. 1) Ask the voter if they are unable to enter the polling place (if they can, curbside voting may not be used)
 - ii. 2) Ask the voter to present acceptable proof of identification
 1. Inspectors will determine if the voter may vote on a regular ballot or a provisional ballot
 - d. Voter is not required to sign the poll list – a notation of “ballot issued curbside – exempt” is an option on the Badger Books – which will fill in the signature line for the electronic poll book
 - e. Two inspectors initial the ballot. A voter number or provisional voter number is issued to the voter and recorded in the voter lists.
 - f. Both inspectors deliver the ballot to the curbside voter in a security sleeve
 - g. The curbside voter marks the ballot or has an assistor mark the ballot or the voter
 - h. Both inspectors will return to the polling area and announce “I have a ballot offered by <NAME OF CURBSIDE VOTER> who, as a result of a disability, is unable to enter the polling place without assistance. Does anyone object to the reception of this ballot?”
 - i. If an objection is made, following the “Challenge Electors” procedures
 - i. If no objection is made or if any objection is resolved, the ballot is deposited into the tabulator
 - i. Mark the incident in the Inspectors’ Statement (EL-104)

Closing the Polls

Absentee envelopes should **not** be assigned a voter number and then returned to the Clerk's Office unopened

Are all absentee ballots processed? Check, double-check, triple-check

Does the number of voters equal the number of ballots counted? No? We must resolve the discrepancy on Election Night before delivering the results to the City Clerk (Chief Inspector's role)

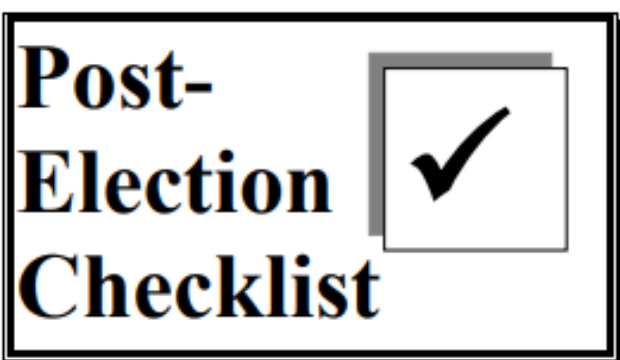
At what point as we close the polls can we remove ballots from the tabulator?

After printing tabulator reports, announcing, and modeming the results – then you can access ballots and work on write-ins if needed

Reconciling the Polls: After all voters cast their ballots and polls are closed, the election inspectors must reconcile the poll lists (poll books) to make sure they contain identical information and notations. Your Chief Inspector does this on an hourly basis (reviews voters checked-in on the Badger Books versus the total # of ballots cast into the tabulator).

- 1) Compare the voter numbers and notations on the poll lists**
- 2) The last voter number on both lists should be circled in red** (any differences need to have a reason for the discrepancy, and can be explained to the City Clerk – any discrepancy needs to be documented on the Inspectors' Statement – EL-104)
- 3) Reconcile the supplemental lists of individuals registering at the polling place** (may not have voted), new voters only casting a presidential ballot
- 4) Enter Statistics on the Inspectors' Statement – EL-104:**
 1. Total # Voters (people who have a voter # next to their name in Badger Books/poll list)
 1. Discrepancy could occur if numbers were accidentally skipped or used twice, or if a voter registered, but decided not to vote
 2. Total # Absentee Voters
 3. Total # Provisional Ballots Issued
- 5) Tally Sheets – EL-105:**
 1. Review and compare the two (2) original Tally Sheets
 1. Review Election Information (Ward, Municipality, Date, Type of Election)
 2. Review tally marks
 1. Are there 5 marks in each filled-in box?
 2. Is the written total the same as the tally?
 3. Compare the totals
 4. Review the Certification
 1. Is the information correct? Did everyone who helped sign the certification? Are all questions answered?
- 6) Print 3 copies of the Results Tape** - signed by 3 or 5 election inspectors (one being Chief) needs to be an odd #

Note: Winnegamie Dog Club – Spring Election: Make sure for the Spring Election, we obtain 4 copies of the results (Calumet County, Winnebago County, City, & Both School Districts – AASD, MJSD require copies)



Poll Lists:

Two identical poll lists must be completed

- ☐ Completed with necessary attachments, including the signatures of at least 3 inspectors (chief inspector and any inspector responsible for maintaining the list)
- ☐ Original List completed for municipal clerk
- ☐ Original List that contains the voters' signatures completed for county clerk
- ☐ Certified copy may be made for school district clerks and special purpose district clerks

Tally Sheet Preparation

Two tally sheets must be created for each type of ballot (EL-105)

- ☐ Tally sheets are complete, including signatures from all persons counting ballots
- ☐ Original Tally Sheet completed for municipal clerk
- ☐ Original Tally Sheet completed for county clerk
- ☐ Original Tally Sheet completed for school district clerk

Inspectors' Statement:

One inspectors' statement must be completed for each set of tally sheets

- ☐ Completed with necessary attachments, along with signatures of 3 inspectors*, voting equipment seal verification checks, and record of all ballot bag tamper-evident seal numbers
- ☐ Original statement completed for municipal clerk
- ☐ Copy of statement for county clerk (made by municipal clerk)
- ☐ Copy of statement for school district clerk (made by municipal clerk)

Provisional Ballots

- ☐ The carrier envelope for provisional ballots (EL-108), containing all provisional ballot certificate envelopes (EL-123) placed in a separate ballot bag and secured with a tamper-evident seal
- ☐ The completed Provisional Ballot Reporting Form (EL-123r) not sealed in a ballot bag

Absentee Ballots

Materials for absentee ballots must be placed in the proper envelope

- ☐ Certificate of Rejected Absentee Ballots (EL-102) (Brown)
- ☐ Used Absentee Certificate Envelope (EL-103) (White)
- ☐ Certifications on each envelope are completed with the signatures of 3 inspectors*

Ballot Security

Ballots must be secured in a bag or container with a tamper-evident seal.

- ☐ Ballots are separated by type and placed in their respective ballot bag
- ☐ Certification is completed with the signatures of 3 inspectors* and tamper-evident seal number of each bag.

Additional Resources to Consider

- Related Resources to Consider:
 - [Election Day Manual](#)
 - Election Administration Manual
 - VIDEO: s and resources on WEC – ElectEd / Vimeo
 - [Poll Worker Roles / Responsibilities on Election Day](#) – Main Page
 - Vendor Training