



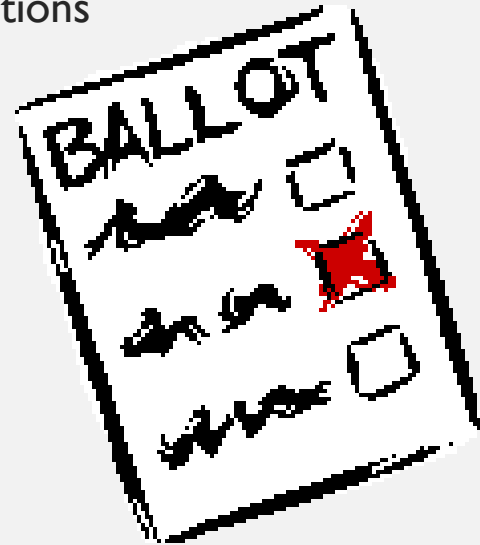
**ELECTION DAY
PROCESSES
FOR WHITEFISH BAY
ELECTIONS (2024)**

ROLE OF ELECTION INSPECTORS AT POLLING LOCATIONS

- Facilitate the Right to Vote

Keep our elections

- ✓ Fair
- ✓ Transparent
- ✓ Trusted



- Our Goal

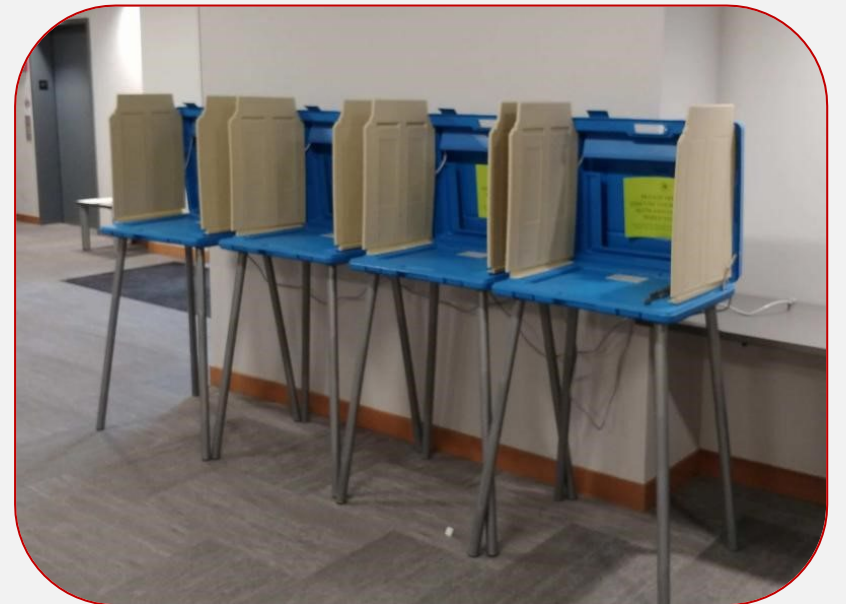
Our goal is that each eligible voter will be able to cast a ballot, and have that ballot counted.



ELECTION DAY

- ★ Polls open 7 a.m. to 8 p.m.
- ★ First Shift: 6:30 a.m. to 2:30 p.m.
- ★ Second Shift: 2 p.m. until tally is complete

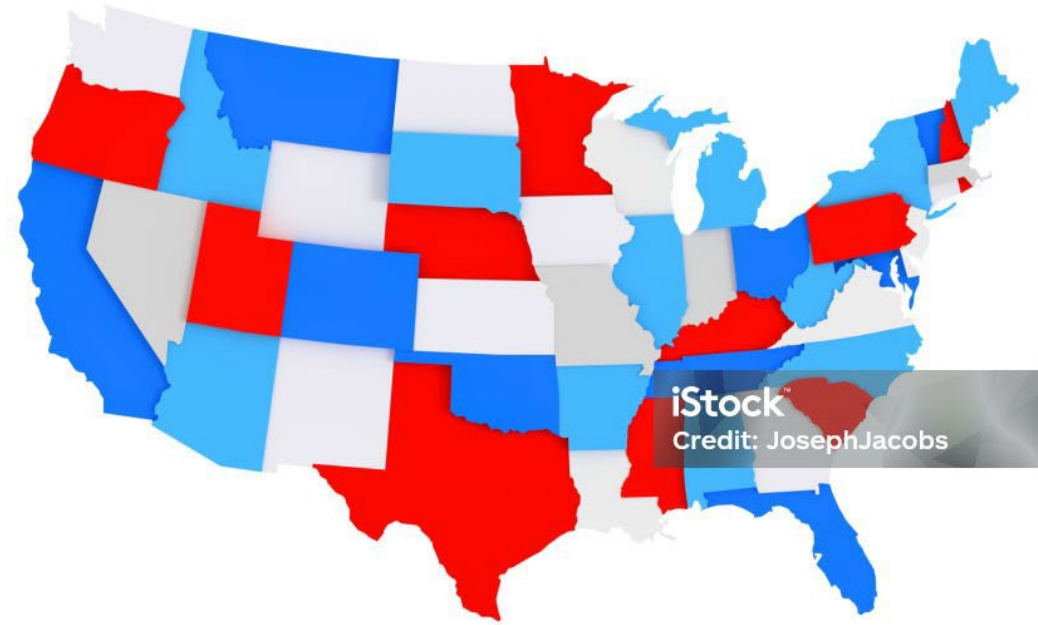
Chief Inspector is in charge on Election Day.
Election Inspectors will rotate tasks throughout the day.



ELECTION INSPECTOR BREAKS

- Chief inspectors coordinate breaks.
- Each ½ day election inspector is allowed up to 30 minutes of break time (can be used at one time or two, not required to use all time, communicate with chief inspector what your plan is).
- Each full day election inspector is allowed up to one hour of break time (can be used all at once or broken up, not required to use all time, communicate with chief inspector what your plan is).

NO POLITICAL
CONVERSATIONS
ON ELECTION
DAY



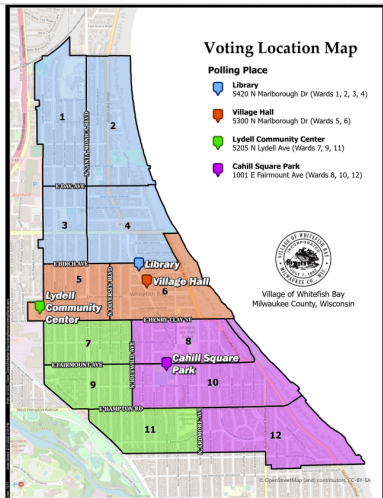
iStock
Credit: JosephJacobs

1151427221

ELECTION INSPECTOR DUTIES GREETERS



- Greeters are the first election inspectors that voters interact with.
- Help direct voters into the polls.
- Greet the voters and direct to an open Badger Book.
- If there is a line, direct voters to verify if they are at the correct polling location with Map near entry or use MyVote.wi.gov (Find My Polling Place).
- Answer questions for voters as needed (or direct to Chief Inspector).



**Are you at the correct
polling place??**

To check your ward, use the map to
the left or scan the QR code for
MyVote below!



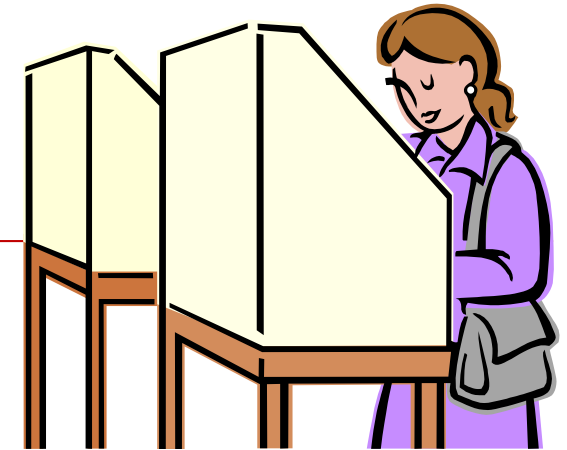
BADGER BOOK (ELECTRONIC POLL BOOK)

Check in voter

Register voters

Process absentee ballots

VOTER CHECK IN



- ★ States name and address (can ask for assistance)
- ★ Shows ID (list of acceptable forms in Badger Book)
- ★ Signs electronic poll book
- ★ Voter is given voter slip and directed to ballot table

Voter: John William Smith II

Please sign below.

John W. Smith II

Voter Signature
John William Smith II
1607 SHOESTRING RD
JAMESTOWN 53807

Voter has an assistor

Accept Signature

Voter is Physically unable to sign

Carbide Voter

ABSENTEE WATERMARKS

- ★ In the BadgerBook there is a watermark indicating if an absentee ballot was issued or returned
- ★ (in-person voter) If absentee issued, ask voter whether ballot was returned
- ★ Voters who returned an absentee ballot may not vote at the polls
- ★ (in-person voter) If absentee marked returned but the voter says not returned see chief inspector

ID CHECK

- ★ The person working the Badger Book will check the photo ID
- ★ You can take the ID from the voter and use it to search the Badger Book
- ★ You can also scan the ID but note – it does not always work correctly
- ★ If a voter is at the wrong polling location, Badger Books provides information to redirect to the correct polling location.



CHECKING VOTER ID

- ✓ Photo reasonably resembles voter
 - ✓ Remember, photo may be 10 years old (do not make comments on photo)
- ★ Address on ID is not relevant and is not compared to the poll book
- ★ Voter will state current address



ACCEPTABLE VOTER ID

May I please see your photo ID?

Select type of photo ID

| | |
|--|---|
| WI Driver License | WI State ID |
| WI Student College/University/Tech ID | U.S. Uniformed Services ID |
| U.S. Passport Book or Card | Veteran Affairs ID |
| U.S. Certificate of Naturalization | Tribal ID |
| WI DMV ID Petition Process Photo Receipt | WI DOT Driver License or State ID Receipt |

Voter Does Not Have A Photo ID

Please review **WI Driver License** to determine if acceptable.

NAME conforms to name on poll book: John William Smith II

PHOTO reasonably resembles the voter or ID states "VALID WITHOUT PHOTO"

EXPIRATION DATE - After November 8, 2022

Acceptable even if driving privileges are revoked or suspended

Do not review the address on the photo ID

Acceptable

Not Acceptable

Double check that ID requirements are met before marking as acceptable.

Driver License or Passport are most commonly seen.

ACCEPTABLE VOTER ID

- ★ **Wisconsin** driver license (unexpired or expired after 11/8/22) or ID receipt (valid for 45 days)
- ★ Identification card receipt issued to voters petitioning the DMV to verify their identity (valid for 60 days)
- ★ U.S. Passport (book or card) unexpired or expiring after last November election (11/8/2022)

Wisconsin Department of Transportation
www.dot.state.wi.us

Division of Motor Vehicles
Qualification and Insurance Section
P.O. Box 7995
Madison, WI 53707-7995

SEPTEMBER 16, 2011
ROGER F CUSTOMER
4802 SHEBOYGAN AVE
MADISON WI 53705-2927

Fee and Driving Receipt

Telephone: 608-264-7049
FAX: 608-261-8201
Email: dm.dmv@dot.wis.gov

C235-7266-9124-07


| Fee Description | Fee Amount |
|---------------------|------------|
| License Renewalment | \$ 50.00 |
| Card Insurance Fee | \$ 10.00 |

Payment Date: 09-16-2011
Payment #: 59441211259
Fee Total: \$60.00


Product Type: Regular
Product No: 90705-073-132

Physical Description
DOB: 04-04-1969
Sex: Male
Height: 6'00"
Weight: 160 lb
Hair: BRN
Eye: BRN
Organ Donor: No

License Class: D



Customer
ROGER



This receipt is verification that the listed fees have been collected. Carry this receipt with you while driving until you receive your Driver License in the mail. This receipt is valid until 12/31/2011, unless otherwise cancelled, revoked, suspended or disqualified by the Wisconsin Department of Transportation. If you have not received your Driver License in 15 days, please contact DMV using the information above. Beginning June 1, 2010 no person may operate a motor vehicle in this State unless the owner or driver of the vehicle has liability insurance in effect for the vehicle being operated and carry proof of insurance whenever driving. Law Enforcement may ask for proof of insurance at any traffic stop or accident. Failure to have insurance could result in up to a \$500 fine. Failure to have proof, when requested could result in a \$10 fine. You do not need proof of insurance when registering a vehicle or obtaining a driver license, unless DMV specifically requested proof of financial responsibility (SPF-2) after a revocation or suspension. Refer to Wis Stat 344.61-344.65 for full detail.



ACCEPTABLE VOTER ID

★ U.S. Uniformed Service ID expiring after last November election (11/8/2022)



★ U.S. Air Force

★ U.S. Army

★ U.S. Marine Corps

★ U.S. Navy

★ National Oceanic & Atmospheric Administration (NOAA)

★ U.S. Public Health Services

★ U.S. Coast Guard

★ Spouses or dependents of service members

ACCEPTABLE VOTER ID



★ University, College or Tech College photo ID

- If expired must include proof of enrollment
- If unexpired, no secondary document required

★ Tribal ID (valid regardless of expiration)

Not Accepted as Voter ID



- ★ Wisconsin driver license/ID with hole or “void” punched through expiration date.
- ★ Driver license/ID from another state***
- ★ Transportation Worker Identification Card (TWIC)
- ★ Airline/airport issued ID
- ★ Employment ID card

CHECKING VOTER ID

- ✓ Acceptable type of ID
- ✓ Acceptable expiration date
- ✓ Name reasonably conforms to poll book
 - ✓ Bob conforms to Robert
 - ✓ Sue conforms to Susan
 - ✓ Bucky conforms to Buckingham
 - ✓ Smith-Jones conforms to Smith or Jones



CURBSIDE VOTER

- ✓ Check-in on Badger Books
- ✓ Need to have some mark on signature then curbside button appears
- ✓ Voter signs Supplemental Poll List
- ✓ Two election inspectors bring ballot in file folder to vehicle

Voter: John William Smith II

Please sign below.

John W. Smith II

Voter Signature
John William Smith II
1607 SHOESTRING RD
JAMESTOWN 53807

Voter has an assistor

Accept Signature

Voter is Physically unable to sign

Curbside Voter

The image shows a digital form for a curbside voter. At the top, it identifies the voter as John William Smith II. A blue speech bubble prompts the voter to 'Please sign below.' Below this is a yellow box containing the handwritten signature 'John W. Smith II'. Underneath the signature, the form lists the voter's name and address: 'John William Smith II, 1607 SHOESTRING RD, JAMESTOWN 53807'. There is a checkbox for 'Voter has an assistor' which is currently unchecked. On the right side of the form, there are three buttons: a green 'Accept Signature' button (circled in red), a red 'Voter is Physically unable to sign' button, and another red 'Curbside Voter' button.

Provisional Ballots

- ★ Voters who do not have a valid photo ID can vote provisionally. (see chief for process)
- ★ Registration cannot be completed provisionally (therefore to vote provisionally a voter has to already be registered or have a valid proof of residence to register on Election Day).

Free ID & Identification Card Petition Process (IDPP)



No Birth Certificate?
No problem!
Ask us how!

Call us at (844) 588-1069
or visit wisconsin.dmv.gov
bringit.wi.gov

Getting a free ID for voting is easy

- 1) Visit your local DMV office
We'll help. To find a DMV, call us
(844) 588-1069
- 2) Bring the following, if available:
 - **Proof of name and date of birth** (such as a Birth Certificate)
 - **Proof of identity** (Social Security Card, Medicaid/Medicare card, etc.)
 - **Wisconsin residency** (Utility Bill, Government Mail, Lease, etc.)
 - **Proof of U.S. citizenship** (U.S. Birth certificate or Citizenship paperwork)
 - **Social Security Number**
- 3) If you don't have all or any of these... you can still get an ID for voting. Just bring what you have to the DMV, fill out two forms, and you will get a photo ID document in the mail that you can use in time for voting.

Questions? (844) 588-1069
wisconsin.dmv.gov
bringit.wi.gov

BALLOT TABLE

- Ask voter for their voter slip.
- Verify ward (**pay close attention to ensure correct ballot is issued!**)
- Voter can be offered paper ballot or ExpressVote ballot.
- Initials of 2 inspectors need to be in the “Ballot Issued by” Section.
- One inspector can pre-initial for one of the inspectors, the second initials should not be written until voter has provided voter slip.
- Direct voter to voting booths.

| |
|--|
| Ballot issued by |
| <i>JK</i> |
| <i>EQ</i> |
| Initials of election inspectors |


| | |
|---------------------------------|---|
| <i>12</i> | |
| Ward or style number(s) | |
| Ballot issued by | Absentee ballot issued by |
| <i>JK</i> | |
| <i>EQ</i> | |
| Initials of election inspectors | Initials of municipal clerk or deputy clerk (If issued by SVDs, both SVDs must initial.) |

VOTER SLIP – FROM BADGER BOOK

★ Voter exchanges slip for ballot at ballot table

*** at ballot table, **pay close attention to the ward** on the printer slip

*** do not just trust the voter for their ward number (**verify on slip**)



John William Smith II
is ready for a ballot!

Voter Number: **233**

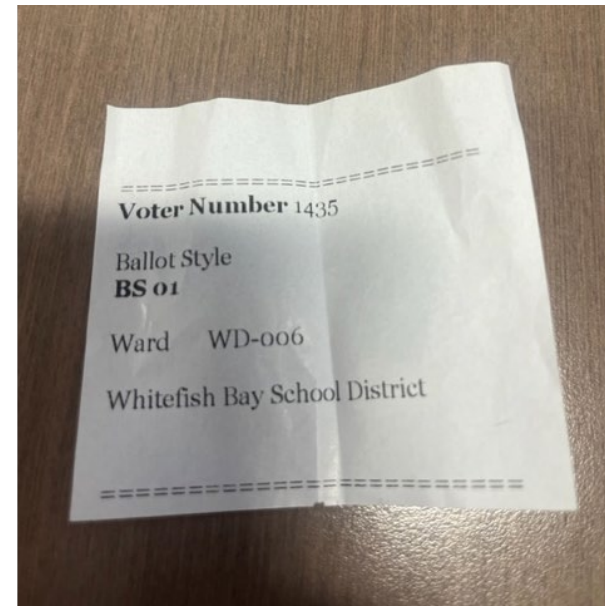
Ballot Style: **BS 10**

Ward: **WD-019**

School District: **Cuba City School District**

Sanitary District:

Finish - Next Voter



Voter Number 1435

Ballot Style
BS 01

Ward WD-006

Whitefish Bay School District

Disability Rights

ExpressVote needs to be available. We recommend offering it to everyone, not just those with visible disabilities.



DS200 (VOTING MACHINE)

The Election Inspector at the DS200 is responsible to:

- Ensure each ballot is fed through the machine
- If a message comes up, read it carefully to determine if the ballot has been counted or needs to be re-fed through the machine
- Assist if a ballot is not accepted by the machine.
 - Was the ballot overvoted?
 - Was the ballot crossvoted?
 - Are there any stray marks?
- Offer “ I Voted” Sticker.

BALLOT RETURNED TO VOTER (DS200)

- ★ Message on screen (make sure to read carefully!)
- ★ Voter removes ballot
- ★ **Discreetly** offer replacement ballot
- ★ **Do not touch or look at ballot unless requested by voter**



REPLACEMENT BALLOTS



- ★ Up to 3 tries
- ★ Spoiled ballot envelope
- ★ Do not issue a new voter number
- ★ Record 2nd ballot (and 3rd ballot) on inspector's statement or note in BadgerBooks

REGISTERING VOTERS ON BADGER BOOKS

If a Voter has recently become eligible to vote, moved, had a name change, or their voter registration has been deactivated for any reason, the process of registering the voter is required.

REGISTRATION

- Ensure the voter is at the correct polling location (is the voter's address in the ward(s) for your polling place?).
- Search for the voter in Badger Books (if they have moved you can update their registration, ensuring the voter does not have 2 voter records).
- For a voter that you are not able to find in Badger Books the WI ID or DL can be scanned when searching resulting in less data entry for the registration. (ID/DL # filled in by scanning)
- When entering any information make sure it is entered accurately (don't forget apartment numbers when applicable).
- Voter is asked to review the accuracy of registration information.

| | Notations | Name | Address | Voter Reg Number | Actions |
|--------------|-----------|-----------------------|-------------------------------------|------------------|-------------------------------|
| Select Voter | | John William Smith II | 1007 Shoestring Rd Jamestown, 53807 | 00125293 | Update Name Update Address |
| Select Voter | | John William Smith | 1685 Louisville Rd Jamestown, 53807 | 00125027 | Update Name Update Address |
| Remove | | William J. Smith | 1695 Shoestring Rd Jamestown, 53807 | 00125022 | Update Address |
| Remove | | Wanna Smith | 1810 Jendown Rd Jamestown, 53807 | 00122381 | Update Address |

None of these are my voters.
Continue to Election Day Registration

Step 4: Voter Eligibility
Please verify you are eligible to register.

Are you a United States Citizen? Yes No More Information

Are you at least 18 years of age as of today? Yes No More Information

Have you been issued Wisconsin Driver License or Wisconsin State Identification Card? Yes No More Information

Have you resided at your current residential address for at least 28 consecutive days prior to today, with no present intent to move? Yes No More Information

Are you currently serving a sentence for a felony conviction, including probation, parole, or supervision? Yes No More Information

Are you otherwise disqualified from voting? Yes No More Information

[Continue to Step 5](#)

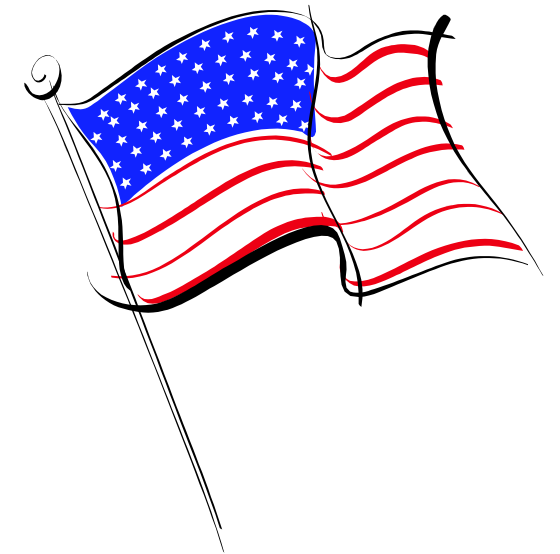
★ U.S. citizen

☆ “permanent resident” not eligible

★ At least 18 years old

★ Resided for 28 days prior to election

★ Not currently serving sentence (“off paper”)



Have you been issued Wisconsin Driver License or Wisconsin State Identification Card? Yes No More Information

Drivers License or State ID

Expiration Date / /

My WI ID card does not have an expiration date

- ★ WI driver license number **required**, if current and valid
- ★ If no WI driver license, WI ID number or last 4 digits of Social Security number

ACCEPTABLE PROOF OF RESIDENCE

★ Current & valid WI driver license or ID card showing current name at current address (not expired)



★ Utility Bill issued within last 90 days

★ Water

★ Internet

★ Gas

★ Cellular Phone

★ Electric

★ Landline Phone

★ Cable



24-Hour Customer Service 800-242-9137
24-Hour Electric Emergencies 800-662-4797
24-Hour Gas Emergencies 800-261-5325

| Bill Date | Account Number | Next Meter Read Date | Amount Due | Payment Due Date |
|------------|------------------|----------------------|------------|------------------|
| 12/02/2020 | 1234567890-00001 | 01/04/2021 | \$129.00 | 12/29/2020 |

| | |
|------------------------|------------------------------------|
| Customer Name | JOHN O CUSTOMER |
| Service Address | 123 MAIN ST IRON RIVER MI 49920 |

| | | | |
|---------------------------------|-------------------------------|-----------|--|
| Activity Since Last Bill | | | |
| 10/29/2020 | Previous Balance | \$31.10 | |
| 11/16/2020 | Payment | -\$129.00 | |
| | Balance | -\$97.90 | |
| | Total Current Charges | \$123.30 | |
| | Total Current Balance | \$25.56 | |
| | Monthly Budget Billing Amount | \$129.00 | |

| | | |
|---------------------------------------|------|------|
| Account Summary | | |
| Bill Period: 10/29/2020 to 12/02/2020 | | |
| | Dec | Nov |
| | 2020 | 2020 |
| Billing Days | 30 | 30 |
| Avg Temp | 42°F | 49°F |
| Heating Deg Days | 731 | 444 |
| Cooling Deg Days | 6 | 0 |
| kWh Load | 320 | 294 |

ACCEPTABLE PROOF OF RESIDENCE



- ★ Bank/Credit Union Statement

 - ★ Includes credit card statement, mortgage statement, home equity credit line statement

- ★ Real estate tax bill for current or previous year

- ★ Paycheck

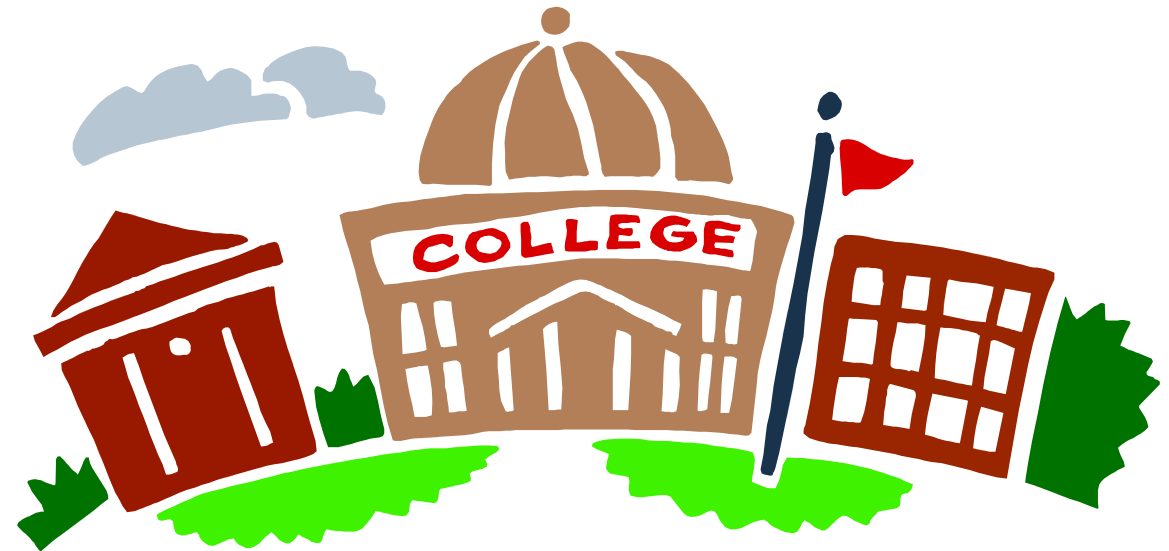
- ★ Residential lease effective on Election Day

- ★ Care facility contract or intake document



ACCEPTABLE PROOF OF RESIDENCE

- ★ College fee statement from last 9 months, with student ID
- ★ Example: UWWM
- ★ Certified Housing List
- ★ Student shows college ID



ACCEPTABLE PROOF OF RESIDENCE-GOV'T DOC

➤ Government issued check or document

★ Fishing license

★ Hunting license

★ Concealed weapon permit

★ Court summons

★ Ticket/citation

★ Bicycle license registration

★ Social Security

★ Social Security Disability

★ Food Shares Wisconsin

★ Medicare

★ Medicaid

★ Wisconsin Works (W-2)

★ BadgerCare

★ SeniorCare

★ Unemployment

★ Solicitor Permit

★ Bartender License

★ Automobile Registration

GOVERNMENT DOCUMENT EXAMPLES



- ★ Public high school transcript, report card, or schedule
- ★ Document from the University of Wisconsin-Milwaukee
- ★ Document from a Wisconsin Technical College, including MATC

Proof can be Electronic

- ★ Not readable? Ask voter to navigate/zoom
- ★ Election officials not required to handle voter's phone/tablet



Not Accepted as Proof of Address

- ★ Insurance statement
- ★ Medical bill
- ★ Business card
- ★ Magazine subscription
- ★ Expired license/ID
- ★ Out-of-state driver license
- ★ Mail addressed to voter
- ★ Post office forwarding sticker



CHECKING PROOF OF ADDRESS

- ★ Carefully compare document to name and address on registration form



PROOF OF RESIDENCE

- ★ Does document have an account number of 7 or more digits?
 - ★ Record last 4 digits
- ★ Does document have an account number of 6 or fewer digits?
 - ★ Record last 2 digits

4?

Or 2?

★ Have voter closely review information entered. This is where you can edit without causing a duplicate registration.

| Step 5: Review | |
|---|---|
| Voter Name | |
| Current Name: | John William Smith II Edit |
| Date of Birth: | 01/06/1980 Edit |
| Voter Address | |
| Current Address: | 1607 SHOESTRING RD, JAMESTOWN, 53807 Edit |
| Voter Eligibility | |
| Are you a United States Citizen ? | Yes Edit |
| Are you at least 18 years of age as of today? | Yes Edit |
| Have you been issued Wisconsin Driver License or Wisconsin State Identification Card? | Yes Edit |
| Have you resided at your current residential address for at least 28 consecutive days prior to today, with no present intent to move? | Yes Edit |
| Are you currently serving a sentence for a felony conviction, including probation, parole, or supervision? | No Edit |
| Are you otherwise disqualified from voting? | No Edit |
| Continue to Step 6 | |

★ You and the voter sign the Badger Book

★ Proceed to check in voter to vote

Step 6: Verify & Sign Voter has an assistor.

Verification

I hereby certify, to the best of my knowledge, that I am a qualified elector, a U.S. citizen, at least 18 years old or will be at least 18 years old at the time of the first election at which I will offer to vote, having resided at the above residential address for at least 28 consecutive days immediately preceding this election, with no present intent to move. I am not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction, and not otherwise disqualified from voting. I certify that all statements on this form are true and correct. If I have provided false information I may be subject to fine or imprisonment under State and Federal laws.

I certify that the above information is true and correct.

Voter Signature [Clear Voter Signature](#)

Falsification of information on this form is punishable under Wisconsin law as a Class I felony.

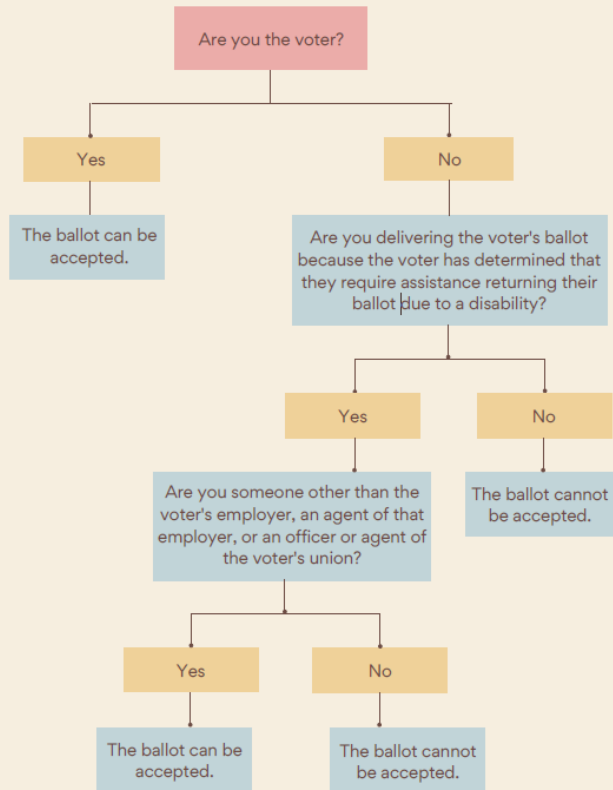
Election Inspector Signature [Clear Election Inspector Signature](#)

[Continue](#)

PROCESSING ABSENTEE BALLOTS

Election Inspectors process absentee ballots throughout Election Day (do not need to wait until 8:00 pm for most ballots)

Returning Absentee Ballots



DISABILITY RIGHTS RETURNING ABSENTEE BALLOTS AT THE POLLING LOCATION

When a clerk is presented with an absentee ballot delivered in-person to the clerk's office, the Commission believes that the clerk may ask the following questions:

Are you the voter? If not, then:

Are you delivering the voter's ballot because the voter has determined that they require assistance returning their ballot due to their disability? If yes, then:

Are you someone other than the voter's employer, an agent of that employer, or an officer or agent of the voter's union? If yes, then the ballot can be accepted.

Flowchart will be available on Election Day.

Ensure the voter is at the correct polling location!

Sufficient Envelopes CAN be accepted at Correct polling location

- Can be submitted at Village Hall until 4:30 pm
- Can only be submitted at correct polling location after 4:30 pm (signs are placed on the doors of Village Hall)

ABSENTEE ENVELOPES

Check for Clerk/Deputy initials

Step 1: Label will contain all information

Step 2: Voter required to sign (and assistant if applicable)

Step 3: Witness signature, printed name and address required

Official Absentee Ballot Certificate & Application

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

STEP 1 CLERK OR VOTER must complete this part

Voter Information Election Date (mm/dd/yyyy) / /

City Name:
 Village Name:
 Town Name:

Name (Last, First, Middle)

Street Address

County City

State Zip Ward Ald. Dist

STEP 2 VOTER must complete this part

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that:

- I am a resident of the ward or of the aldermanic district of the municipality in the county of the state of Wisconsin indicated hereon OR I am entitled to vote in the ward or aldermanic district at the election indicated hereon
- I am not voting at any other location in this election
- I am unable or unwilling to appear at the polling place in the ward on Election Day, or I have changed my residence within the state from one ward to another less than 28 days before the election
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in this envelope in a manner that no one but myself and an assistant under s. 6.87 (5), if I requested assistance, could know how I voted
- I requested this ballot and this is the original or a copy of that request


X
Voter Signature Date of Birth / / (mm/dd/yyyy)

Certification of Assistant (if applicable)
 I certify that the voter is unable to sign their name due to a disability and that I signed the voter's name at the direction and request of the voter

Assistant Signature

STEP 3 WITNESS must complete this part

I the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that:

 **WITNESS REQUIRED**

- I am an adult U.S. citizen
- The above statements are true and the voting procedure was executed as stated
- I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk).
- I did not solicit or advise the elector to vote for or against any candidate or measure

X
Witness Signature

Witness Printed Name

Witness Address (Number, Street Name, City)

Official Absentee Ballot Certificate & Application

CLERK or DEPUTY Initial Here >> Voter exempt from or met POI requirement MILITARY & OVERSEAS

STEP 1 CLERK OR VOTER must complete this part

Voter Information Election Date (mm/dd/yyyy) / /

City Name:
 Village Name:
 Town Name:

Name (Last, First, Middle)

Street Address

County City

State Zip Ward Ald. Dist

STEP 2 VOTER must complete this part

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that:

- I am a resident of the ward or of the aldermanic district of the municipality in the county of the state of Wisconsin indicated hereon OR I am entitled to vote in the ward or aldermanic district at the election indicated hereon
- I am not voting at any other location in this election
- I am unable or unwilling to appear at the polling place in the ward on Election Day, or I have changed my residence within the state from one ward to another less than 28 days before the election
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in this envelope in a manner that no one but myself and an assistant under s. 6.87 (5), if I requested assistance, could know how I voted
- I requested this ballot and this is the original or a copy of that request

X Date of Birth / / (mm/dd/yyyy)


Voter Signature Date of Birth / / (mm/dd/yyyy)

Certification of Assistant (if applicable)
 I certify that the voter is unable to sign their name due to a disability and that I signed the voter's name at the direction and request of the voter

Assistant signature

STEP 3 WITNESS must complete this part

I the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that:

 **WITNESS REQUIRED**

- I am at least 18 years old
- The above statements are true and the voting procedure was executed as stated
- I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk).
- I did not solicit or advise the elector to vote for or against any candidate or measure

X
Witness Signature

Witness Printed Name

Witness Address (Number, Street Name, City)

Completed absentee certificates

- Required to accept:
 - Voter
 - Signature
 - Date of Birth for military and permanently overseas
 - Witness
 - Signature
 - Printed name
 - Address

Military and Overseas Voters require date of birth

| | |
|-----------------|--|
| X | Date of Birth <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Voter Signature | (mm/dd/yyyy) |

Required Elements

VOTER

Your voter information
(may already be complete)

Signature

WITNESS

Signature

Printed Name

Address

Official Absentee Ballot Certificate & Application

CLERK or DEPUTY 22
 In person absentee voter
 Initial Here 44
 Voter exempt from ID requirement

1
CLERK or VOTER must complete this part

Voter Information

City Name: _____ Election Date (mm/dd/yyyy) _____

Village Name: _____

Town Name: _____

Name (Last, First, Middle) _____

Street Address _____

County _____ City _____

State _____ Zip _____ Ward _____ Precinct _____

2
VOTER must complete this part

solemnly, subject to the penalties for false statements of Wis. Stat. § 12.85(1)(b), that:

- I am a resident of the ward or of the subdivisions district of the municipality in the county of the state of Wisconsin indicated herein OR I am entitled to vote in the ward or subdivisions district at the election indicated herein.
- I am not voting at any other location in this election.
- I am unable or unwilling to appear at the polling place in the ward or subdivisions district or I have changed my residence within the state from one ward to another less than 28 days before the election.
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in the envelope in a manner that no one but myself and an assistant under § 8.87(3), if I requested assistance, could know how I voted.
- I requested this ballot and this is the original or a copy of that request.

X

Voter Signature _____

(Number of Assistants) (if applicable)

I certify that the voter is unable to sign their name due to a disability and I had I signed the voter's name at the direction and request of the voter.

Assistant Signature _____

3
WITNESS must complete this part

The undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.85(1)(a), certifies that:

- I am an adult U.S. citizen.
- The above statements are true and the voting procedure was conducted as stated on the enclosed ballot (except in the case of an incumbent municipal clerk).
- I did not solicit or advise the voter to vote for or against any candidate or measure.

X

Witness Signature _____

Witness Printed Name _____


Witness Address (Last, First, Middle, City) _____

WITNESS ADDRESS

STEP 3 **WITNESS must complete this part**

I the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that:

- I am an adult U.S. citizen
- The above statements are true and the voting procedure was executed as stated
- I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk).
- I did not solicit or advise the elector to vote for or against any candidate or measure


WITNESS REQUIRED

X

Witness Signature

Witness Printed Name

Witness Address (Number, Street Name, City)

Question 4: What information is enough for a reasonable person in the community to identify a location where the witness can be communicated with?

Answer 4: The Commission cannot provide a complete answer to this question since, by definition, it is community specific. However, it can state that in the four scenarios below, the witness address must be considered sufficient. A witness address is sufficient if:

- a. The witness's street number, street name, and municipality are present, but there is neither a state name nor a ZIP code provided;
- b. The witness's street number, street name, and ZIP code are present, but there is neither a municipality nor a state name provided;
- c. The witness's street number and street name are present and match the street number and street name of the voter, but no other address information is provided; or
- d. The witness certification indicates that the witness address is the same as the voter's address with any or any combination of the following words: "same," "same address," "same as voter," "same as above," "see above," "ditto," or by using quotation marks and/or an arrow or line pointing to or from the voter address.

Processing Absentees

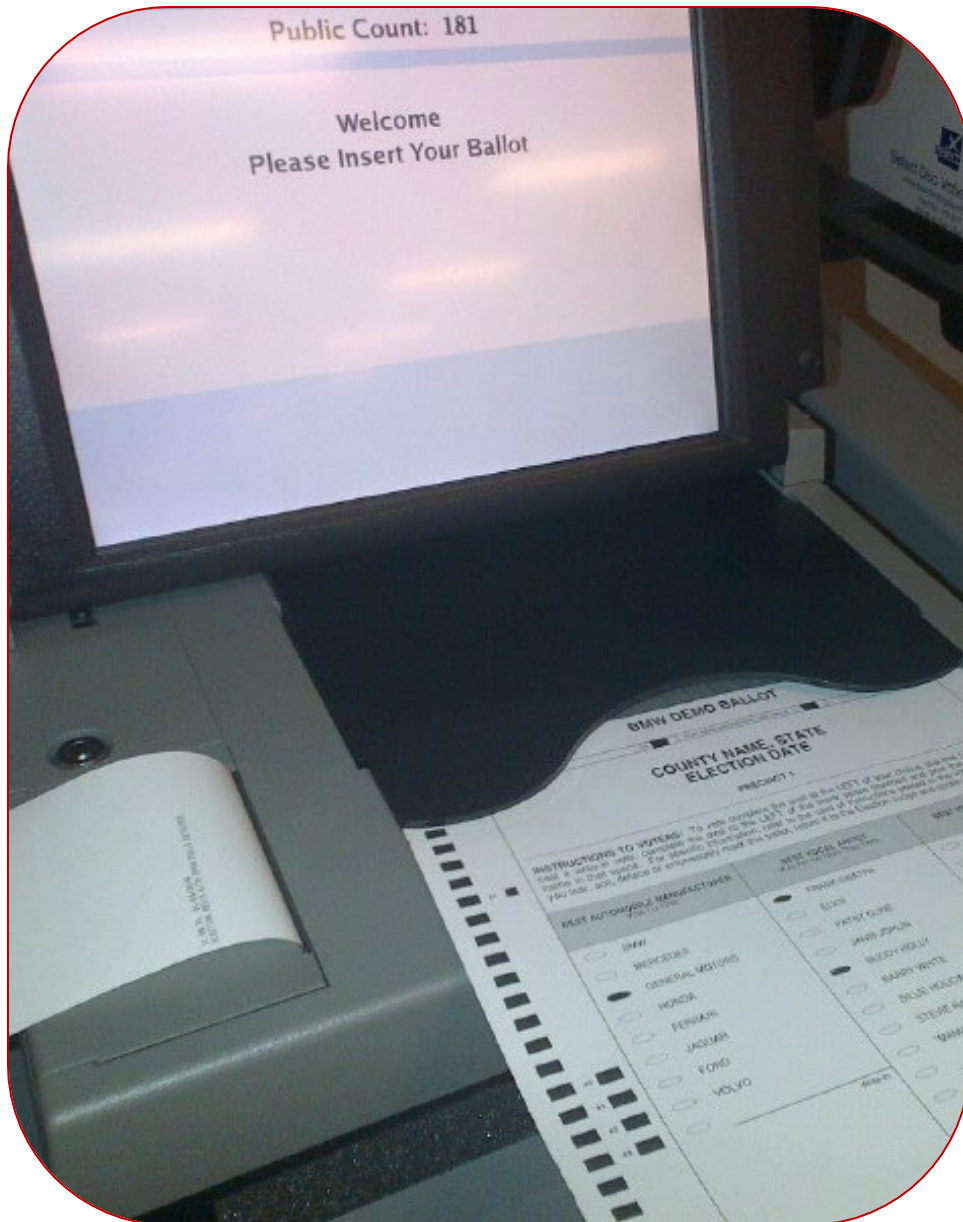
- Verify envelope is complete (see previous 2 slides)
- Can scan up to 10 at a time on the Badger Books
 - If scanner is not working, Chief can calibrate (from Badger Book Manual) or move on without it
 - If not able to find voter, check election, check ward, call Jaimie/Erin
- Write voter slip number from Badger Book on corner of envelope
- Cross off numbers at ballot table (if used at your polling location)
- Announce voter name & address before opening
- Open envelope after voter number is assigned
- Separate envelopes from ballots
- Process – insert in DS200, make sure to announce “Processing Absentee Ballots”
- If you know someone has moved or is deceased, their ballot needs to be rejected on Election Day.

ABSENTEE EXPRESSVOTE BALLOTS

- ★ After the ballot has been recorded in Badger Books, open ballot
- ★ Review the ward number on the bottom of the ballot (handwritten) and the printed ward number (by barcodes on the top) with the ward on the envelope – all should match - if not, change written ward or remake if barcode ward is different.



| | |
|---------------------------------|---|
| <u>12</u> | |
| Ward or style number(s) | Absentee ballot issued by |
| Ballot issued by JK | |
| <u>EQ</u> | |
| Initials of election inspectors | Initials of municipal clerk or deputy clerk (If issued by SVDs, both SVDs must initial.) |



- ★ Protect secrecy of ballot
- ★ Flatten ballots
- ★ Do not rush through tabulator
- ★ Watch for in-person voters waiting to process their ballots

Ballot Terms

REMADE BALLOT (CONTINUED ON NEXT SLIDE)

- Ballots that tabulator was not able to accept resulting in poll workers IN A PAIR remaking the ballot
 - Over-voted (only remake contests that are not overvoted or in agreement on intent)
 - Ballots with stray marks or damaged
 - Ballots cross voted on a partisan primary
 - Ballots printed on paper

4th remade ballot

Original

| | |
|---|--|
| If this is the Original Ballot, write the serial number here: 4 | If this is the Duplicate Ballot, write the serial number here: |
| JK | EG |
| Initials of inspectors who remade ballot | |

Remade

| | |
|---|--|
| If this is the Original Ballot, write the serial number here: | If this is the Duplicate Ballot, write the serial number here: 4 |
| JK | EG |
| Initials of inspectors who remade ballot | |

REJECTED BALLOT

- Absentee ballots with incomplete information on the certificate envelope
- Knowledge of a deceased absentee voter with a returned ballot

****DO NOT reject any ballots without first talking to Jaimie or Erin. We will attempt to get in touch with the voter to remedy**

SPOILED BALLOT

- Ballots that the voter chooses to not vote, requesting a new ballot
 - Voter wants to vote in-person instead of absentee
 - Voter makes a mistake

****DOCUMENT ON INSPECTOR'S STATEMENT – can only have up to 3 ballots per voter and/or make a note on BadgerBooks**

****Only ballots issued on Election Day can be spoiled, absentee ballots submitted to Clerk's Office are not eligible to be spoiled.**

Remade Ballot Log

REMADE BALLOT LOG

Election:
Ward(s):

Check box if there were no remade ballots for this election

| Remake Number RM - # | Reason for Remake | Time Incident Occurred | Official(s) Initials |
|-------------------------|--|------------------------|----------------------|
| RM - _____ | <input type="checkbox"/> Wrong Ward Ballot Original _____ Correct _____ <input type="checkbox"/> Ballot Not Readable Damaged, Email, Unknown <input type="checkbox"/> Ballot Overvoted | _____ a.m. / p.m. | |
| RM - _____ | <input type="checkbox"/> Wrong Ward Ballot Original _____ Correct _____ <input type="checkbox"/> Ballot Not Readable Damaged, Email, Unknown <input type="checkbox"/> Ballot Overvoted | _____ a.m. / p.m. | |
| RM - _____ | <input type="checkbox"/> Wrong Ward Ballot Original _____ Correct _____ <input type="checkbox"/> Ballot Not Readable Damaged, Email, Unknown <input type="checkbox"/> Ballot Overvoted | _____ a.m. / p.m. | |

REMADE BALLOT LOG

Election:
Ward(s):

Check box if there were no remade ballots for this election

| Remake Number RM - # | Reason for Remake | Time Incident Occurred | Official(s) Initials |
|-------------------------|---|------------------------|----------------------|
| RM - 1 | <input checked="" type="checkbox"/> Wrong Ward Ballot Original <u>12</u> Correct <u>11</u> <input type="checkbox"/> Ballot Not Readable Damaged, Email, Unknown <input type="checkbox"/> Ballot Overvoted | 10:40 a.m. / p.m. | EG JK |
| RM - 2 | <input type="checkbox"/> Wrong Ward Ballot Original _____ Correct _____ <input checked="" type="checkbox"/> Ballot Not Readable Damaged, Email, Unknown <input type="checkbox"/> Ballot Overvoted | 3:05 a.m. / p.m. | AB CD |
| RM - 3 | <input type="checkbox"/> Wrong Ward Ballot Original _____ Correct _____ <input type="checkbox"/> Ballot Not Readable Damaged, Email, Unknown <input checked="" type="checkbox"/> Ballot Overvoted | 5:00 a.m. / p.m. | EF GH |

OVER VOTED BALLOTS

- More bubbles filled in than positions available for that race (for example, 3 bubbles filled in for a “vote for 2” position).
- 2 election inspectors work in a pair to remake the ballot if intent can be determined.
- If the inspectors are able to agree on intent, the ballot can be remade including the over voted race.
 - For example if the voter writes “yes this one” next to a candidate or “no, not this one”.
- *****NEW***** The DS200 now has an alert that the ballot is overvoted with two options:
 - “Return Your Ballot” to correct your ballot, press return and ask for a new ballot (use for in-person voters and if you need to determine if intent was indicated on absentee ballot)
 - “Cast your Ballot” to cast your ballot with votes that will not count, press CAST (in-person voters should choose this option or if intent cannot be determined on absentee).
- If the inspectors are not able to determine intent, the ballot can be inserted in the DS200 and cast (only non-overvoted races will be counted).

DS200 OVERVOTED BALLOT

2024 Spring Election and Presidential...
Milwaukee County
04/02/2024

Language ? Help

Whitefish Bay Library - ... Public Count: 34 1:51 PM

! You filled in too many ovals in 21 contests
These votes will not count:

| In the contest for | You chose | You are allowed |
|------------------------------------|--------------|-----------------|
| President of the United States | 2 Candidates | 1 |
| Court of Appeals Judge, District 1 | 2 Candidates | 1 |
| Circuit Court Judge, Branch 8 | 2 Candidates | 1 |
| Circuit Court Judge, Branch 14 | 2 Candidates | 1 |

➔ There are 17 more contests on this ballot to review.

Previous Page 1 of 6 Next

Return Your Ballot
To correct your ballot, Press RETURN
and ask for a new ballot.

Return

2024 Spring Election and Presidential...
Milwaukee County
04/02/2024

Language ? Help

Whitefish Bay Library - ... Public Count: 34 1:51 PM

! You filled in too many ovals in 21 contests
These votes will not count:

| In the contest for | You chose | You are allowed |
|--------------------|--------------|-----------------|
| Question 2 | 2 Candidates | 1 |

Press Previous to go back

Previous Page 6 of 6 Next

Return Your Ballot
To correct your ballot, Press RETURN
and ask for a new ballot.

Cast Your Ballot
To cast your ballot with votes that will
not count, press CAST.

Return Cast

Rejected Ballot Log

Election Inspectors work with Chief for rejected ballots. **Chief check with Jaimie and Erin prior to rejecting any ballots**

ELECTION: _____
WARD(S): _____

REJECTED BALLOT LOG

CHECK BOX IF THERE WERE NO REJECTED BALLOTS FOR THIS ELECTION

| REJ # | WARD | VOTER NAME | REASON FOR REJECTION | TIME | OFFICIAL INITIALS |
|-------|------|------------|--|---------|-------------------|
| Rej 1 | | | <input type="radio"/> Deceased <input type="radio"/> Insufficient Certificate Missing: _____ <input type="radio"/> Other: _____ | AM / PM | |
| Rej 2 | | | <input type="radio"/> Deceased <input type="radio"/> Insufficient Certificate Missing: _____ <input type="radio"/> Other: _____ | AM / PM | |

ELECTION: February 21, 2023
WARD(S): 9 & 11

REJECTED BALLOT LOG

CHECK BOX IF THERE WERE NO REJECTED BALLOTS FOR THIS ELECTION

| REJ # | WARD | VOTER NAME | REASON FOR REJECTION | TIME | OFFICIAL INITIALS |
|-------|------|-------------|---|------------------|-------------------|
| Rej 1 | 11 | John Smith | <input type="radio"/> Deceased <input checked="" type="radio"/> Insufficient Certificate Missing: No witness print name <input type="radio"/> Other: _____ | 11:45 AM / PM | EG JK |
| Rej 2 | 9 | Amaya Voter | <input checked="" type="radio"/> Deceased <input type="radio"/> Insufficient Certificate Missing: _____ <input type="radio"/> Other: _____ | 5:10 AM / PM | AB CD |

Disability Rights

Voters with disabilities have options.

Any voter who requires assistance returning an absentee ballot can select a person to assist them with mailing or delivering the ballot to the clerk's office or polling place.



**Voters with disabilities
can get help returning ballots**



CLOSING THE POLLS

- ★ All voters in line at 8 p.m. may vote
- ★ Police Officer stands at end of line
- ★ It is announced that the polls are closed
- ★ Paperwork to sign after polls close
 - ✓ Envelopes (County, Municipal, Provisional)
 - ✓ Machine Tape (3 end of night tapes for this election – county, municipal and school)
 - ✓ Ensure poll book was certified by inspectors during shift



CLOSING THE POLLS

- ★ Separate ballots by reporting unit
- ★ Count (stacks of 25, alternating 4 for piles of 100) to verify number of ballots in the machine match number of ballots cast; if not, why?
- ★ Review for write-ins (no registered write-ins as of now)

MILWAUKEE COUNTY/WISCONSIN
2023 SPRING ELECTION AND SPECIAL ELECT
04/04/2023
V. WHITEFISH BAY WARDS 8,10. V. WHITEF



STATE SENATOR, DISTRICT 8 DISTRICT 8
JUSTICE OF THE SUPREME COURT..... W/I: TEST ←
COURT OF APPEALS JUDGE, DISTRICT 1)..... W/I: TEST ←
CIRCUIT COURT JUDGE, BRANCH 4 W/I: TEST ←
CIRCUIT COURT JUDGE, BRANCH 9 NO SELECTION MADE
DISTRICT COURT JUDGE, BRANCH 10 NO SELECTION MADE

| Municipal Judge | |
|----------------------------------|---------------------------------|
| Vote for 1 | |
| <input type="radio"/> | Paul D. Christensen |
| <input type="radio"/> | Craig R. Johnson |
| <input checked="" type="radio"/> | write-in: <i>Jaimie Krueger</i> |

| Municipal Judge | |
|----------------------------------|---------------------------------|
| Vote for 1 | |
| <input type="radio"/> | Paul D. Christensen |
| <input checked="" type="radio"/> | Craig R. Johnson |
| <input type="radio"/> | write-in: <i>Jaimie Krueger</i> |

BOXING AT THE END OF NIGHT

- All equipment is labeled and matches the label on the outside of the box.
 - Please make sure items get in correct box.
- There is a laminated picture in the box showing how to pack it up.
- Do not take the SERVER down until the Chief says it is ok.
 - The other Badger Books can start to be taken down when the polls close.



****Place Badger Book in bottom foam before placing in box****

Thank you!

- Jaimie Krueger, Clerk
 - J.Krueger@wfbvillage.gov
 - Work phone: 414-755-6517
 - Cell phone: 920-627-6042
- Erin Granstrom, Deputy Clerk
 - E.Granstrom@wfbvillage.gov
 - Work phone: 414-962-6690 x122
 - Cell phone: 608-332-3830

Please text or call our cell phones
on election day as the primary
form of communication.