

CITY OF WAUSAU



CLERK CUSTOMER SERVICE OFFICE **PH # (715) 261-6620**

CITY CLERK:
DEPUTY CLERK:

LESLIE KREMER
MARY GOEDE

CUSTOMER SERVICE STAFF:

JENNIFER KRIVOSHEIN
ASHLEY KLINE
LEA WILDE
BONNIE PEDERSEN
PEGGY STEINKE

Updated March 30, 2020

ELECTION WORKERS:

Please replace your copy with this one and contact me if you have any questions.

GREETER

Greeters assist voters in determining their ward.

SET UP:

1. Find the large ward map of the District(s) and the large City-wide ward map. Thumbtack, clip or tape the maps to the bulletin boards at the entrance where voters stop first. Make sure it is easy for voters to stand and view.
2. Find the small one inch slips of colored papers from the supply box.
3. Find an envelope full of pens in the silver supply box. Put a pen in each poll booth.
4. Clearly write on white boards (white octagons) directions that may be helpful to the voters (Ward Numbers, Voter Registration Here, etc.) – USE ONLY ERASABLE MARKERS!
5. Postings – Floater should assist

Locate the postings, thumbtacks and masking tape from the silver supply box and place the following on the entrance door facing out to the public:

- 1 Polling District and Notice of Hours (Type D)
- 1 Flag Poster with District Identification
- 1 Large Print (red and white) VOTING poster (Type B)
- 1 Born On Date Poster

Note: You may tape them on the inside window as long as the posters are facing the outside. They must be seen from the outside of the building. If there is no window, tape them on the outside of the building.

Post the following inside the polling site near the entrance or on the way into the poll site so voters read these documents prior to getting in line.

- Red and white ‘VOTING’ w/arrow directional posters (mark the way to the poll area)
- 1 General Information on Voting Rights under Federal Law (EL-117)
- 1 Notice of Election Poster & Sample Ballots
- 1 Yellow Sample Ballot for each Ward in District
- 1 Notice of Fraud Posting (EL-111)
- 1 Are you qualified to vote poster? (EL-115)
- 1 wall size district map
- 1 wall size city-wide (all districts) map
- 1 Notice of Over vote (EL-113)
- 1 Notice for First Time Voters (EL-116)
- 1 Contact Information (EL-118)

Note: Tape as many red and white VOTING with directional arrows signs from the front entrance to the poll site location inside the building as needed to assist the voter to find the poll location.

Note: Depending on the election type, the following may or may not be posted.

- Notice of Crossover voting for Partisan Primary (EL-112)
- Notice of Referendum & Explanation (Type C)
- Notice of Crossover voting for Presidential Preference (EL-114)
- Notice of Two Sided Ballot

6. Report to the Chief Inspector to assist with set up.

PROCEDURES DURING VOTING HOURS:

1. Greet the voter. “Hello, do you know your ward number?”
2. Ask if the voter is there to vote. All non-voters including observers and media should check in with the Chief Inspector.
3. Tell the voter their ward number by using the Street Master or direct the voter to the large ward map to find their house on the map. Hand the voter the small colored slip of paper that coordinates with their ward number. The voter will give their slip of paper, name and address at the poll book check-in.
4. Ask if the voter is registered, has a new name or has moved. If the voter is new, has a new name or has moved, direct them to the registration table to complete a registration form (EL-131). The registration inspector will give the voter their ward number.
5. Greeters DO NOT send voters to different polling places without City Hall confirmation.
6. The Greeter’s ability to assist the voter in determining the proper ward is extremely important! Proper wards affect elections for School Board, City Council, State Offices and Congress.

CLOSING

1. Remind the election workers at the Poll Book Check-in to record the last voter number of each ward and the page number that the last voter is listed. The last voter number and the page number should be recorded on the certification form at the beginning of each ward section.
2. Collect pens from the polling booths, put the pens in the pen envelope place in the supply box.
3. Assist with removal of postings from doors and walls making sure there isn’t any tape left on walls & windows. Repack the postings in the supply box. **DO NOT THROW THEM AWAY!**
4. Report to the Chief Inspector to assist with other closing tasks: sorting ballots, write-in votes and packing ballots, etc.

VOTER REGISTRATION

SET UP:

1. Find the white Voter Registration binders in the supply box.
2. Tape the voter registration signs at or near your table. Take a couple of pens from the supply box for the voter registration table.
3. Review the supplies in your binder. Take out a portion of blank registration forms (EL-131) to place on a table for voters to complete before they come to you.
4. Retrieve the Street Master and list of Ineligible Voters from the supply box. Review registration instructions and frequently asked questions guide so you are well prepared.

PROCEDURES DURING VOTING HOURS:

1. If the voter is not registered, has moved or had a name change, have the voter complete the registration form (EL-131) and you will review it. It is preferable to have the voter complete the form and you perform the audit review process.
2. Make sure the voter has completed all required areas of the registration form. This is crucial. If the voter has moved or changed their name, make sure the “Previous” section is complete. **PROOF OF RESIDENCY** is required for all registrants except for military voters!!!
3. **If the voter has been issued driver’s license, they are REQUIRED to provide the number and expiration date.**
 - a. If the registrant has been issued either a Wisconsin Driver License or State Identification Card that is unexpired, they must provide the number and expiration date, even if the registrant’s driving privileges were revoked.
 - b. If a registrant has a Wisconsin Driver License or State Identification Card that is unexpired but does not have the number or expiration date readily available, they may call the DMV at (608) 266-2353 to look up the information.
 - c. If the registrant has either a Wisconsin Driver License or State Identification Card that is currently expired or cancelled, request the voter provide the identification number if available. The registrant must provide the last 4-digits of the Social Security Number, if any.
4. If registrant does not have their valid license number and they have acceptable proof of residency, they must vote a provisional ballot. Direct them to the Chief Inspector after they have completed the registration forms. The Chief Inspector will work with the voter to vote provisionally. A voter, who has not been issued a state ID or driver’s license and has not been issued social security number, may still register and vote. Check the appropriate box for “neither” on the registration form.
5. The telephone number is optional, but ask the voter to provide the number, in case we have questions processing their application into the WisVote system. This will ensure they will be on the poll books the next time.

6. Check all new registrants to see if they are on the **Ineligible Voters list** from the Department of Corrections. If the voter is listed, inform the voter they are ineligible. If the voter has further questions and insists they are eligible to vote, direct the voter to the Chief Inspector.
7. CIRCLE WHAT DOCUMENT THE VOTER USED TO PROVE RESIDENCY ON THE REGISTRATION FORM (EL-131). If they do not have proof of residency, they do not register and they do not vote. If acceptable proof is provided, record the POR entity (ex. Charter Cable, Sprint, Tax bill, etc.) and either the last four (if number is greater than 6 digits) or two digits of the account number if number is 6 or less digits) on the form where designated. See Proof of Residency list for reference.
8. Electronic Documents – Voters registering can show either paper or electronic documents to prove Wisconsin residency. Electronic documents may be displayed on devices such as smart phones, tablets and laptops. We do not require a paper copy of the document. It is the voter’s responsibility to prepare the proof of registration for you to see.
9. Pull the street master and carefully and thoroughly look up the voter’s address.
10. Make sure the address is in the City of Wausau. **Write the ward number in the box designated on the form and sign the form.**
11. Make sure the voter has read the certification which indicates they are a qualified voter and has colored the squares of the appropriate response. There are four squares which must be colored in.
12. Make certain the voter has signed the form and you, as the Election Official, have signed.
13. Send the voter with their form to the poll book table. Instruct them to give the form to the poll worker at Chair 1 poll book.
14. If you think the voter is not in the correct polling site and you are unable to find the address, call the Clerk’s Office at 261-6620 to verify. We have county-wide land records and can find exactly what municipality the voter lives in. If the voter is not in the correct location and has completed a registration form (EL-131), allow them to take it with them to their correct poll site.

FREQUENT ISSUES:

CHANGE ADDRESS/NAME: The registration form (EL-131) is used for name changes and address changes. All sections of the form must be completed whether it is a name change, address change or a new voter. We must have a completed and signed registration form (EL-131) prior to making changes to a voter’s record.

PREVIOUS ADDRESS: If the voter was registered somewhere else, even out of state, have them list their prior address so we can move their voting history from their previous file. They need to complete the registration form (EL-131) just like a new voter.

PREVIOUS NAME: If the voter was registered under a different name, it is crucial they complete their former name section to connect their records. They need to complete the registration form (EL-131) fully just like a new voter.

MAP: If you are unable to find the voter’s address on the street master, go to the large wall map so the

voter can point out where they live. Contact the Clerk's Office **before you send a voter away** (715-261-6620).

NAME IS ON POLL LIST: The voter's name is on the poll list, but it is misspelled or their address has a slight mistake (i.e., numbers are transposed or apartment number is missing). The voter does not need to fill out a new EL-131 and reregister. Poll book workers 1 and 2 should note the errors in BOTH poll books.

A VOTER who is registering to vote on Election Day at the poll site AND does not have proper proof of residency, cannot register and cannot vote.

STREET MASTER: If you can't find the address on the street master, but it looks like the property is in the city, please call us at 261-6620 and we can confirm this information over the phone.

WRONG POLL SITE: A voter can take his/her application with them to the correct poll site. Before sending anyone to another site, call City Hall to confirm.

PROOF OF RESIDENCE: The following is a list of acceptable proof of residency documents. All Proof of Residence documents must include the voter's name and current address. If you have questions regarding a Proof of Residency document, please call the Clerk's Office.

- A current & valid **WISCONSIN** driver's license or identification card
- Any other official identification card or license issued by a Wisconsin governmental body or unit
- Any ID 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.
- A real estate tax bill or receipt for the current year or the year preceding the date of the election.
- A university, college, or technical college identification card (must include photo) **ONLY** if the voter provides a fee receipt dated within the last 9 months or the institution provides a certificated housing list to the municipal clerk.
- A gas, electric, or telephone service statement (utility bill) for the period commencing no earlier than 90 days before Election Day
- Bank Statement or Credit Card Statement including Kohls, Target, mortgage, etc.
- Paycheck
- A check or other document issued by a unit of government.
- An affidavit on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.
- Residential Lease that is effective on date of registration. (not valid if registering by mail)
- Credit Union Statement
- Government Documents, including
 - Social Security Statement or Check
 - Social Security Disability Statement, check or denial letter
 - Medicaid or Medicare Statement
 - Food Share WI Statement
 - Badger Care Statement
 - Senior Care Statement
 - Government-Issued Check
 - Automobile Registration
 - Fishing or Hunting License

- Concealed Weapons Permit
- Court Summons
- Ticket/Citation
- Bicycle License Registration
- Unemployment Check/Statement
- Bartender License
- Address change confirmation letter from USPS

Unacceptable Proof of Residency documents include but are not limited to the following:

Business Cards
 Hospital Bills
 Credit Card offers
 General Bank or Credit Card Correspondence that is not a statement
 Closing documents for the purchase of a home
 Piece of Mail with a yellow forwarding address sticker
 Pharmacy Statements
 Auto and House Insurance Statement or Bill
 Doctor, Dentist and Vet Bills
 Expired or Out of State Driver's License
 Oil change receipt
 Third Party Insurance Administrator: i.e. Humana or Advocare
 W2
 Great Lakes Higher Education Loan Statements (private contractor)
 Home Security Statements

CLOSING:

1. Reassemble the Registration Binder, unused forms, street master, small maps and ruler back inside the binder.
2. Place the binders and pens back in the supply box.
3. Report to one of the Poll List Tables to assist with poll book closing procedures – sort the registration sheets by ward.
4. Report to the Chief Inspector to assist in completing any remaining duties such as ballots and write-ins.

POLL BOOK TABLES

Chair 1 and 2 check ID's and maintain the voter list books.

SET UP:

1. Locate the blue and white poll book binders and the voter slips in the silver supply box. Place the poll books on the check-in table (white binder (signature) is chair 1; blue binder is chair 2)
2. Place a pad of voter slips at poll book chair 1.
3. Your poll book is separated alphabetically by ward. There is a certification page in front of each ward. These are to be completed at poll closing.
4. Get a couple of red and black pens for each worker from the supply box.

PROCEDURES DURING VOTING HOURS:

1. The voter states their name and address out loud. They must state their name, even if you know them and have already given you their identification. If the voter doesn't know their ward, direct them back to the greeter.
2. If the voter hasn't offered their identification, ask to see their photo ID. Compare the face to the photo to confirm that they are who they say they are.
3. The address on the ID doesn't have to be current and the name on the ID doesn't need to be an exact match for the name in the poll book. (Richards who go by Rich, Bobs who are also Roberts and Susans with IDs that say Sue). There are certain requirements – the ID should look like the voter, even if they have colored their hair, shaved a beard or lost some weight.

4. **Acceptable forms of Photo ID:**

The following are acceptable for voting purposes and can be unexpired or expired after the date of the most recent general election (currently, the November 4, 2016 election):

- Wisconsin DOT-issued driver license, even if driving privileges are revoked or suspended
- Wisconsin DOT-issued identification card
- Wisconsin DOT-issued identification card or driver license without a photo issued under the religious exemption
- Military ID card issued by a U.S. uniformed service
- U.S. passport

The following are also acceptable for voting purposes:

- Identification card issued by a federally recognized Indian tribe in Wisconsin (May be used even if expired before the most recent general election.)
- Certificate of naturalization that was issued not earlier than two years before the date of an election at which it is presented
- Driving receipt issued by Wisconsin DOT (valid for 45 days)
- Identification card receipt issued by Wisconsin DOT (valid for 45 days)
- Photo identification card issued by a Wisconsin accredited university, college or technical college that contains date of issuance, signature of student, and an expiration date no later than two years after date of issuance. **Also, the university, college or technical college ID must be accompanied by a separate document that proves enrollment.**
- A citation or notice of intent to revoke or suspend a Wisconsin DOT-issued driver license that is dated within 60 days of the date of the election.
- A Veteran Affairs ID card (must be unexpired or have no expiration date)

5. **Unacceptable forms of Photo ID:**

The following are NOT acceptable for voting purposes:

- State or federal government employee IDs
- Out of state driver license or identification card
- Employment IDs
- Membership or organization ID
- Certificate of Citizenship

WHAT IF THE VOTER DOES NOT HAVE AN ACCEPTABLE FORM OF PHOTO ID: If the voter does not have an acceptable form of Photo ID, they must either go get it or vote a provisional ballot. If they decide to vote a provisional ballot, pass them over to the Chief Inspector

6. Locate the voter in the poll book. **HAVE THE VOTER SIGN CHAIR ONE POLL LIST.** Voter must sign the book unless prohibited by physical disability. In this situation write “EXEMPT” in their signature box. Remember not all disabilities are visible. Under the Americans with Disabilities Act, the voter does not need to tell you the nature of his or her disability. If a voter declares that he or she is unable to sign the poll book because of a physical disability but you know that to not be true, you will need to proceed with the challenge process. If a voter refuses to sign the poll book for any reason other than a physical disability, the voter doesn't get a ballot and doesn't vote!
7. Once the voter has signed the poll book, Poll worker 1 should select the next voter ward slip and record the number in the poll book. The ward slips are color coordinated. Then Poll worker 1 passes the voter count slip to Poll worker 2 who has already located the voter's name in the duplicate poll book and records the same voter count number as well.
8. “**Absentee**” If the voter has already been issued an Absentee Ballot; it will be marked right under their name on the poll list. Refer the voter to the Chief Inspector who will determine whether a ballot has already been received and recorded. If the ballot has not been received and recorded the voter will be marked on the Absentee Log as voting in person instead. The Chief will bring the voter back to vote once this has been accomplished. Process as usual.
9. Chair 1 and Chair 2 assist each other by calling out the poll book page number when locating a voter's name. Use a pen to neatly record the voter number next to the voter's name on the poll list. As you record the voter slip number, repeat the name of the voter, ward and the voter slip number out loud. This minimizes mistakes.
10. Poll worker 2 hands the colored voter slip to the voter and refers the voter to the ballot table.
11. Poll workers should reconcile the poll lists periodically throughout the day to ensure the poll lists are identical. This can be done by comparing names and voter ward slip numbers and placing a check mark after the name of each voter. Voter signatures will be collected in the white book only!
12. If the voter's name is on the poll list, but it is misspelled or their address has a slight mistake (i.e., numbers are transposed or apartment number is missing). The voter does not need to reregister. Poll book workers 1 & 2 should note the errors in **BOTH** poll books.

New voters EL-131 FORMS:

1. Chair 1 and 2 review the form for completeness. Voter states his/her name and address. Chair 1 reviews the photo id.

2. Chair 1 and 2 retrieve the Pink Late Registrant Poll List from the back of the binder, record the voter on the form and the voter signs the pink sheet in the white binder.
3. Chair 1 tears a voter slip from the appropriate ward pad and writes the count number in the upper right hand corner of the EL-131 form and on the pink Late Registration poll list. Chair 1 gives the voter slip to Chair 2 who checks that the voter count card slip was correctly written in the upper right corner. The EL-131 is filed in the back of the blue binder. The information on the pink late registrant list should be identical to the pink late registration list in the blue binder.
4. Chair 2 passes the ward count slip to the voter and refers them to the ballot table.

LATE REGISTRATION: Voters who register at City Hall after the open registration deadline (21 days before an election) and also voters who register after the pollbooks have been printed.

1. Voter states his/her name and address – claims to have registered within the last month.
2. Chair 1 reviews the photo id and reviews the White Supplemental Poll list located in the back of the appropriate ward listing and has the voter sign the listing. If the voter is not listed, add them to the Yellow Supplemental Poll List located in each book.
3. Chair 1 takes the next ward count slip and records the number in the upper right hand corner of the registration certificate form. Both chairs complete the Yellow Supplemental Poll List, if necessary.
4. Chair 1 gives the certificate form and ward count slip to Chair 2 who checks if the number is correct. The certificate form is placed in the back of the blue binder. The Yellow Supplemental and Pink Late Registrant Poll List must look exactly the same in each Chair 1 and Chair 2 binders.
5. Chair 2 passes the voter ward slip to the voter and refers them to the ballot table.

Supplemental Poll List contains the voters who registered after the open registration deadline (usually 21 days before an election.) The Supplemental Poll List is located behind the poll listing for each ward.

Yellow Supplemental Poll List is used for the voters who registered after the poll books were printed so they are not included in the Supplemental Poll Listing. The Yellow Supplemental Poll List is located in a marked section after the Supplemental Poll List. These voters will have a half sheet of paper. Voter number is written on the certificate which is placed in the back of the blue book.

Pink Late Registration Poll List is used the voters who register at the poll site on Election Day.

ABSENTEE VOTERS:

IMPORTANT: If a voter has ‘Absentee’ next to their name and shows up to vote at the polls, they should speak to the Chief Inspector before voting. The Chief must CHECK the Absentee Ballot Log and make sure the voter hasn’t already cast an absentee ballot. If the voter has cast a ballot but it has not been recorded yet, they may be allowed to vote; it should be recorded on the Incident Log. If they allow the voter to vote, pull and reject the absentee ballot. Please be careful so no one votes twice. We are required to report these felony incidents to the District Attorney for prosecution.

CLOSING:

1. **Go to the poll list certification page located at the beginning of each ward of both white and blue poll binders. Insert the number of the last voter and the page number on which the voter is listed on for each ward.**
2. Give the last voter ward count number for each ward to the Chief Inspectors. The last ward count number should match the DS 200 ward ballot count.
3. **VERY IMPORTANT!:** Compare each page of the blue and white poll books to make sure they are exact duplicate of each other. **Do not skip this step!**
4. Sort all registration forms (EL-131) by ward. Once the voter registration workers have packed up their supplies they may assist with other duties such as sorting all registration forms by ward number.
5. Compare these forms with the Pink Late Registration Poll Lists stored in the back of each binder. Compare the Pink Registration Poll List to ensure the duplicate forms are identical and verify that the information is complete.
6. Obtain the Pollbook Reconciliation Re-Cap Sheet – fill in the numbers and use as a guide for pollbook reconciliation tasks. **If there is a difference in totals, an explanation should be given!**
7. Count the total number of registration forms (EL-131) for each ward. Give the total for each ward to the Chief Inspector to record on the Certificate of Ballots Summary.
8. Sort all the registration certificates by ward. Compare these forms with the Yellow Supplemental Poll Lists in the back of each binder. Compare the sheet to ensure that the duplicate forms are identical and verify that the information is complete.
9. Count the number of half sheet certificates for each ward. Give the total for each ward to the Chief Inspector to record on the Certificate of Ballots Summary.
10. If you used the yellow Supplemental List, put one in the white binder and one in the blue binder with the Half Sheet Registration Certificate forms snapped in behind the appropriate listing.
11. Poll workers 1 and 2 make sure the poll books are orderly and are an exact duplicate of each other. Make sure there is a duplicate original pink Late Registration list for both the white and blue binders. There should be a duplicate original list for each binder, completed in ward order and separate lists for those who voted with a registration form (EL-131) (pink), and those who voted with a half sheet registration certificate (yellow).
12. When you complete this process, sign the certification forms in the front of each ward. Give the Chief Inspectors the blue and white poll list binders. The Chief determines if the poll books are complete, they will sign each certification form in the poll books. Please remind the Chief Inspectors to sign the certification forms in both the white and blue binders.
13. Once they are approved by the Chiefs, place the white binders in the canvas bag and the blue binders in the silver supply box.

CHAIR 3

Ballot distribution

SET UP:

1. Locate the color coordinated laminated ward cards and place on the ballot table. Set a stack of corresponding blank ballots by ward on the table with the laminated ward card in front of it so it is easily visible by chair 3 workers.
2. Keep extra ballots secure and away from voter or observer access. If necessary, set up another table behind with ballots from small wards.
3. Locate the Registered Write-in List (if applicable). Do not post the list, but have it available in case a voter asks.

PROCEDURES DURING VOTING HOURS:

1. The voter gives the voter ward slip to the poll workers located at the ballot table. Be careful to give the **appropriate ward** ballot for the correct ward listed on the voter count slip.
2. Check to make sure the ballot is not marked and it is the correct ward before initialing the ballot and passing it to the other Chair 3 for initialing. Each ballot must have 2 initials.
3. Instruct the voter to take the ballot to the booth, mark their selection and then feed the ballot into the scanning equipment on the way to the exit. If it is a partisan primary, caution the voter about crossover voting, and if it is a two-sided ballot, make sure to point that out. There may also be races with “Vote for no more than” statements
4. Voters may ask if there are any Registered Write-Ins – share the list only if asked.
5. Election workers may answer questions about the ballot but may not give any information to the voter about the candidates or the candidates’ views.
6. Voter numbers may be kept for reconciliation purposes, ask the Chiefs if that is what they prefer.

CLOSING:

1. Remove the blank ballots from the table and place them in the silver ballot boxes.
2. Pack up all supplies (pencil cases, laminated ward cards, markers, tape, pens, rubbing alcohol and ear phones for the ADA Automark) and put them into the silver supply box. Then report to the Chief Inspectors for any remaining closing duties.

DS 200 EXIT WORKER

SET UP:

1. Assist the Chief Inspectors in DS 200 set up. Review DS 200 instructions listed in the Chief Inspector section of this handbook. Keys will be with the Chief Inspectors.

PROCEDURES DURING VOTING HOURS:

1. **VERY IMPORTANT**: Sit between the DS 200 Ballot counter and the exit to assist voters. **You may have to stop voters whose ballot has been rejected.**
2. Each voter will feed their ballot into the DS 200 for scanning and tabulation. Ballots can be inserted in any direction.
3. If all things go correctly, a “Thank You for Voting” message will appear.
4. Voters may encounter messages when processing their ballot. An audible alert will sound. The following situations may require election worker assistance:
 - a. Over-voted Ballots – more than the allowed number of selections in a contest or issue has been marked. The display will indicate that one or more contests have too many votes. The DS 200 will reject back the ballot and continue to beep. Ask a Chief to come over and assist the voter with spoiling the ballot.
 - b. Unreadable marks, doodles, damaged ballot – an error message will appear and an audio alert will sound. The ballot will be rejected back to the voter. Some error messages will ask the voter to turn the ballot over and try again. If this does not work, proceed with Chief assistance for a spoiled ballot.
 - c. Ballot jam – Get a Chief for assistance.
 - d. Under-voted or Blank Ballots – the DS 200 will ask if the voter desires to Cast a Blank Ballot; the voter should make that choice on the screen.
5. If the voter is having difficulties with the equipment that you can't solve, contact a Chief Inspector. If the Chief is unable to resolve the problem, the Chief will unlock the ballot slot compartment on the front. Voters may drop their ballots in the holding compartment until the equipment can be fixed. The Chief should immediately call the City Clerk. Once the equipment is operational again, you and another election worker will feed the ballots into the DS 200 machine.
6. **Never look at a voter's ballot.** Stand behind the machine and guide the voter through the process themselves to discover the problem. Ask the voter to read the message to you.
7. The equipment no longer has a diverter system. All ballots must be hand checked for write-ins.
8. During low turnout elections you may cover the greeter position by assisting voters with determining their ward. A map will be posted at the entrance for voters to study prior to going to the poll list check in.

CLOSING:

1. Assist with write-ins. Flip through to pull any write-ins. Sort write-in ballots by ward (remaining ballots do not need to be sorted). Assist with the Write-In Tally Sheet.
2. Double check that the DS 200 unit is completely locked.

3. Report to Chief Inspectors for additional duties.

FLOATER/ROAMER/ALTERNATE

Serve as fill-in for absent election workers, process absentee ballots and assist Chiefs as needed throughout the day.

SET UP

1. Floater/Roamer may need to fill in for election workers who end up unable to work on Election Day. Alternate on Call may be the first person called in on Election Day if needed.
2. Assist with postings.
3. Using the Polling Place Checklist (Attached) verify that the Election Site is set up properly.
4. Assist Chief Inspectors in setting up the Chief table in an organized manner.

PROCEDURES DURING VOTING HOURS

1. Assist in processing absentee ballots. See Chief Inspector section for absentee ballot procedures.
2. If lines develop, assist in moving things along. For example, help at the voter registration or greeter tables.
3. Give breaks to all workers, start at one end of the circle and work your way around. Do the same thing for lunch and supper breaks.

CLOSING

1. Quickly flip through all ballots to verify if there are any write-in votes (the voter did not fill the oval, but wrote a name). Pull these ballots out and place in the stack of write-in ballots by ward.
2. Assist the with recording the write-in votes on the Write-In Tally sheets by ward by reading the ward number, name (of registered write-ins) and office.
3. Place all ballots in the plastic ballot bag. They do not need to be sorted or hand counted. Do not seal the bag until the bag is filled. If needed use another ballot bag and sequentially number the bags after all ballots (including those with write-ins) have been bagged. If you have more than 1 bag, take the permanent black marker and sequentially number the bags 1 of 3, 2 of 3 and 3 of 3 as necessary. **DO PUT the damaged and remade ballots in the Original Ballot's Envelope in the plastic bag with voted ballots. DO NOT PLACE PROVISIONAL BALLOTS IN THE BAG. Use the blue envelope.** Provisional ballots are kept in the clerk's office.
4. Once all ballots, except provisionals, are in the plastic ballot bags, security seal with the lock indicated on the bag. Remind the Chief Inspector that the serial numbers of the bags must be recorded on the Inspector's Statement.
5. Turn off the Automark according to instructions. DPW personnel will pack and put away the equipment. The alcohol and swabs are re-packed in the supply box.
6. Make sure Flag in the Pail (if applicable) has been brought inside and placed in secure storage area.

7. Make sure the Bell in the Box has been brought inside the building. The Bell in the Box should not be placed in the silver box as it damages the receiver. DPW will pack this equipment also.
8. Take down the bulletin boards and easels and all postings. Put postings in the boxes – **do not throw them away!**
9. Obtain the timesheet from the Chief Inspector and take it around to each poll worker to sign and mark their check out time. Return the timesheet to the Chief Inspector to place in the Forms Folder.

ABSENTEE VOTERS

Absentee ballots are delivered by DPW early in the morning along with an Absentee Ballot Log Poll List for processing by the Chiefs or Absentee Ballot Processors. Follow this procedure:

1. **BEFORE** opening the envelopes, check the ward number on each absentee envelope to verify the right ballots are at your polling place. If a ballot was delivered to the wrong polling location record this on your incident log and call the Clerk's office.
2. Sort the ballot envelopes by those accepted and those rejected. Reasons to reject a ballot envelope include:
 - a. Voter has not signed the absentee certificate envelope
 - b. Voter has not had a witness sign the absentee certificate envelope
 - c. Witness did not write their address on absentee certificate envelope (street number, street name and municipality)
 - d. Voter is ineligible to vote
 - e. Voter has not sealed the absentee certificate envelope
 - f. Voter dies before Election Day
3. Do not open the envelopes of rejected ballots. No voter slip is issued for them at this time. Set these aside and **process them after 8 p.m.** on Election Day to give the voter an opportunity to correct these errors. After 8 p.m., if the voter and witness have not both appeared:
 - a. Record the reason for rejecting the ballot on the face of the envelope, find the voter on the Original Absentee Ballot Log and the Duplicate Absentee Ballot Log and record the Reject Code using a **RED PEN** where the voter number would have been written if they had voted (Example: RS or RW).
 - b. Band the rejected ballots by ward and place in the Rejected Absentee Envelope.
 - c. Record on the face of the Rejected Absentee Envelope the number of ballots rejected for each ward.
 - d. Record this number on the Summary Sheet in the FORMs Binder. Place the Rejected Absentee Envelope in the Canvass Bag to be delivered to City Hall.
 - e. Record rejected ballots on the incident log.
4. Count the number of ballot envelopes accepted. Organize the envelopes by ward, alphabetically for efficient processing. Go to the poll book table to obtain the correct number of voter absentee number slips for the number of ballots accepted in each ward. Record the ward voter count number on the face of the ballot envelope. Please remember to state the absentee voter's name and address out loud as if the voter were standing there. This is required for the purpose of challenging an absentee vote. On both Absentee Ballot Logs, record (in **RED**) an "**AB**" and the voter ward count number (example: **AB-15**) next to the absentee voter's name for each accepted ballot. **NOTE: If**

you can't find the absentee voter on the Absentee Ballot Log, please call the CITY CLERK IMMEDIATELY.

5. Absentee Ballots with half sheet registration certificates – record the **AB** voter number in the upper right hand corner (in **RED**). Attach the half sheets to the Absentee Ballot Log.
6. Once all accepted ballots have been recorded on the Absentee Ballot Log, place the envelopes face down and open them so elector names are not seen when pulling the ballot from the envelope. Individually feed the approved/accepted ballots into the DS 200 ballot counter. Ballots that are rejected by the DS 200 must be remade by two chief inspectors based on the voter's intent. Ballots that are damaged or military/overseas ballots which are not on ballot paper stock, may not be accepted by the DS 200 and need to be remade. **Chiefs** will follow the instructions for remaking a damaged ballot. Record on the damaged ballot, why it was remade and record remade ballots on the incident log.
7. Band together the used, empty ballot envelopes by ward. Count the number of empty ballot envelopes for each ward and record the number by ward on the face of the Carrier Envelope for Used Absentee Ballots. This number is needed for the Summary Sheet in the FORMs Binder and writing the number here will speed up the closing process. At the end of the night, place the banded stacks of empty ballot envelopes in the Carrier Envelope for Used Absentee ballots in canvass bag for delivery to City Hall. Absentee Ballot Logs should be placed in the white and blue pollbooks.

CHIEF INSPECTOR

The Chief Inspectors are responsible for managing the poll workers and all activities occurring at the poll site on Election Day. The Chief may assign or reassign duties to poll workers. The Chief Inspector makes sure election laws and procedures are being followed as administered by the City Clerk. The Chief Inspector will handle the provisional voting procedures, all situations and challenges with voters whose circumstances fall outside the normal and standard voter process. The Chief Inspector is responsible for making sure all equipment is set up according to the plan, in compliance and functioning correctly. On Election Day, please do not move tables or change the layout of the polling site without permission from the City Clerk.

SET UP:

1. Locate your list of workers and job assignments. Distribute name badges from the silver supply box to poll workers.
2. Locate the keys snapped in one of the black binders in the silver supply box. (ADA and DS 200)
3. Unlock the front of the DS 200 machine (barrel key). Lift the lid and screen and lock into position. DS 200 should power up automatically.
4. Enter the Election Security Code - MCElection1 (For Caps push SLock) to proceed to Opening the Polls and press Accept. Machine will print a configuration report – do not worry about this.
5. Screen should display 3 check marks indicating that the machine is ready (Voting device ready, Election Found and Plugged into electricity).
6. Press Open Poll. The DS 200 will print the Zero Tape automatically. Check to make sure all wards start with zero. The Chiefs, Greeter and DS 200 Worker should sign the bottom of the zero totals tape prior to opening the polls. The tape should be placed in the canary envelope titled DS 200 tapes in the Forms Binder.
7. Press Go to Voting Mode to continue with opening the poll. Return keys to the binder.
8. Set up the ADA Automark Equipment. Keep the earphones in the case so they don't get lost and swab with alcohol after each use.
9. Set up the Bell in the Box. The Bell in the Box is delivered to the poll site in a black case. If it is not already set up, put the sign portion outside of the entrance and the audio receiver at the Greeter table so it can be heard. The Chief Inspector is responsible for assisting disabled voters during the day.
10. Test the bell to make sure it is working properly and the volume is loud enough to be heard by the Chief Inspector or Greeter. Call the City Clerk immediately if you have any problems with this equipment. The state randomly sends agents unannounced to review the accessibility of poll sites.
11. Locate the White Forms binder in the silver supply box. Set up the Chief Inspectors' table. Familiarize yourself with the forms. Complete the certification page in the Forms Binder verifying the DS 200 Seal Codes.
12. Locate the Red folder. This folder contains the following supplies that should be kept for dealing

with the uncommon voter issues:

A. Absentee Request Forms: If you see a voter who is having difficulties getting in and around the poll site, offer them an absentee request form. If they agree, assist them in completing the form and have them sign it before they leave. Place the form in the back pocket of one of the blue poll list binders to be returned to City Hall.

B. Provisional Voting: 1) Voters who register on voting day, have proof of residency but are unable to provide their driver's license number must vote a provisional ballot. 2) Voters who registered by mail and have a "POR" notation on the poll list who fails to bring proof of residence to the poll site on Election Day. 3) Voter is unable or unwilling to provide photo identification on Election Day. The blue forms and blue envelopes are in this red folder. Refer to your manual for provisional voting procedures.

C. Challenged Voting: Any elector or poll worker can challenge another elector's right to vote. Refer to your manual for challenged voting procedures.

D. Election Observer Information- each observer must receive an observer brochure, show photo ID and sign the observer log.

E. Presidential and Federal Only Voting Procedures – only included for a presidential election.

ADA AUTOMARK: Chief Inspectors should set up the ADA Automark equipment on a table so that other cannot see the voting screen. Review the operating directions of the Automark equipment so you can assist voters. Voters have a right to assisted voting if they choose, however voters should be encouraged to use the Automark for unassisted independent voting.

The Automark should be located on a table with the screen facing the wall so those passing by cannot read the screen. ADA voters should have secrecy like any other voter. If a Chief Inspector is called to assist, they should position themselves at the back of the machine so they also may not view the screen. Absolutely DO NOT stand behind any voter who is marking their ballot at any time, for any reason. This is for your protection as well as theirs. Insert Key and turn to "On" position. Then remove the key and snap it in the White Forms Binder. Follow screen display instructions or refer to manual. Do not leave the ear phones lying out. Pull them out of the box for each use and alcohol swab them after each use. Instruct the voter that this equipment only marks the ballot. IT DOES NOT COUNT THE VOTES. The voter must still feed the marked ballot into the DS 200 Equipment to be counted.

Who should be encouraged to use this machine?:

Sight Impaired: Voters who are unable to read the ballot. They can feed the ballot into the Automark, choose the candidate's name and the machine will mark the ballot. The screen has a zoom feature that enlarges the ballot. The Automark does not count the ballot. It only marks it. The ballot must still be fed into the DS 200 counting machine.

Blind: Voters who are blind. The machine has Braille and audio instructions. Get the headphones and set up the voter on the Automark equipment. Clean the equipment with alcohol after each use.

Illiterate or Voters who cannot read English: Voters who are unable to read English, but understand the spoken word and voters who can't read the print on the ballot should be referred to the Automark. Get the headphones and the Automark will talk them through the ballot verbally.

Remember to clean the equipment with alcohol after each use.

Please place the alcohol and pads back in the supply box after you clean the Automark screen or ear phones. Do not leave the ear phone headsets sitting out. They have been lost or stolen in the past.

PROCEDURES DURING VOTING HOURS:

1. At 7:00 a.m., open the doors and announce loudly “The Polls are now open.”
2. Assist disabled voters. The Bell in a Box equipment is used to assist voters who are unable to open the door. The doorbell will ring inside the poll site and an available poll worker will open the door for them and ask what assistance is needed.
3. Handle any uncommon voter issues. You may call the City Clerk or Clerk’s Office staff (715-261-6620) anytime you need guidance.
4. Record all reportable incidents in the Inspector’s log throughout the day. All uncommon activities should be reported on the log: remade ballots, provisional voters, challenged voters, etc. Incident Form information should tell what happened completely – someone who was not at the election site should be able to understand what happened.
5. Please be aware that the State Elections Commission sends Compliance Inspectors to polling sites to check for compliance with Election Board guidelines and voter accessibility. Your polling site may be one selected for state audit.
6. DS 200 Jams - There are two scenarios – one where the ballot has been counted and one where it was not. If counted, the ballot should be unjammed and dropped in. If not counted, the ballot should be unjammed and run through the scanner. This will be stated on the screen.

ABSENTEE VOTERS

Absentee ballots are delivered by DPW early in the morning along with an Absentee Ballot Log Poll List for processing by the Chiefs or Absentee Ballot Processors. Follow this procedure:

8. **BEFORE** opening the envelopes, check the ward number on each absentee envelope to verify the right ballots are at your polling place. If a ballot was delivered to the wrong polling location record this on your incident log and call the Clerk’s office.
9. Sort the ballot envelopes by those accepted and those rejected. Reasons to reject a ballot envelope include:
 - a. Voter has not signed the absentee certificate envelope
 - b. Voter has not had a witness sign the absentee certificate envelope
 - c. Witness did not write their address on absentee certificate envelope (street number, street name and municipality)
 - d. Voter is ineligible to vote
 - e. Voter has not sealed the absentee certificate envelope
 - f. Voter dies before Election Day
10. Do not open the envelopes of rejected ballots. Do not get voter ward card numbers for them. Set these aside and **process them after 8 p.m.** on Election Day to give the voter an opportunity to correct these errors. After 8 p.m., if the voter and witness have not both appeared:

- a. Record the reason for rejecting the ballot on the face of the envelope, find the voter on the Original Absentee Ballot Log and the Duplicate Absentee Ballot Log and record the Reject Code using a **RED PEN** where the voter number would have been written if they had voted (Example: RS or RW).
 - b. Band the rejected ballots by ward and place in the Rejected Absentee Envelope.
 - c. Record on the face of the Rejected Absentee Envelope the number of ballots rejected for each ward.
 - d. Record this number on the Summary Sheet in the FORMs Binder. Place the Rejected Absentee Envelope in the Canvass Bag to be delivered to City Hall.
 - e. Record rejected ballots on the incident log.
11. Count the number of ballot envelopes accepted. Organize the envelopes by ward, alphabetically for efficient processing. Go to the poll book table to obtain the correct number of voter absentee number slips for the number of ballots accepted in each ward. Record the ward voter count number on the face of the ballot envelope. Please remember to state the absentee voter's name and address out loud as if the voter were standing there. This is required for the purpose of challenging an absentee vote. On both Absentee Ballot Logs, record (in **RED**) an "**AB**" and the voter ward count number (example: **AB-15**) next to the absentee voter's name for each accepted ballot. **NOTE: If you can't find the absentee voter on the Absentee Ballot Log, please call the CITY CLERK IMMEDIATELY.**
 12. Absentee Ballots with half sheet registration certificates – record the **AB** voter number in the upper right hand corner (in **RED**). Attach the half sheets to the Absentee Ballot Log.
 13. Once all accepted ballots have been recorded on the Absentee Ballot Log, place the envelopes face down and open them so elector names are not seen when pulling the ballot from the envelope. Individually feed the approved/accepted ballots into the DS 200 ballot counter. Ballots that are rejected by the DS 200 must be remade by two chief inspectors based on the voter's intent. Ballots that are damaged or military/overseas ballots which are not on ballot paper stock, may not be accepted by the DS 200 and need to be remade. **Chiefs** will follow the instructions for remaking a damaged ballot. Record on the damaged ballot, why it was remade and record remade ballots on the incident log.
 14. Band together the used, empty ballot envelopes by ward. Count the number of empty ballot envelopes for each ward and record the number by ward on the face of the Carrier Envelope for Used Absentee Ballots. This number is needed for the Summary Sheet in the FORMs Binder and writing the number here will speed up the closing process. At the end of the night, place the banded stacks of empty ballot envelopes in the Carrier Envelope for Used Absentee ballots in canvass bag for delivery to City Hall. Absentee Ballot Logs should be placed in the white and blue pollbooks.
 15. A voter may show up at the poll site that has already been issued an absentee ballot. Poll Book Inspectors refer these voters to the Chief Inspectors. Ask if the voter has returned an absentee ballot. If they have and the ballot isn't processed yet, locate it and reject it for duplicate vote. Record in the Inspector's Log that the voter changed their mind and the absentee ballot is rejected. Don't forget to place the unopened absentee ballot in the Rejected Carrier Envelope. If the ballot has already been accepted and processed, the voter may not vote at the polls today. Check the Absentee Poll List and if the voter was mailed an absentee ballot but did not return it, note next to the voter's name they decided to vote in person. This is important so you know they voted should their absentee ballot be delivered to the poll site later in the day, you will know to reject it. Once you have recorded this information, the voter may be taken back over to the poll workers to be

processed as an in-person voter.

BREAKS / LUNCH / DINNER: Chiefs will schedule breaks and meal times and provide coverage during those times for all poll workers. Chief Inspectors may also utilize other poll workers during a lull to provide relief work for others. Make sure the relief worker has a good understanding of the job. Watch them take a few voters. The Chief Inspectors are responsible for contacting the City Clerk when additional assistance is needed.

CALL IN TOTALS

Call the Clerk's Office at 715-261-6620 with ward totals at 10:00 am, and 4:00 pm.

DISTURBANCES AT THE POLLS: Polling sites are to remain orderly and anyone disrupting the polling process should be asked to leave. Any individual refusing to leave are told the police will be called. If the disruptive individual still refuses to leave, call 911 and ask for assistance. After you have called 911, call the City Clerk immediately.

DS 200: The DS 200 and ADA keys are snapped in the binder ring of one of the black Chief Inspector binders packed in the supply box. The black binder also contains DS 200 opening, closing instructions and a troubleshooting summary. There is a technician on site at the courthouse if you have troubles with this equipment. Call the Clerk's office immediately if there are any issues with equipment. Chief Inspector will follow DS 200 opening instructions. The two Chief Inspectors, the DS 200 poll worker and greeter should sign the tape at the bottom. Make sure the compartment in the ballot holding box is empty before starting.

OBSERVERS OR KIDS VOTING TABLES / CHAIRS (if applicable)

Set up an area for observers between three to eight feet of the table in which electors state their name & address and within three to eight feet of the voter registration table. They must show photo ID and sign the observer log. Give each observer a copy of the Observer Rules at a Glance.

Set up Kids Voting in an area at the site so that they are not disturbing the circular pattern established in the Clerk's anticipated turn out plan.

POLLWORKER VOTING

Some workers have been assigned to work in districts other than their home district. Please vote absentee prior to Election Day. You may vote absentee at City Hall following Election School Training or during regular business hours up to the Friday before the election.

PROVISIONAL BALLOTS

Provisional ballots, under certain circumstances, allow a voter to vote. The ballot is not run through the DS 200 but maintained separately. The voter must complete the voting process by providing additional documentation by 4:00 p.m. on the Friday following the election or their ballot will not be counted.

Provisional ballot are ONLY used under THREE situations:

1. Voters who registered by mail and failed to provide the required proof of residency. The voter is listed on the poll list but a "POR" Required notation is on the poll list. This voter must provide proof of residency at the polls or vote a provisional ballot. Voter is still required to provide Photo ID.
2. If an individual is not on the poll list and is registering on Election Day. They have shown Proof

of Residency, **but they are unable or unwilling to provide their Wisconsin DL or State ID #.** In other words they have a current and valid Wisconsin Driver's License and do not provide the number (forgot it, don't know it, or simply refuse). This person **must provide their DL or ID # or vote a provisional ballot.** The State Elections Board has prescribed that a person who has a valid state DL or ID must provide the number. **They may not substitute the last 4 digits of their SS# if they have been issued a state DL or ID.** The voter is still required to provide a Photo ID.

3. If an individual is required to provide proof of identification and failed to provide the required proof of identification, he or she may vote provisionally.

VOTERS WHO ARE REGISTERING ON ELECTION DAY WITHOUT PROOF OF RESIDENCY MAY NOT REGISTER OR VOTE.

PROVISIONAL BALLOT PROCEDURES

- Voter fills out Provisional Voting Certificate Envelope (ES-123) in the presence of an election inspector.
- Election inspector completes envelope
 - Indicate which piece(s) of information are missing, sign and date the report.
- Issue voter a provisional voter number (PV#_). **DO NOT OBTAIN A VOTER WARD NUMBER SLIP FOR THE PROVISIONAL BALLOT!**
 - PV# is recorded in six places:
 - Back of the ballot
 - Inspectors' Statement (ES-104)
 - Provisional Ballot Certificate Envelope (ES-123)
 - Provisional Ballot Reporting Form (ES-123r)
 - Poll list or supplemental poll list
 - Provisional Voter Information Sheet for voter
- Elector votes ballot and seals inside the blue envelope (ES-123) and returns the sealed envelope to the Chief Inspector. **The Chief Inspector should carefully monitor this process to ensure the voter does not feed the ballot into the DS 200.**
- Provide voter Provisional Voter Information Sheet
 - Explains that their vote is not counted unless missing information is provided to municipal clerk by 4:00 p.m. on Friday after election.
- Place sealed envelope into Inspectors' Certificate for Provisional Ballots envelope (ES-108)
- Record the name of the elector, the PV# and the reason for the provisional ballot on the Provisional Ballot Reporting Form (ES-123r) and on the Inspector's Statement (ES-104).
- At the close of poll, the Inspector's Certificate of Provisional Ballots Envelope (ES-108) must be secured in a separate sealed ballot bag marked "Provisional Ballots" and returned to municipal clerk.
- If the voter returns to the polling site on Election Day with the missing information, if it is satisfactory.
 - If the documentation is NOT valid – the election inspector should inform the elector and document the incident on the Inspectors Statement (ES-104).
 - If valid - note the appropriate documentation on the ES-104.

Elector should be provided the option to spoil the provisional ballot and vote a new ballot or cast the provisional ballot. See complete instructions in your manual.

Provisional ballots are not counted on Election Day. All provisional ballots are marked as such on the

ballot, recorded on the Incident Log and next to the voter's name on the Late Registrant Poll List or Poll List if they fit scenario #1 above. The ballot is held in a separate blue envelope marked "Provisional Ballots." The blue ballot envelopes and forms can be found in the red binder. The voter should be given the provisional ballot informational form which informs the voter their vote is only counted if the voter provides identification to the municipal clerk in person by no later than 4:00 pm. on the Friday after the election. Refer to the State Elections Board manual for procedures of issuing a provisional ballot. All provisional ballots sealed inside the blue ballot envelopes by ward are placed in the holding compartment located at the front of the DS 200 Ballot Box. During closing, all blue ballot envelopes by ward are placed inside a carrier envelope.

POLL CLOSING:

1. On the DS 200, the Chief Inspector will open the ballot holding compartment. Check the temporary ballot storage bin also. If there are un-scanned ballots, run through as necessary. Make sure there are no un-scanned absentee ballots
2. Chief will unlock the access door (remove seal and put it in the "Stick and Seal" envelope found in the Chief binder.
3. Press the Close Poll button. The Close Poll Button will become red when you first press it.
4. Press Close Poll on the screen. The DS 200 will automatically print 2 results tapes.
5. Press Begin Modem Process to the start the transfer of results to the server. Once the DS 200 connects to the server, the screen will display a message stating that you are connected. In order to successfully connect to the server, you may have to CAREFULLY move the DS 200 closer to a door or window. The DS 200 may run on battery power for this time.
6. Once the results have been successfully transferred, you will be prompted to press Exit to go to the closed polls screen.
7. If you need to print additional results tapes – From the polls closed screen, select Report Options to select and print any additional reports. Results Report and then it is the 2nd choice on all options. Press Cancel to return to the polls closed screen.
8. Turn off the DS 200 by pressing Finished – Turn Off on the touch screen.
9. When the machine is COMPLETELY powered off, the Chief will remove the stick and place in the "Stick and Seal" envelope to be brought to City Hall.
10. Sign the Results tape.
11. Shut and lock the DS 200 machine.
12. Immediately record the counts from the DS 200 Tape on the Certificate of Ballots/Summary of Poll Totals form in White Forms binder (last column on the far right). Are there any wards (not programmed in the DS 200) in which you hand tallied the results? If so, indicate this on the DS 200 tape. Place the tape in the DS 200 envelope Canary Envelope. Place the Canary Envelope in the front pocket of your Forms Binder for delivery to City Hall.

13. The Floater/Roamer places the ballots with write-in votes into stacks sorted by ward. Other poll workers will join in after completing their closing tasks.
14. All other ballots. Flip through to pull any write-ins (the voter did not color the bubble). Ballots without write-ins can be placed directly in the plastic ballot bag. They do not need to be sorted. Once a bag is full, start another bag and sequentially number the bags; i.e. 1 of 3, 2 of 3, 3 of 3. **Remember the original ballots envelope containing original ballots which were remade must also be placed in the plastic ballots bag before they are sealed.**
15. As poll workers are sorting write-in ballots, the Chief Inspector can record the registered write-in votes on the Write-In Tally Sheets by ward. There are two separate write-in forms; one for each district at your polling site. Make sure you are using the correct form.
16. Do one ballot at a time. Double check the ward number on the ballot, then find the appropriate write-in tally sheet. Do not trust that each ballot has been correctly pre-sorted by ward.
17. Record the office and include district number if applicable; example: Assembly District #85 or State Senate #29. Also include the party if the election is a partisan election. Then, record the name of the registered voted person and set the ballot aside. Then repeat steps 8-9 with the next write-in ballot. If there are no write-in votes, indicate 'NONE' on the form.
18. Once all write-ins have been recorded on the tally sheet, place the write-in ballots with the other ballots. They do not need to be placed in a separate bag. Remember to sequentially number the bags 1 of 3, 2 of 3 and 3 of 3.
19. Place the original ballot envelope containing ballots that were damaged or remade from each ward into the ballot bag. Security seal the bag(s) before transport to City Hall. All voted ballots being transported must be sealed in a ballot bag(s). Record the serial number on the bag lock(s) in the Inspector's Statement.
20. Do not place provisional ballots in the plastic ballot bag: Provisional Ballots go in a blue carrier envelope in the canvass Welcome to Wausau sack. If you don't have any provisional ballots, you may place the unused blue envelopes in the supply case.
21. Complete and sign the Certificate of Ballots/Poll Site Totals Summary.
 - a. Record the number of Accepted Absentee Ballots by ward. You should have recorded this on the Used Absentee Ballot Carrier Envelope when processing and banding them by ward, if not, please do it now.
 - b. Record the number of Rejected Absentee Ballot Envelopes by ward. This number should be recorded on the Rejected Absentee Ballot Carrier Envelope when you rejected and banded earlier in the day, if not, please do it now.
 - c. Record the number of challenged voters by ward. These should be logged in the Inspector's statement. If there were no ballots challenged, record the number zero.
 - d. Record the number of remade ballots by ward. These are logged in the Inspector's Statement. If there were no ballots remade in the ward, record the number zero.
 - e. Record the number of provisional voters by ward. If there were no provisional ballots issued,

please record the number zero.

- f. Record the number of EL-131 forms for each ward. You will receive a summary listing of this number by the Poll Book Inspectors. If none, record the number zero. Snap the Late Registrant Summary Listing in your forms binder.
- g. Record the number of Registration Certificates for each ward. You will receive a summary listing for this by the Poll Book Inspectors. If none, record the number zero. Snap this form in your forms binder.
- h. Record the number of voter slips for each ward. If none, record the number zero. The total number of voter slips in each ward that is recorded on the certification form at the beginning of each ward section in the poll books should match the total given on the DS 200 tape.
- i. Record the number of ballots counted by the DS 200 for each ward. If none, record the number zero. The total number of ballots counted on the DS 200 should match the number of voter slips from each ward recorded on the certification form in the poll books.

Add the columns down for a grand total by polling site.

22. When the Poll Lists are delivered from the poll list workers, you must:

- a. Check to make sure all poll workers who have worked with the poll list have signed each of the certificates at the front of each ward section in both the blue and white poll book binders. Collect the Late Registrants Summary Listing and record this number in the designated column on the Certificate of Ballots Summary located in forms binder.
- b. Make sure the last voter ward number is recorded on the certificate page in each ward section of the poll books.
- c. Make sure the white poll book binder(s) contains the pink late registrants listing of all voters who registered at the polls with an EL-131 form. These lists should be completed by ward. Write a total of voters at the bottom of each page. These totals must match the totals recorded on the Certificate of Ballots Summary.
- d. Make sure the white poll book binder(s) contains yellow supplemental listing, by ward, of those who have voted using a half sheet registration certificate. List a total at the bottom of the ward page. These totals should match the totals recorded in the Certificate of Ballots Summary and the Pollbook Reconciliation Re-Cap Sheet. Discrepancies **MUST** be noted and accounted.
- e. The Chief Inspectors sign the poll list certificate forms located at the beginning of each ward section in the poll book binders after reviewing the completeness. Make certain that everyone assigned to the poll book has also signed the certification pages at the beginning of each ward. Verify the number of voters and the last voter's number and page are listed on the certification pages.
- f. Place the white poll book binder(s) in the canvass City of Wausau sack to be transported to the city hall tabulation center.
- g. Review the blue poll book binder(s) for the pink new registrants listing of all voters who have voted after registering at the polls with an EL-131 form and the EL-131 forms have been snapped

in the back of the forms. These lists are completed by ward with a total of voters listed at the bottom of the ward page.

h. Make sure the blue poll book binder(s) contains a yellow supplemental listing of all voters who have voted using a half sheet registration certificate and that the half sheet registrants' certificates are snapped in the binder behind the list. These lists are completed by ward with a total of voters listed at the bottom of the ward page.

i. Place the blue poll book binder(s) in the silver supply box.

23. Complete and sign the Inspector's Certification documents in the Forms Binder.

24. Make sure all supplies are packed in the silver supply box. Snap the keys in the white forms binder. All keys should be delivered to the City Hall Tabulation Center following elections. DO NOT leave the keys in the silver box as there isn't an extra key.

25. Take a quick look around the polling site to make sure supplies have been packed, postings are down and unsightly tape has been removed.

26. Leave the supply box in the secure storage area for pick up the next day.

27. Make sure all poll workers have recorded their time and signed the timesheet.

28. Chief Inspectors take the Stick and Seal, voted ballots, Absentee Ballot Envelopes (both white & manilla), Carrier Envelopes for all wards, provisional ballots carrier blue envelopes, white poll book binder(s), white Forms Binder, keys & timesheet to City Hall.

FORMS

Inspector's Statement

This form certifies the locking device and security protocol used at the election. Please initial that the locking device number on the DS 200 equipment is the same as logged by the clerk on the form. Record the number of ballot bags you are transporting to City Hall. Number the bags, 1 of 2, 2 of 2, etc. Certify the number of electors from the voter ward count slips and the number of ballots counted from the DS 200 in each ward. They should match. Indicate the number of provisional ballots cast and the number of ballots marked by the Automark equipment. This is done by recording the starting number on the Automark at the beginning of the day and subtracting the number from the end of the day. The bottom of the form is a certification that you had received training from the State of Wisconsin and are certified Chief Inspectors.

Incident Log

The Incident Log tells of the story of what happened at the polls on Election Day and is completed throughout the day. Record any transactions that did not follow the normal and typical voter experience, such as: any adjustments, damaged or defective ballots, challenged ballots, provisional ballots or issues with voters that occur during the day. There is a quick reference guide to completing the incident log in white binder. **Be complete in recording the information, especially the name and ward of the voter.** Record any total adjustments required of the DS 200 Counter tape due to write-ins and log the circumstances that required an adjustment. Note the Inspector's Statement includes an area to log the security measures taken by the clerk. Put the damaged and defective ballots in the original ballot envelope in the bags before you seal them. Provisional Ballots do not get sealed in the bag.

Original defective/damaged ballots that have been remade by an Election Inspector must be put into the original ballots envelope and placed in the ballot bag with the other ballots at the end of the evening. The information as to why the ballot was remade and is recorded in the Inspector's Statement Incident Log. **The new and old ballot is each marked with the same number so if there would be challenges after the election; the original can be compared with the remade ballot.**

Ballots that are provisional are marked and recorded as such in the log and kept in the blue carrier envelope placed in the secure holding compartment of the ballot box. Always include the voters' name and address when recording information in the Incident Log.

Certificate of Ballots:

- 1) Write the number of absentee ballots that were accepted for each ward. Ballot envelopes are banded by ward and may need to be counted if not already written on the form.
- 2) Write the number of absentee ballots that were rejected by ward. Ballot envelopes are banded by ward and may need to be counted if not already written on the form.
- 3) Write the number of ballots challenged by ward. This total and information surrounding why the ballot was challenged is on the Inspector's statement.
- 4) Write the number of ballots remade due to damage or defect by ward. This total and reasons for remaking the ballot are on the Inspector's statement.
- 5) Write the number of voters who voted a provisional ballot. These are the ballots placed in the blue envelopes that will only be counted if the voter provides required information to the clerk by 4 pm on the Friday following the election. Mark a zero if no provisional ballots were cast.
- 6) Write the number of voters who registered with EL-131 forms by ward from the Late Registrant Summary.
- 7) Write the number of voters who voted using the half sheet registration certificates by ward from the yellow Supplemental Poll List.
- 8) Write the number of voter counts by voter ward slips in each ward.
- 9) Write the number of votes counted by the DS 200 in each ward. If off, compare to the number of actual poll book voters.
- 10) Sign the Certificate of Ballots and Poll Summary Form.

Write-In Votes

At the end of the day, review each ballot for write-ins. Only **Registered** write-ins are tallied. If a voter darkens the bubble of a printed candidate, but writes in an **unregistered** person on the write-in line, no votes are counted; it's an undervote. If a voter darkens the bubble of a printed candidate, but writes in a **registered** person on the write-in line, the vote goes to the registered write-in.

There are two different Write-In Tally Sheets: One for all the wards in each of the two districts (except Wausau East) at the polling site. Record the ward number from the ballot of the registered write-in tally vote. Also you need to record which office the write-in vote was for including a district number if applicable (example: Assembly District #85 or State Senate Seat #29, etc.) and record the party if the election is a partisan race.

Write-In Tally Sheet by ward is signed by Chief Inspectors and any election officials who work on this job. If there are no registered write-in votes for that ward, please indicate "NONE" on the form. Keep all forms in the white forms binder and take the white forms binder and white duplicate original poll book binders in the canvass sack to City Hall.

Re-packing the Supply Box

List of Items to put back into Supply Box:

1. Procedure Manual (BLACK binder)
2. Voter Registration Binder with unused supplies
3. Blue poll list binder with completed EL-131 Forms and Half Sheet Registration Certificates
4. Red Folder
5. Posters from the front entrance door
6. Posters from inside the polling site
7. Voter ward count slips
8. Masking tape and scratch paper pads
9. Pencil Box: pens, rubber fingers, envelope opener, tape, markers etc
10. Alcohol and cotton swabs
11. Headphones to ADA Equipment
12. Laminated Ballot Guides
13. Unused Ballot Stock if there is room. If not, lock them in the holding compartment of the DS 200.

Quick List of Items to Take to City Hall Tabulation Center

Place all voted ballots into plastic ballot bags along with the original ballots envelope containing the damaged, defective and write-in ballots that were remade. Seal, number the bags and transport to City Hall. Make sure the bag lock numbers are recorded on the Inspector's Statement located in the forms binder.

Place in Canvas Bag:

- Carrier Envelopes containing blue Provisional Ballot Envelopes signed by Inspectors to City Hall.
- Carrier Envelope(s) containing the Accepted Absentee Ballot Envelopes by ward (white) and Carrier Envelope(s) containing the Rejected Absentee Ballot Envelopes by ward (canary)
- Duplicate Original Poll List Binder(s) - white binder(s). Make sure the duplicate original poll list includes the duplicate original Late Registrants Poll List (pink) and the Supplemental Poll List (yellow) in the back section.
- Forms Binder (white) and all keys
 - One payroll sheet signed by all workers (leave in binder pocket)
 - Inspectors' Statement and Incident Log
 - Certificate of Ballots / Poll Totals Summary
 - Write-in Tally Sheet (One for each district)
 - Snap all the keys in this binder
 - Envelope containing the DS 200 tape
- DS 200 Stick and Seal delivered by the Chief Inspectors

Two Chief Inspectors transport designated items to City Hall. Please do not make any stops along the way. This is very important. If you need assistance lifting the equipment from your vehicle, please come into City Hall and ask for assistance.

Election Supplies:

1. Flag in a Pail or on a pole.
2. Bell in a Box

3. Poll Booths / Tables / Chairs
4. Posters for Posting facing out on the front entrance door
 - Polling District and Hours Notice
 - Flag Poster with District Identification
 - Large Print (red and white) VOTING poster and directional arrows
 - “Born On” date poster
5. Posters for Posting “INSIDE: the polling site”
 - Red and white VOTING w/arrow directional posters (mark the way to the poll area)
 - Form EL-117 General Information on voting Rights under Federal Law
 - Notice of Election & Sample Ballots Poster
 - Yellow Sample Ballot for each ward in District
 - Notice of Fraud Posting
 - Are you Qualified to Vote?
 - Wall size map of the Districts at the site
 - Wall size City-wide map
 - Notice of Crossover voting (if applicable)
 - Notice of Referendum (if applicable)
6. DS 200 Ballot Counter
7. ADA Automark Ballot Mark System (Headphones, cotton pads and alcohol)
8. Message Board Signage for directional assistance
9. Ballots and Ward Guide Sets for ballots
10. Procedures Manual (black binder)
 - Name badges and timesheet for poll workers
 - Election Day Contact List (Name & Numbers)
 - Instructions for Election Officials (Set up, Tasks, Closing)
 - DS 200 & ADA Automark Instructions
 - Emergency Evacuation Plan
 - Election Day Manual for Wisconsin Election Officials (prepared by State Elections Board)
 - Election Statutes Sections 5-12
11. Voter Registration Binder (white binder(s))
 - Ineligible voter listing (in front pocket)
 - Master Street Listing with wards and poll site assignments
 - Maps of district and wards
 - Sample Voter Registration Form
 - Voter Registration Forms (EL-131) Hmong and Spanish copies available
 - Absentee Ballot Applications
 - Registration Here Poster and Notice of Registration Requirements
 - Magnification Sheet for sight impaired voters if needed
 - Ruler
 - Election Day Registration Manual (prepared by the State Elections Board)
12. Original Poll List Binder (blue binder)
 - Instructional Guide for Set Up, Job Task and Closing Procedures
 - Certificate Signature Page at beginning of each ward section
 - SVRS Poll list in alphabetical order with bar codes
 - SVRS Supplemental Poll List
 - Yellow Supplemental Poll List
 - Pink Late Registrants Poll List
 - Snap EL-131 forms into the back of the blue binder.
 - Snap Registration Certificates in the back of the blue binder
13. Duplicate Original Poll List Binder (white binder)

Instructional Guide for Set up, Job Task and Closing Procedures
Certificate Signature Page at beginning of each ward section
SVRS Poll List in alpha order with bar codes
Yellow Supplemental Poll
Pink Late Registrants Poll

14. Forms Binder (white binder):
 - Inspector's Statement
 - Incident Log
 - Certificate of Ballots / Poll Totals Summary for all wards in district
 - Write-in Tally Sheets
 - Observers Log
 - Payroll Sheet (in pocket)
 - Extra forms in the back pocket
 - Forms Binder Pocket: At the end of the evening place timesheet in and snap all keys in the Forms Binder to bring to City Hall**
15. Red Folder
 - Challenge Voter Rights Documents
 - Provisional Voting Documents (blue provisional envelopes may be found here for low turnout elections)
 - Courtesy Guide for dealing with voters needing assistance
 - Absentee Ballot Applications
 - Election Observer Materials
16. Masking Tape
17. Voter count ward slips
18. Spoon pens
19. Pencil Box: pens, rubber fingers, tape, markers, letter opener, Post-It-Notes, paper clips, rubber bands, staple remover, permanent marker (Black - Heavy), dry erase marker
20. Envelopes for each ward in the district - (Extra Envelopes provided for high turnout elections)
 - Plastic ballot bags (Sequentially numbered as needed i.e. Bag 1 of 3, Bag 2 of 3, Bag 3 of 3)
 - Blue Envelopes marked "Provisional Ballots"
 - White Absentee Ballot envelope carrier for accepted ballots –Band the envelopes of like wards together. – DO NOT PUT IN BALLOT BAG
 - Canary Absentee Ballot Envelope carrier for Rejected Ballots – Band envelopes of like wards together. – DO NOT PUT IN BALLOT BAG
 - White Original Ballot Envelopes (the original ballots that were damaged, defective or write-ins that had to be remade) IMPORTANT: This is the only carrier envelope that gets placed in the Plastic Ballot Bag with the ballots). **THIS ONE GOES IN THE BALLOT BAG**
21. DS 200 Roll Tape Reports Carrier Envelope
22. Silver Secure Ballot Boxes.
23. Hand Sanitizing Liquid
24. Hand Warmers
25. Voter Listing
26. Absentee Ballot Log
27. Street Master for the Greeter
28. Voter Listing for use by the Greeter and Voter Registration