

**PRESENTED BY
AMERICAN MAJORITY**

ELECTION INSPECTOR TRAINING



TRAINING INFO

- This information is presented by Lane Ruhland, Campaign Finance and Election Law Attorney on Behalf of American Majority
- This material was developed from information from the Wisconsin Elections Commission (WEC)
- Please consult the Wisconsin Elections Commission ~~re~~ Election Day Manual and the Election Administration Manual for the most recent election guidance

POLL WORKER TRAINING REQUIREMENTS

- Wisconsin statutes require that all election inspectors receive training at least once every two years.
- The municipal clerk must provide this training and should document that the inspectors have been trained.
- There is no specific prescribed curriculum or length of training provided by the Elections Commission but many resources on their website.

ELECTION INSPECTOR DUTIES

- A qualified elector of the county in which the municipality in which they serve is located
- A qualified elector is a United States citizen, 18 years of age or older, who has resided in the district in which he or she intends to vote for at least 10 consecutive days.
- Ability to read and write the English language, and otherwise being capable and of good understanding
- Each party may establish additional criteria that a prospective nominee must meet in order to be included on the list submitted by the party. This may include a requirement to be a member of the party or to belong to an organization affiliated with the party.

APPOINTMENT BY POLITICAL PARTY

- Volunteer election observers can play only a limited role
- ***Party nominations must be submitted to the mayor, village president or town board chairperson no later than November 30 of each odd-numbered year***
- Contact your county party chairs ASAP if you are interested in being added to the list!

ROLE OF THE ELECTION INSPECTOR

- Facilitate the democratic process
- Arrive early (Election starts at 7am)
- NO Electioneering: attire, bumper stickers, no conversations about ballot candidates, their platforms, etc
- Ensure the polling place is accessible
- Limit activities that are distracting and/or outside of the election process (luncheons, bake sales, etc)

PRE-ELECTION PREPARATION

- Review Election Day Manual
- Familiarize yourself with your polling location ahead of time
- Public Test
- ADA Compliance
- Observer Area
- Voting Booths
- Nametags

INSPECTOR'S STATEMENT

INSPECTOR'S STATEMENT

- Complete Inspector Statement for the following cases:
- Issued second ballot
- Assisted voter
- Paper Jam, changed paper, or cancelled ballot on electronic voting equipment
- Rejected Absentee Ballot
- Challenged Voter
- Shift Change for Election Workers
- Provisional Ballot issued
- Curbside voting
- More/less ballots than voters
- Defective Ballots
- **When in doubt, write it down!**

Inspectors' Statement

We, the undersigned election inspectors, certify the following is a true and correct statement for an election held in the _____ ward(s) of the _____ of _____, County of _____, State of Wisconsin, on the _____ day of _____, 20____.

(ward number(s)) (Town, Village of City) (Name of Municipality) (Name of County) (Day) (Month) (Year)

MUNICIPAL CLERK PROVIDES THE FOLLOWING INFORMATION:

Voting Unit Number _____ Memory Device Serial Number _____
Tamper-Evident Seal Serial Number _____

THIS SECTION TO BE COMPLETED BY CHIEF INSPECTOR:

VOTING EQUIPMENT/BALLOT CONTAINER CHAIN-OF-CUSTODY RECORD

- Tamper-evident seal number verified by chief inspector (CI): Pre-election _____ Post-election _____
(CI Initials) (CI Initials)
- Upon sealing the ballot bag or container to which this Inspectors' Statement pertains, **record the number of the tamper-evident seal used for this purpose here** _____.

THIS SECTION TO BE COMPLETED BY ELECTION INSPECTORS AND VERIFIED BY CHIEF INSPECTOR:

VOTER STATISTICS

Total number of voters (last voter number on poll list) _____ Total number of EDRs _____
(Absentee voters and in-person voters. Do not include provisional voters.) (Election Day Registrations)

Number of absentee voters _____ Number of provisional ballots _____

Total Number of ballots cast _____ Number of ballots in excess of total number of voters _____

Number of:

Hand-count Paper ballots **Optical Scan ballots** **DRE (touch screen)**

Signatures of Election Inspectors

Time Worked

_____ to
_____ to
_____ to

CERTIFICATION OF CHIEF INSPECTOR

I certify that: I have completed the required training administered by the Wisconsin Elections Commission, and have been duly certified as a Chief Inspector. I served as the Chief Inspector for the election described above for the time period indicated below.

(Signature of Chief Inspector)

☐ ENTIRE DAY ☐ FROM _____ a.m. TO: _____ a.m.
p.m. p.m.

(Signature of Chief Inspector)

☐ FROM _____ a.m. TO _____ a.m.
p.m. p.m.

- ✓ The completed form is retained in the office of the Municipal Clerk.
- ✓ A copy of the completed form is returned to each Clerk with the other election forms.
- ✓ Municipal clerk provides other copies as needed. Wis. Stat. § 7.51.

☐ Check box if no incidents were recorded for this election.

Incident Log

[illegible]

ELECTION DAY

OPENING THE POLLS

- Video: <http://elections.wi.gov/publications/video/tutorial/pre-election-preparations-opening-polls>

VOTER REGISTRATION

Proof of Residence & Proof of Identification

- Proof of residence proves where you live
 - *Presented by voters when registering to vote*
- Proof of identification proves who you are
 - *Presented by voters when voting a ballot*
- Some documents can prove both

PROOF OF RESIDENCE V. PHOTO ID

Proof Residence

- Doesn't need to have a picture
- Proves the voter is at the correct polling location
- Used for registering to vote

Photo ID

- Doesn't need to have a current address
- Proves who the voter is who they say they are
- Used for casting a ballot

Acceptable Proof of Residence

Proof of Residence proves where you live

The following types of documents are acceptable Proof of Residence if they contain*:

- ✓ Current name
- ✓ Current residential address

Some forms of Proof of Residence have expiration requirements as noted.

Acceptable Proof of Residence

- Proof of Residence is not used to confirm the **10**-day residency requirement is met.
- The voter's sworn statement on the registration application should be taken at face value unless an inspector or challenger has direct evidence to the contrary.

Acceptable Proof of Residence

1. A current & valid Wisconsin driver license.
2. A current & valid Wisconsin ID card.



* These acceptable forms of proof residence must be current & valid.

Acceptable Proof of Residence

3. Any other official identification card or license issued by a Wisconsin governmental body or unit.



Acceptable Proof of Residence

4. Any identification card issued by an employer in the normal course of business and bearing a photo of the card holder, but not including a business card.



Acceptable Proof of Residence

5. A real estate tax bill or receipt for the current year or the year preceding the date of the election.

[illegible]

Acceptable Proof of Residence

6. A residential lease which is effective for a period that includes the registration date (NOT for first-time voters registering by mail).

APARTMENT LEASE	
PARTIES	
This lease of the apartment identified as 1142 N. Harvey St., apt. 2, Green Bay, Wisconsin, is entered into by and between Michael P. Mack, Landlord, and David & Teresa Woods , Tenant, on the following conditions:	
TERMS	
Lease term:	One year beginning March 1 , 20 12
Rent payment:	\$ 675.00 plus \$25.00 per month to be applied to the last month's rent. The additional payment toward the last month's rent will end once the last month's rent has accumulated.
Due date:	Rent to be paid by the 1 st of each month.
Payable to:	Michael P. Mack
Payable at:	c/o Michael Mack 2452 Longtail Beach Lane Sawarick, WI 54173
Pet clause: An additional pet security deposit of \$200.00 is required before any pet is allowed. Any pet must first be approved by the landlord.	
UTILITIES	
Call WPS immediately at 1-800-450-7260 and have utilities put into your name. All utility charges, except water, are the responsibility of the Tenant. Water is paid by the Landlord. Tenant is responsible to pay utility charges promptly when due.	

ACCEPTABLE Proof of Residence

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.



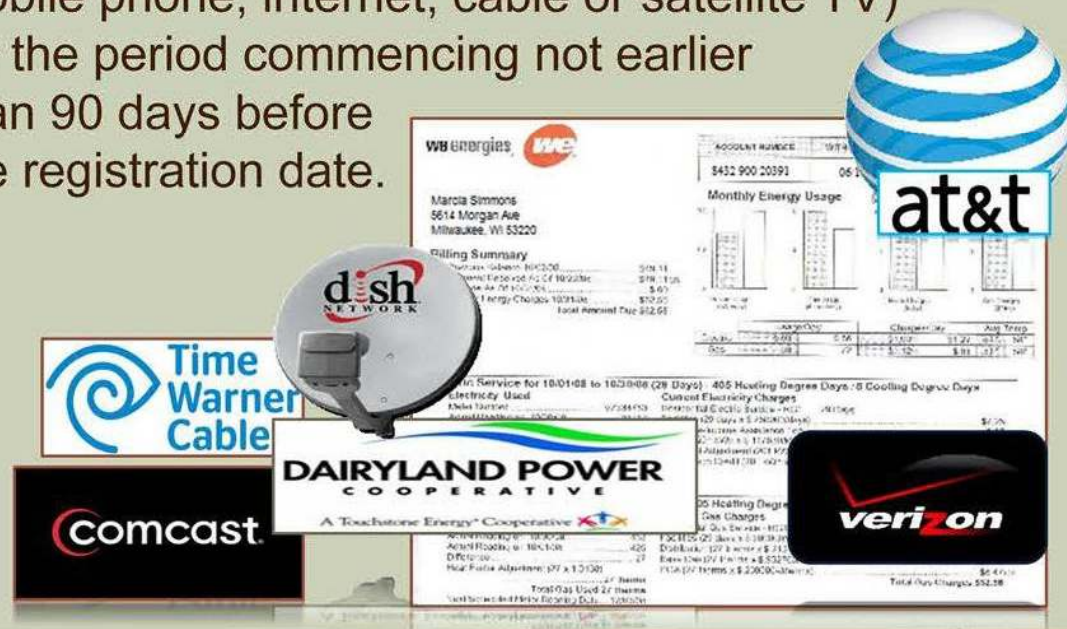
Acceptable Proof of Residence

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.

A sample housing list form titled "SAMPLE HOUSING LIST". The form contains fields for "NAME", "ADDRESS", "CITY", "STATE", "ZIP", "PHONE", "EMAIL", "DATE OF BIRTH", "DATE OF ENTRY", "DATE OF DEPARTURE", "DATE OF CITIZENSHIP", "DATE OF RESIDENCE", "DATE OF ENTRY", "DATE OF DEPARTURE", "DATE OF CITIZENSHIP", "DATE OF RESIDENCE", "DATE OF ENTRY", "DATE OF DEPARTURE", "DATE OF CITIZENSHIP", "DATE OF RESIDENCE". A red overlay with the text "Housing list w/ proof citizenship" is placed over the form. The form also includes a section for "PERSONNEL ACTION" and a footer with the text "SAMPLE HOUSING LIST - SAMPLE ONLY - NOT FOR USE IN REALITY".

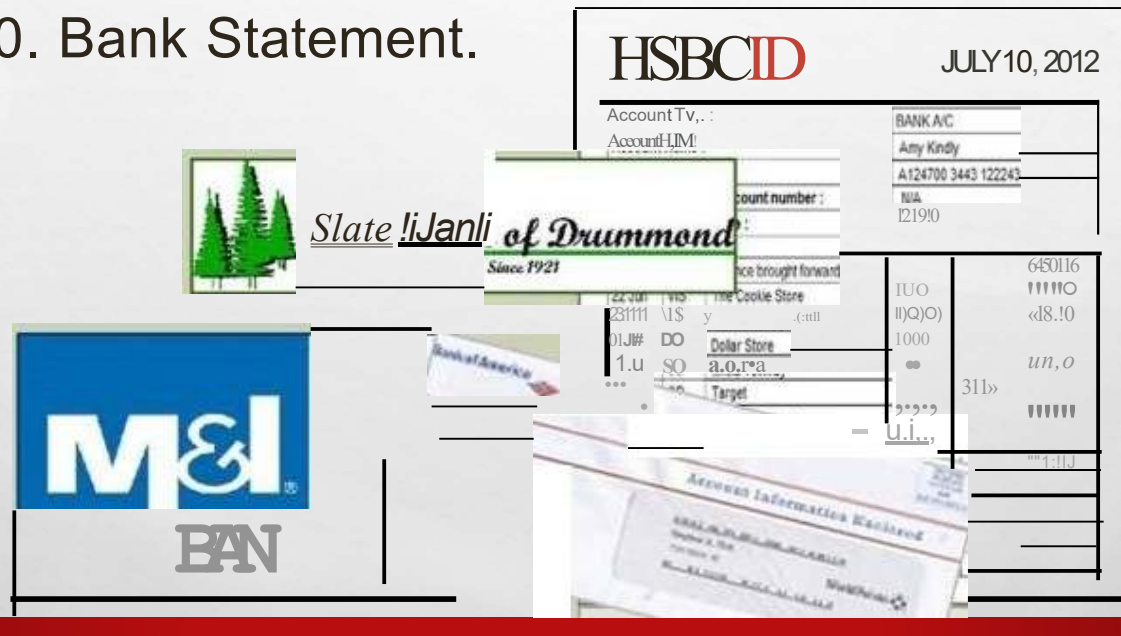
Acceptable Proof of Residence

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.



Acceptable Proof of Residence

10. Bank Statement.



Acceptable Proof of Residence

11. Paycheck.

12. A check or other document issued by a unit of government.



Acceptable Proof of Residence

13. An letter on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.



PROOF OF IDENTIFICATION

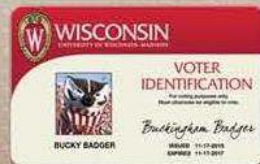
Acceptable Proof of Identification

Proof of Identification proves who you are

Remember - An acceptable Photo ID for voting does not have to include a current address

Acceptable Photo IDs

UNIVERSITY / COLLEGE TECH COLLEGE



+
ENROLLMENT
VERIFICATION

TRIBAL ID



CERTIFICATE OF NATURALIZATION



WI STATE ID



WI DRIVER OR STATE ID RECEIPT



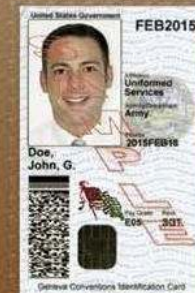
WI DRIVER LICENSE



US PASSPORT BOOK OR CARD



US UNIFORMED SERVICES



Acceptable Proof of Identification

1. A Wisconsin DOT-issued driver license, even if driving privileges are revoked or suspended
2. A Wisconsin DOT-issued identification card



* Can be unexpired or expired after the date of the most recent general election **November 3, 2020**

Acceptable Proof of Identification

3. A Military ID card issued by the
U.S. Uniformed Services



4. A U.S. passport book or card



* Can be unexpired or expired after the date of the most recent general election

November 3, 2020

Acceptable Proof of Identification

5. A certificate of naturalization
(that was not issued more than
two years before the date of
the election)



6. An identification card issued by a federally
recognized Indian tribe in Wisconsin
(acceptable regardless of
expiration date)



Acceptable Proof of Identification

7. A driver license receipt issued by the Wisconsin DOT (valid for 45 days from date issued)
8. An identification card receipt issued by the Wisconsin DOT (valid for 45 days from date issued)



Acceptable Proof of Identification

9. A photo identification card issued by a 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 of college ID must be accompanied by a separate document that proves enrollment, such as a tuition fee receipt, enrollment verification letter or class schedule



Acceptable Proof of Identification

What will the poll worker be looking at on the Photo ID?

- **Elector's Photograph**

The photograph must reasonably resemble the elector

- **Elector's Name**

The elector's name must conform to the name on their voter registration, it does not need to be identical

- **An Expiration**

If the ID has an expiration date, it must meet the expiration requirements listed previously

Acceptable Proof of Identification

Are there any Photo IDs that can be used for voting that don't have a photo on them?

- **A citation or notice of intent to revoke or suspend a driver license**
Must be dated 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



Acceptable Proof of Identification

Is there anyone who does not need to provide a Photo ID?

- **Confidential electors are exempt from Photo ID requirements**
- **Active Military and Permanent Overseas voters are not required to provide a Photo ID when voting by absentee ballot**
If voting in-person, they must provide Photo ID
- **Indefinitely confined voters and voters in special care facilities**
If voting in-person, they must provide Photo ID

VOTING

POLL BOOKS

- Two duplicate poll books
- Poll books include the names and addresses of registered voters
- Supplemental Poll list
- Numbering

ISSUING A BALLOT

1. Election Inspector asks the voter to state name and address
2. Both inspectors locate the voter's name and address
3. Election inspector asks the voter for Photo ID
4. Election inspector asks the voter to sign one copy of the poll book next to the name
5. Voter is issued a voter number, written down in both poll books
6. Voter is issued a ballot

PROVISIONAL BALLOT

- A provisional ballot is a ballot that is marked by a voter but is not counted at the time it is cast.
- It is issued to a voter who is unable to provide the poll workers with documentation as required by Wisconsin PHOTO ID and federal law.

PROVISIONAL BALLOTS

- Electors who voted provisional ballots have until 8:00 p.m. when polls close to submit missing documentation in order for their ballot to be processed and counted on Election Day.
- The Photo I.D. law provides that a person offering to vote on election day who cannot show acceptable ID may vote provisionally.
- The municipal clerk shall promptly notify the appropriate boards of canvassers that the clerk has provisional ballots that may be counted if the voter provides the required proof of residence, Wisconsin driver license or state identification card number by 4:00 p.m. on the Friday following the election.

PROVISIONAL BALLOTS

- A qualified elector who has been issued a current and valid Wisconsin driver license or identification card number registers to vote at a polling place on election day, but is unable or unwilling to list the number on the registration
- A registered voter is unable or unwilling to provide proof of identification.

PROVISIONAL BALLOTS

- Provisional ballots are NOT given when a voter is at the wrong polling place. If a voter appears at the wrong polling place, he or she will be directed to the proper location. (check MyVote.WI.gov for the correct polling place)
- Provisional ballots are also NOT given when a person is attempting to register in-person at the polling place and does not provide the required proof of residence.
- A provisional ballot will not be counted unless the voter provides the required information to the poll workers by 8:00 p.m. on Election Day or the municipal clerk by 4:00 p.m. of the Friday following the election.

OBSERVERS, ETC.

ELECTION OBSERVER

- Anyone other than a ballot candidate has the right to be present and observe the election
- No closer than 3 feet, no further than 8 by Photo ID check and registration
- No one is allowed to be disruptive of the voting process
- Observers must check in, show ID and wear an observer badge

ABSENTEE BALLOTS

- Check absentee envelopes at the beginning of the day, call any voters who need more information
- Begin processing absentee ballots PRIOR to the close of the polls
- When there is a lag, process absentee ballots
- Absentee Ballots must be in by the time the polls close on Election Day

PROCESSING ABSENTEE BALLOTS

- Double check the certificate envelope for the voter signature, witness signature and complete address and verify that envelope does not appear to have been tampered with.
- Read aloud the voter's name and address.
- Using the tally number sheet assign the voter a number and write that number in the following two places:
 - On the absentee ballot log
 - On the ballot
- Open the absentee carrier envelope, remove the ballot and verify there is only one ballot, briefly inspect it for any tears or stray marks and verify it contains the municipal clerk's initials and is for the proper ward then insert it into the tabulator.
- Place the carrier envelope in the Used Certificate Envelopes for Absentee Electors envelope.

CURBSIDE VOTING

- A voter may elect to receive a ballot at the entrance of the polling place
- Election inspectors must announce that an elector has requested a curbside ballot and the inspectors are going to the vehicle to view Photo ID
- Voting must stop if having two election inspectors leave would result in less than 3 inspectors
- Not required to sign the poll list
- Indicate this on the Inspector Statement

ELECTION SECURITY

- Human error can impact elections just as negatively as outside threats
- Check machine totals and ballot boxes before the polls open
- Check voting booths and the machine throughout the day
- Be aware and remember your roles and responsibilities
- Ensure seal integrity and chain of custody is maintained
- Again, any irregularities should be recorded

CONTINGENCY PLANS

- Review the Contingency Plans
- Designate an inspector to be responsible for each important aspect of the election: cast ballots, machine, poll lists, blank ballots

NATURAL DISASTER/ELECTRICAL OUTAGE

- SAFETY FIRST!
- WHERE Are the cast ballots? Next, where are the blank ballots?
- Is moving to the parking lot an option?
- Equipment will be operable while on battery backup, a power supply will be needed after three hours. *At no time will the ballot box or ballots be out of sight of the Election Inspectors.*
- If it is not possible to complete the voting process in the parking lot or appropriate building at the same location (example: municipal garage), then a change of venue will be required.

CLOSING THE POLLS

CLOSING THE POLLS

- Video: [Election Night Post-Election Procedures \(EA\) | Wisconsin Elections Commission](#)

RECONCILING POLL LISTS

- **If Voter Numbers > Ballots**
- 1. Verify ballot count
 - a) Check auxiliary bin for ballots.
 - b) Check used absentee certificate envelopes for ballots
- 2. Check voter numbers
 - a) Compare books to verify total voters
 - b) Compare voter numbers on each page
 - c) Check for skipped numbers

RECONCILING POLL LISTS

- **If Ballots > Voter Numbers**
- 1. Verify ballot count
 - a) Were there any problems with the voting equipment where a ballot may have been fed through twice?
 - b) Check for defective original ballots that may have been fed through by mistake
- 2. Check voter numbers
 - a) Compare books to verify total voters
 - b) Compare voter numbers on each page
 - c) Check for voter numbers used twice
 - d) Check that poll workers who voted on Election Day were given numbers

BEST PRACTICES

- Compare poll lists throughout the day and at every shift change
- Fill out Inspectors Statements completely. When in doubt, put it on the Inspectors Statement!
- When counting ballots, call out each ballot individually.

RESOURCES

WEC Election Day Manual:

<https://elections.wi.gov/sites/elections.wi.gov/files/2020-11/Election%20Day%20Manual%20%282020-09%29.pdf>

WEC Election Inspector info:

<https://elections.wi.gov/clerks/education-training/election-inspectors>

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