

ELECTION INSPECTOR &
CHIEF INSPECTOR

ELECTION DAY MANUAL
2024-2025

REVISED 02/2024



City of Glendale



Dear Community Member:

Thank you so much for your willingness to serve as an Election Official for the City of Glendale.

We developed this manual to help you prepare for Election Day. It contains everything you need to know to assist voters and ensure that every vote is counted accurately and legally. We recognize it's a large amount of information and encourage you to consult your manual throughout Election Day.

If you have any questions, please call Glendale City Staff at 414-228-1700.

Your demonstration of civic responsibility is greatly appreciated. We hope you will find your experience as an election official to be positive and rewarding.

Megan Humitz, City Clerk

City of Glendale

City of Glendale

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Reminders

General Information

On Election Day, your job is to faithfully follow election laws and serve voters to the best of your ability. You must:

- Review your training manual prior to Election Day, especially the Opening of the Polls, the Receiver, and Registrar sections.
- Bring your training manual with you on Election Day.
- Dress appropriately – business casual is acceptable; no t-shirts, sweatshirts, or sweatpants.
- No campaign buttons or other partisan attire.
- Always remain courteous and professional.
- Refrain from partisan comments or discussions – leave your opinions at home.
- Respect the secret ballot and the privacy of voters – do not scrutinize ballots or reveal how a person voted.

City of Glendale

Important Information About Your Pay

In order to receive timely payment for training and working on Election Day, you must present a copy of your social security card to the City of Glendale.

- In-person: Monday – Friday, 8:00 A.M.—4:30 P.M. at City Hall, 5909 N Milwaukee River Parkway
- Mail: City of Glendale, 5909 N Milwaukee, River Parkway, Glendale, WI 53209
- Email: m.humitz@glendalewi.gov

Election Day Shifts:

- **FULL Shift:** 6:00am—closing (two 1/2-hour meal breaks)
- **AM Shift:** 6:00am—1:30pm (one 1/2-hour meal break)
- **PM Shift:** 1:00pm—closing (one 1/2-hour meal break)

Election Inspectors should receive two (2) half-hour meal breaks when working a full shift or one (1) half-hour break if working a half shift during Election Day. Break time will be scheduled at the discretion of the Chief Inspector to ensure adequate staffing at all times.

Reduction In Pay:

If you are late or leave before your Chief Inspector dismisses you, your pay will be reduced.

Evaluation:

For every election, your Chief Inspector will evaluate your work. Your behavior and work performance will determine whether we will assign you to a future election.

A poor evaluation could result in not being appointed to work in future elections.

Examples of poor behavior/performance:

- ✓ Failing to follow the Chief Inspector's instructions.
- ✓ Failing to follow proper election procedures.
- ✓ Leaving the voting site without permission of the Chief Inspector.
- ✓ Sleeping on the job.

Payroll Sheet:

Check the payroll sheet to be sure that your name and address are correct. For any name or address change, you will need to update your information with Human Resources.

At the end of your shift, verify the hours you worked and sign in the appropriate space.

Your Chief Inspector will have the payroll sheets.

Each voting site has a Chief Inspector, who oversees the site, and several Election Inspectors. There are six (6) primary positions or roles assumed by Inspectors. Based on the anticipated turnout for Election Day, some roles may not be necessary for every election.

Election Inspector Roles

- Receiver
- Registrar
- Machine Attendant
- Greeter
- Ballot Table
- Absentee Processors

The following pages will detail the responsibilities of each of the Election Inspector roles.

Position assignments are typically done in advance by the Clerk's Office, however all Election Inspectors must have the skill and knowledge to work in any of the positions on Election Day. Chief Inspectors may choose to rotate the Election Inspectors throughout the day. Election Inspectors CANNOT refuse to rotate into other positions.

City of Glendale

Roles

General Information

Election Inspector: Receiver

Two (2) Receivers are assigned to each district table and maintain the Badger Books. Please note, that Badger Books will allow the Receiver to also act as a Registrar, and one should expect to do so in order to efficiently and effectively assist all voters.

- ✓ Ask voter for their photo ID and verify the ID is an acceptable and valid form of Photo Identification.
- ✓ Locate the voter in the Badger Books database for check-in, following all instructions/prompts on screen.
- ✓ After voter check-in is complete, issue the voter number and hand the printed number to the voter.
- ✓ Direct voter with voter number to correct table for their District/Ward to obtain ballot.
- ✓ Receivers should reconcile their poll books throughout Election Day as time allows. *(See pages 77 & 179.)*
- ✓ Assist Chief Inspector with other duties as assigned.

*Voters are required by Wisconsin State Statute (6.79(2)) to state their full name and address. If they refuse to do so, they are not allowed to vote. There are some exceptions for disabled voters, and your Chief should be consulted for these exceptions.

*The address on the ID does NOT need to match what the voter states/what is shown in Badger Books.

*Photo ID must not be expired prior to November 8, 2022. Badger Books provides expiration dates for all forms of photo identification – watch these dates!

*If a voter does not appear in poll book or appears with a different name/address, they must register to vote. State law requires a new registration if there is a change in name or address, including apartment number.

*The “Overseas” watermark in Badger Books indicates a voter may only vote a Federal ballot and should be directed to the Chief Inspector.

*If there are spelling errors or transposed numbers, use the “Update Name” or “Update Address” feature in Badger Books, followed by the “Misspelling” option. A note should be added for the Clerk’s Office regarding the typo. Do not have the voter re-register. Name and address **CHANGES** require a new registration.

*The “Absentee Returned” watermark indicates a ballot was returned by the voter. However, if there is NO voter number assigned it may be a data entry error and the voter should be asked if they returned a ballot. If the answer is no, verify with the absentee processes there is no ballot on file. If not, they may vote. If the answer is yes or a ballot is on file, they may not vote.

*The “Absentee Issued” watermark indicates a ballot was sent to the voter. If there is a voter number assigned to the voter, they may NOT vote on Election Day. If there is no voter number, inform/ask the voter “It appears you were sent an absentee ballot. Did you return that ballot?” If the voter states they did not, they may vote. If the voter states they have sent it back, but we have not received it yet, they may NOT vote on Election Day.

Election Inspector: Registrar

Every person must be registered before voting in an election. Wisconsin law allows a person to register on Election Day.

Each district will have one registrar assigned during an election. A Registrar works with individuals who are registering to vote on Election Day. Please note, that Badger Books will allow the Registrar to also act as a Receiver, and one should expect to do so in order to efficiently and effectively assist all voters. The duties of a Registrar are as follows:

- ✓ Confirm the voter is at the correct polling location and District/Ward.
- ✓ Verify the voter has resided at their current address for at least 28 consecutive days prior to the Election.
 - If not, they will need to vote from their previous address (even if outside of Glendale).
- ✓ Ask if voter has brought Proof of Residence (POR) and an acceptable Photo ID. If the voter does not have a WI DL/ID, they must provide last 4 digits of their SSN for registration (the card need not be present).
- ✓ Compare the voter's Name and Date of Birth to the *Ineligible Voter List*.
- ✓ Locate the voter in the Badger Books database or start a new voter record (if never voted in Wisconsin) to complete an Election Day Registration (EDR); follow all instructions/prompts in Badger Books.
- ✓ After registration is complete, proceed to check-in voter and issue voter number.
- ✓ Direct voter with voter number to correct table for their District/Ward to obtain ballot.
- ✓ Assist the Chief Inspector as assigned.

*If a voter does not have an acceptable form of POR, they cannot register and therefore cannot vote.

*Badger Books provides "valid" dates for the various forms of proof of residency – watch this!

*If a name and date of birth are an identical match to the Ineligible Voter List, inform the voter they are unable to vote based on the information available.

*When recording the POR#, only the last 2 or digits are needed – please do NOT record entire account numbers.

*If a voter does not have acceptable Photo ID, they will be unable to vote. For information on Provisional Ballots, check with the Chief Inspector.

*Paper registration forms should only be used for curbside Election Day Registrations.

*Name corrections may be made using the "Update Name" and then "Misspelling" option in Badger Books. A note about the misspelling should be added for the Clerk's Office. This is to be used for typos **only**. A name change (marriage/removal of a hyphenated name/etc.) requires a new voter registration be completed.

*Wisconsin does **NOT** require voters to register with a political party affiliation, which is common in other states.

Election Inspector: Machine Attendant

Every polling location will have at least one poll worker assigned to monitor activities at the DS200 voting machines.

Machine Attendants should stand or sit approximately 4 feet away from the front of the voting machine to allow voters to insert their ballot into the DS200 privately and without assistance (unless requested).

Do not sit or stand next to the machine.

NOTE: Ballots may be inserted into the machine in any direction.

In addition to monitoring DS200 activities, Machine Attendants should:

- ✓ Collect the voter numbers and ballot privacy folders from voters submitting their ballots and place voter numbers on the spindle provided. Keep voter numbers separated by district, as these can assist with reconciliation at the end of the day.
- ✓ Collect the voter numbers from Election Inspectors processing absentee ballots and place them face down on the spindle.
- ✓ Distribute “I VOTED” stickers.
- ✓ Assist voters whose ballots were rejected by the DS200 voting machine by notifying the Chief Inspector. Rejected ballot messages only appear on the monitor and should **not** be removed until the message has been read and communicated to the voter.
- ✓ Periodically check the voting booths, remove discarded materials, and replenish pens as needed. Use the provided sanitizing wipes to occasionally wipe down the voting booths.
- ✓ Immediately report problems with the DS200 to the Chief Inspector.

*The DS200 will accept ballots the moment the Chief selects the option to open the polls. However, voters cannot be allowed to insert ballots until 7:00 a.m. when the polls officially open.

*The tape only prints opening and closing reports.

*Wisconsin election law only allows a voter a maximum of three (3) attempts to complete a ballot. If a voter’s ballot is rejected twice, ask them if they would like assistance, since we are unable to issue any more ballots after the third ballot!

*In the event of a ballot jam, consult your manual for steps to clear the jam. The Chief should IMMEDIATELY notify the Clerk’s Office if the jam cannot be cleared, and the machine will not accept ballots. The Clerk’s Office will respond to assist with resolving the problem. During this time, the auxiliary bin on the front of the machine should be used to accept ballots. Voters may elect to wait for the jam to be cleared, rather than utilize the auxiliary bin; however, they may not leave the polling place with their ballot.

Roles

General Information

Election Inspector: Greeter

Every polling location will have one Greeter position assigned. The duties of a Greeter are as follows:

- ✓ Greet voters & assist with the door if needed; control the flow of voters.
- ✓ Help voters determine their ward and correct voting site by asking “Do you know which District you reside within?”
- ✓ If voter is unsure if they are registered, use tablet to search the voter’s name and date of birth on MyVote.WI.gov
 - Voters who are not registered at their current address will need to visit the Registration table first and will need Proof of Residence to register. Advise voters of the Photo ID requirement.
- ✓ If verifying the polling location, use table to search the voter’s address on MyVote.WI.gov.
 - Determine district based on ward number, and direct voter to correct poll book table: “You are in District _____ Ward _____, so you’ll check in at the District _____ table. Have your photo ID ready.”
- ✓ Advise voters to utilize the large maps to determine their district/ward.
- ✓ Answer questions about acceptable proof of residence or photo ID documents.
- ✓ Answers general questions about the voting process or direct questions to the Chief Inspector.
- ✓ Direct observers to check-in with Chief Inspector
- ✓ Assist Receivers with curbside voters.
- ✓ Direct anyone dropping off an absentee ballot to the Chief Inspector.
- ✓ Help maintain clear pathways for voters to enter and move through the voting process in an orderly fashion.
- ✓ Assists Chief Inspector as assigned.

Polling Place & Ward

*If voter’s address has changed, search voter’s current address to direct voter to the proper registration table and/or polling place to register. The voter must have lived at their current address for at least 28 consecutive days before the election, or the voter will need to vote from their previous address.

* Due to redistricting, which takes place every 10 years, voters may no longer be voting at the place they last voted.

*If a voter questions the need for photo ID, explain Wisconsin State Statute (6.79(2)(a)) requires all voters to present a valid photo ID to vote (list available at registration table).

Roles

General Information

Election Inspector: Ballot Table Attendant

The Ballot Table Attendants are responsible for ensuring all voters receive the correct ballot, based on their district/ward and in certain elections, their school district. This is the FINAL check to ensure each voter is voting in the correct place. Every polling location will have at least one Ballot Table, depending on the size of the election. Larger elections will have one table per district. The duties of the Ballot Table Attendants are as follows:

- ✓ Voters will be directed to your table after check-in at the poll books or registration has been completed.
- ✓ Ask each voter for their printed voter number.
- ✓ Verify the Ward number on the printed voter number slip matches the Ward number on the ballot at your table assignment.
 - If the Ward number does not match, hand the printed voter number slip back to the voter and direct them to the other district table to collect their ballot.
- ✓ Give the voter their ballot and voter number slip, stating "You are in District ___ Ward ___. After voting your ballot, place it in the machine labeled District ___."

*Each ballot issued must have two sets of Election Inspector initials. If ballots are "pre-initialed" with your table partner, this should be done in small amounts and the ballots should ALWAYS be kept out of public access.

=====
Voter Number 464
Ballot Style BS 01
Ward WD-001
Glendale-River Hills School District
=====

Ward

Official Ballot Nonpartisan Office and Referendum April 4, 2023 for City of Glendale A.D. 1 Wards 1,7	
Ballot issued by	
Initials of election inspectors	
Absentee ballot issued by	
Initials of Municipal Clerk or Deputy Clerk	
If issued by SVDs, both must initial	
Verification of Voter Assistance I certify that I marked or read aloud this ballot or the assistance and direction of voter with as authorized under Wis. Stat. § 6.82 to receive assistance.	
Signature of assessor	
For Official Use Only	
Inspectors: Identify ballots required to be remade:	
<input type="checkbox"/> Overvoted <input type="checkbox"/> Damaged <input type="checkbox"/> Other	
I Print in the Original Ballot, with the actual number here.	I Print in the Duplicate Ballot, with the same number here.
Initials of Inspectors who Remade Ballot	
<small>Page 2 of 2-sided ballot. Ballot begins on other side.</small>	

District & Wards

SAMPLE

Election Inspector: Absentee Processor

Absentee ballots are not processed until Election Day. Every polling location will have at least one team of absentee processors, depending on the size of the election. Larger elections will have one team per district. The duties of the Absentee Processors are as follows:

- ✓ Keeping ballot envelopes in alphabetical order, go through the entire district one by one. Be sure each ballot belongs in the ward/district you are processing.
- ✓ Do **not** pre-number ballots. It **is** advisable for both processors to count the envelopes to ensure accuracy.
- ✓ State voter name and address aloud. This is State law and must be done even if no one is listening.
- ✓ Verify all required information on envelope is present: Voter Signature, Witness Signature, COMPLETE Witness Address (Number, Street Name, and City).
- ✓ Scan the barcode or manually enter the mailing ID for a set of 10 envelopes. Verify the selected records before “processing” to assign voter numbers.
- ✓ Write the assigned voter number in the upper right corner of the address label on the envelope. Ballots are NEVER numbered. **NOTE:** Voter Numbers issued by Badger Books may not be sequential!
- ✓ Carefully slice open envelopes and remove ballots, keeping ballots and envelopes in same order.
- ✓ After a stack of ballots has been opened and assigned voter numbers, create a “pink slip” for the set. Run ballots one by one through the machine. This should not be done at a time it interferes with voters inserting ballots, whenever possible. The pink slips should be given to the Machine Attendant.
 - It is acceptable to have voters wait if you have begun processing a bundle of 10 ballots through the DS200, however feeding ballots through the machine should not be done during “peak” periods. If a line begins to form, step aside after your “bundle” is complete before processing another bundle of 10.
- ✓ ExpressVote ballots do NOT need to be reconstructed and should be fed through the top tray of the machine, while regular ballots are inserted into the lower portion of the tray. Emailed ballots ALWAYS need to be reconstructed. Do NOT try to feed a printed ballot into the DS200.

*Always process absentee ballots in bundles of 10.

*Signatures on envelopes do NOT need to be legible.

*If information is missing from an envelope, please verify with Chief Inspector before rejecting. The voter has until the close of polls on Election Day to rehabilitate the ballot before it must officially be rejected.

*Ballots marked RAB are Rejected Absentee Ballots. Typically, the voter has moved, is deceased, or the ballot is otherwise ineligible. DO NOT PROCESS – Give the unopened ballots to the Chief.

*Reconstruction MUST take place in teams of TWO and follow proper protocol. (See page 153.)

Chief Inspector

Chief Inspector, you are the manager of the voting site. A well-organized and efficient voting site is a result of good management and teamwork. How you manage the Election Inspectors at your site will determine how well they will work together as a team.

Here is some advice that can help you encourage your Election Inspectors to return to work whenever there is an election, do their best work, and work together:

- **Exercise good communication skills**
Communicate clearly and correctly when assigning tasks or giving deadlines, listen and address the concerns of Election Inspectors, share important information.
- **Be considerate**
Remember to say “please” and “thank you”; show respect to all Election Inspectors.
- **Be fair**
Showing favoritism hurts teamwork. On Election Day, you want all Election Inspectors to do their best and work together.
- **Feedback**
Give praise to deserving Election Inspectors and constructive feedback to Election Inspectors who may need more training. Election Inspectors should know truthfully from you whether they are doing a good job or not.
- **Provide constructive criticism**
Everyone makes mistakes. Try to understand the reasons for the error and demonstrate the right way to do things. Refrain from scolding someone in front of other Election Inspectors or voters, give honest and constructive feedback.

Chief Inspector

It is the policy of the City of Glendale to provide a work environment that is free from harassment or unlawful discrimination including, but not limited to, discrimination based on age, race, national origin, disability, religion, and sexual orientation.

As Chief Inspector, you should refrain from using any language or demonstrating any behavior that may be interpreted as harassing or discriminatory. Additionally, if any Election Inspector behaves in a harassing or discriminatory manner towards anyone, you must:

- Bring to the Election Inspector's attention any inappropriate behavior.
- Give them an opportunity to correct their behavior.
- If the inappropriate behavior continues, report them to the Clerk's Office, i.e., note the incident(s) on the back of the Payroll Data Sheet.

City of Glendale

Chief Inspector

At the completion of training and prior to Election Day, every Chief Inspector should be able to understand the following:

- ✓ The concept of a “polling location” and “district/ward” and the assignment of voters to districts and wards at polling location based on residential addresses.
- ✓ A familiarity with the different types of elections and ballots, including the Non-Partisan February Primary, the Non-Partisan April Election and Presidential Preference, the Fall Partisan Primary, and the November General Election.
- ✓ An overall understanding of how a polling place is set up and functions, including:
 - Familiarity with the receiver table includes Badger Books e-poll books (lists of registered voters), voter numbers, and issuing ballots.
 - Voter registration, including the steps necessary to complete an Election Day Registration Application and check-in a voter.
 - The operations of a voting machine (DS200) and ExpressVote.
- ✓ Understanding the roles and responsibilities of Election Inspectors as they relate to district tables, voter registration, and the voting machine. Assigning and supervising accordingly.
- ✓ Opening and operating a polling location, including starting the DS200 and the ExpressVote.
- ✓ Understanding the concept of reconciling the number of voters at a district to the number of ballots inserted into a voting machine, or voters = voter numbers = ballots.
- ✓ Completing all election forms, with particular attention to the EL-104 Chief Inspector’s Statement, the Election Day Reconciliation Report, and the Closing Checklist.
- ✓ Maintaining control of unused, official, and voted ballots at all times, including addressing rejected ballots and ballots that must be reconstructed.
- ✓ Issuing a Provisional Ballot and responding to a voter challenge.
- ✓ Ensuring accessibility at your voting site, including facilitating a curbside vote.
- ✓ Maintaining order at your voting site, including managing observers.
- ✓ Closing a voting site, including payroll, repacking the voting machine, and properly preparing all required items for the Clerk’s Office.

Chief Inspector

Establish Election Worker Payroll

Most of the names of the Election Inspectors reporting to your polling place will appear on the “Election Worker Payroll Data” (Payroll) sheet. The Chief Inspector should record the arrival time and departure time for each Inspector. It is particularly important to note if an Election Inspector reports late or leaves early.

Election Inspectors are REQUIRED to arrive at the designated polling location by 6:00 a.m., unless instructed to arrive earlier or later. Election Inspectors normally have approximately 60 minutes (from 6:00 a.m. until 7:00 a.m.) to complete set-up of a polling place on Election Day.

The Chief Inspector is responsible for supervising Election Inspectors, following all polling place policies and procedures (quality assurance), completing all opening and closing procedures, and maintaining ballot control. As Chief Inspector, you should provide clear and concise direction to your Election Inspectors and provide everyone with assignments.

You should begin your day by introducing yourself to each Election Inspector and confirming their name appears on the payroll sheet and the hours they will be working.

- ✓ Have the Inspectors review the Payroll sheet for accuracy in their address, scheduled shift, and contact information.
- ✓ If changes are needed, have the Inspector contact Human Resources to update their information.

City of Glenadoke

Roles

General Information

Chief Inspector

Assign Election Inspectors

Every polling place will likely have two (2) receivers on duty at a district table at all times, one (1) Registrar, one (1) Machine Attendant per district, two (2) Absentee Processors per district, one (1) Greeter, and two (2) Ballot Table Attendants.

Please note that the staffing numbers for Election Inspectors will vary based on the anticipated turnout of an election.

Position assignments are typically done in advance by the Clerk's Office, however all Election Inspectors must have the skill and knowledge to work in any of the positions on Election Day. Chief Inspectors may choose to rotate the Election Inspectors throughout the day. Election Inspectors CANNOT refuse to rotate into other positions.

Election Inspectors should receive two (2) half-hour meal breaks when working a full shift or one (1) half-hour break if working a half shift during Election Day. Break time will be scheduled at the discretion of the Chief Inspector to ensure adequate staffing at all times.

Once all Election Inspectors are aware of their position assignments, administer the Election Inspector Official Oath, including obtaining all Election Inspector signatures on the form.

City of Glenview

Chief Inspector

Chief Inspectors Statement EL-104

Use this form to report and record:

- ✓ Any facility or voting equipment problems or other issues that may have disrupted or delayed voting.
- ✓ Any issues or unusual situations that occur that involve voters, observers, election workers, or law enforcement.
- ✓ Anything that has impacted your ability to reconcile (balance your voter numbers to your ballots).
- ✓ Any provisional ballots issued for a district.
- ✓ The number of spoiled ballots.

City of Glendale

Chief Inspectors' Statement (EL-104)

General Information

****PLACE COMPLETED FORM IN CLOSING FOLDER****

Inspectors' Statement

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

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

MUNICIPAL CLERK PROVIDES THE FOLLOWING INFORMATION:

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

THIS SECTION TO BE COMPLETED BY CHIEF INSPECTOR:

VOTING EQUIPMENT/BALLOT CONTAINER CHAIN-OF-CUSTODY RECORD

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

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

VOTER STATISTICS

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

Number of absentee voters _____ **Number of provisional ballots** _____

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

Number of:

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

Signatures of Election Inspectors

Time Worked

_____ to _____
 _____ to _____
 _____ to _____

CERTIFICATION OF CHIEF INSPECTOR

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

 (Signature of Chief Inspector) ENTIRE DAY FROM _____ a.m. TO: _____ a.m.
p.m. p.m.

 (Signature of Chief Inspector) FROM _____ a.m. TO _____ a.m.
p.m. p.m.

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

EL-104 (Rev. 2021-01)

DO NOT SEAL IN BALLOT BAG!

Accessibility at the Voting Site

General Information

Recognizing and eliminating barriers when participating in the voting process should be a key priority for all election workers. This is particularly important to voters with disabilities. The City of Glendale is dedicated to ensuring that polling locations are fully accessible to all persons with disabilities, including those in wheelchairs. **NOTE:** *Service animals that assist people with disabilities must be admitted into all buildings.*

Every polling location has a piece of voting equipment called the ExpressVote. The ExpressVote allows most people with a disability the opportunity to vote privately and independently (without assistance or observation, unless requested).

All voters deserve courteous attention when exercising their right as citizens to vote. A person with a disability has the same right to vote at their polling location (instead of voting an absentee ballot) as any other voter. Please practice the following common courtesies when assisting a voter requiring accommodations:

Positive Attitude

- Provide unhurried attention to a person who has difficulty speaking or understanding a process.
 - Be considerate of the extra time it may take for a person with a disability or an elderly person to complete procedures.
- Greet a person who is visually impaired by letting the person know who and where you are.
- Speak clearly to the person who has a disability rather than speaking to a companion who may be accompanying them.
- Speak calmly, slowly, and directly to a person who is hearing impaired.
 - Your facial expressions, gestures, and body movements help in understanding.
 - Don't shout or speak in the person's ear.
 - If full understanding is doubtful, try writing on paper and allow the person to read it.
 - If asked to speak louder or closer to the person – please do so.

Offer and/or Allow Assistance

- Voters with disabilities may be accompanied by and receive assistance from another person in the polling place.
- Do not be reluctant to ASK a disabled voter if they would like assistance during any part of the voting process, including instructions on use of the ExpressVote.
- Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.
- When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines or turning.
- Offer a voter waiting in line the opportunity to sit in a chair. Make sure you have a plan in place that would allow a person resting in a chair to re-enter the line when it is their turn (e.g. ask the person behind them to "save their place").

Accessibility at the Voting Site

Be comfortable and competent with the ExpressVote

- Make sure the ExpressVote is set-up and turned on BEFORE the polls open.
- Be familiar with the purpose of the ExpressVote.
 - It is a ballot marker, not a tabulator (voting machine).
 - It allows ANY person (including a person with a disability) the opportunity to mark their ballot privately and independently.
 - Once marked, the ballot is ejected and must then be inserted into the DS200 voting machine to be tabulated.
- Promote use of the ExpressVote as an opportunity for ALL VOTERS. Do not limit use of the machine to people with disabilities.
- Do not appear inconvenienced if a voter chooses to use the ExpressVote or requires instruction.
- IMMEDIATELY contact the Clerk's Office if the ExpressVote is not functioning properly.
- The ExpressVote will be set up near the voting booths and you should ensure the *screen is positioned away from the public*. Voting should be private for ALL voters.

**Talk to your Chief Inspector about practicing use of the ExpressVote to mark a ballot. (You can tear your ballot in half afterwards as a "spoiled ballot").*

City of Glenndale

Voting Day Accessibility Checklists

General Information

The purpose of these checklists is to allow you, the Election Inspector, to quickly assess whether your polling location has barriers for people with disabilities on Election Day. If you identify barriers, you should inform the Chief Inspector and the Clerk's Office so the barrier can be addressed as soon as possible. Many barriers can be easily corrected on Election Day.

Follow the steps on this checklist for parking. (For polling locations that have parking lots)

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	The accessible parking space(s) are clearly marked with the standard accessible parking sign.
	2	The accessible parking space(s) are located nearest to the accessible entrance.
	3	There is at least one (1) van accessible space.
	4	There is an accessible way to get from the parking lot to the sidewalk.
	5	The parking lot is paved.

Follow the steps on this checklist for pathways to the building.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	The path to the accessible entrance is clearly marked with large-print signs if it is different from the primary route to the building.
	2	The path of travel is free of breaks and edges and is clear of debris such as snow, ice, leaves, and low-hanging objects, such as tree branches.
	3	The path of travel has the necessary curb cuts and ramps so that a person using a mobility device can access the building with ease.
	4	All ramps have handrails (and edge protection), if necessary.
	5	The path of travel is well-lit when necessary.

Voting Day Accessibility Checklists

General Information

Follow the steps on this checklist for entrance to the building.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	The entrance to the building is free of steps or has a ramp or elevator.
	2	The accessible entrance to the building is unlocked.
	3	There is signage or a greeter stationed at the entrance with information on requesting curbside voting.
	4	The accessible entrance to the building has an automatic door opener or a call button, or there is someone stationed at the door to open it.

Follow the steps on this checklist for travel within the building.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	The accessible route to the voting area is clearly marked with large-print signs, if different from the main route and/or not immediately inside the accessible entrance.
	2	Interior doors along the accessible route are unlocked and either have automatic doors or are propped open.
	3	If there are stairs to get to the voting area, there is an accessible elevator.
	4	Hallways are well-lit and free of low-hanging objects and items protruding from the wall or sitting on the floor.
	5	All rugs and mats along the accessible route have low pile and are securely fastened (or removed).

Voting Day Accessibility Checklists

General Information

Follow the steps on this checklist for voting area.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	Instructions for voting are printed in large print and displayed in a convenient and obvious location.
	2	The path of travel in the voting area is wide enough for an individual using a mobility device to navigate and turn around with ease (minimum 5x5 feet).
	3	There is a table, counter, or accessible voting booth (extra wide at the bottom – at least 36 inches, and shorter – 28 to 34 inches) to allow someone who uses a mobility device to use it comfortably and reach all parts of the equipment.
	4	Poll workers are trained in using and explaining the ExpressVote to voters.
	5	The ExpressVote is: <ul style="list-style-type: none"> A. Housed in the same area of the room as all the other polling booths. B. Strategically placed to ensure the privacy of the voter using the machine AND contains a privacy screen.
	6	The ExpressVote is turned on, tested, and in proper working order for voters to use when the polls open on Election Day. Headphones are available, if needed.
	7	There is a feasible plan in place to identify when a voter wants to vote curbside, and poll workers are aware of the curbside voting procedures.
	8	Poll workers are aware of the special needs of voters with disabilities and are willing to provide reasonable accommodations when requested.
	9	The polling site has the following: <ul style="list-style-type: none"> A. Communication cards or pen/paper to communicate with someone who is deaf or hard of hearing. B. Extra seating and a policy to allow voters who have trouble standing or walking to sit while waiting to vote and still maintain their place in line. C. Adequate lighting. D. Signature guide or rule to assist someone to sign their name in a straight line. E. Magnifying glass to be used by someone with a sight impairment.
	10	Poll workers are aware of the assistant process: <ul style="list-style-type: none"> A. Any voter may have an assistant. The assistant does not have to be a qualified elector, and can be anyone, except the voter's union representative or employer. B. Voters may have an assistant state their name and address for them if they are unable. C. A voter can direct an assistant to mark their ballot and insert the ballot into the DS200. The assistant must sign the ballot in the designated location and must also provide their information to the Receiver.
	11	There is a feasible plan in place to identify when a voter wants to vote curbside, such as having signage, a phone number, or a greeter stationed outside, and poll workers are aware of the curbside voting procedure.

Maintaining Order at the Voting Site

Election Inspectors are responsible for maintaining an environment at the polling location that allows voters to cast their ballots without disruption. Election Inspectors must also ensure that the voting process is transparent and open to the public.

Election Observers

Observers are individuals who wish to exercise their right to be present at the polling site on Election Day. One of the primary objectives of observers is to keep track of voters so that they can determine that supporters of their candidate (or issue) have made it to the polls on Election Day.

Additionally, members of the public may simply be interested in observing the conduct of the election. Anyone, other than a candidate up for election (appearing on the ballot), has the right to be present at the polling site to observe the conduct of the election. There is no requirement for observers to obtain a permit.

Election Observers Must

- ✓ Check-in with the Chief Inspector upon entering the voting site.
- ✓ Provide a photo ID. Any kind of ID with their photo and name is acceptable for this purpose. Failure to provide a photo ID means the individual will not be permitted to serve as an observer.
- ✓ Complete and sign the Election Observer Log EL-109 (see page 28). The observer must legibly print their full name, street address and municipality, and name of the organization they represent. They must also sign the form indicating they will abide by the rules provided.
- ✓ An observer must wear a name tag or badge stating "Election Observer" at all times inside the polling place.
- ✓ Direct questions and comments only to the Chief Inspector. Election Inspectors must not answer questions or provide information to observers.

Observer Area

A designated observation area at the polling place should permit observers to hear instructions and to readily observe all public aspects of the voting process. An observation area should always be established when setting up the polling place on Election Day:

- ✓ These areas can be marked off with the green masking tape that is included in the polling place supplies.
- ✓ This area must be within three (3) to eight (8) feet of the receiver table and the registration table.
- ✓ Observers may be placed behind the Receivers handling the Badger Books or to the side of the Election Inspectors.
- ✓ If space is limited, the Chief Inspector has the authority to limit the number of people representing the same organization in the observation area.

Maintaining Order at the Voting Site

General Information

Conduct of Observers

While observers are present at the polling place, they are prohibited from electioneering or interfering with the orderly conduct of the election.

The Chief Inspector may order the removal of any individual who disrupts the operation of the polling place or attempts to influence voters. If a warning has been issued, and the observer continues to offend, the Chief Inspector may order the observer to depart. If the observer fails to comply, local law enforcement may be summoned. In the event an observer is ordered to leave, the Chief Inspector must complete the Order-to-Leave form (EL-110), as well as make a note on the EL-104. The Clerk will notify the WEC within seven days of the incident.

The Chief Inspector or a designated Election Inspector should contact the Clerk's Office immediately for guidance if having conflict with an observer.

- ✓ The observer may view the Badger Books, but it shall remain in control of the Election Inspector at all times. Observers may examine the reports generated in Badger Books so long as they do not interfere with any Election Inspector responsibilities.
- ✓ The Chief Inspector can determine whether it is an appropriate time to allow an observer to examine the Badger Books. If voters are standing in line to check-in and receive a voter number, it would not be an appropriate time to allow observers to view the electronic poll books.
- ✓ Observers may silently use cell phones. They may not use them to take or make voice calls. They may not take photographs or videos in the polling place. The Chief Inspector may prohibit the observer from cell phone use if it is deemed disruptive.
- ✓ Observers may not make photocopies or take photographs or video of proof of residence documents or voted ballots.
- ✓ Observers are not permitted to handle an original version of any official election document.
- ✓ Observers cannot watch voters mark their ballots, or have conversations about candidates, parties, or ballot questions.
- ✓ Observers may only interact with voters if asked to provide assistance in marking their ballot.
- ✓ All observers should be treated equally and with respect.
- ✓ Observers **CANNOT** view the confidential portion of the Badger Books.
- ✓ Observers may view the Original Supplemental Poll List (EL-107).

Maintaining Order at the Voting Site

Voter Cell Phones and Photography in the Polling Area

- ✓ Voters may silently use cell phones in the polling area and voters may take photos or video of themselves if it is not disruptive.
- ✓ Voters may not take photos or videos of other voters or other voters' ballots without their consent.
- ✓ Inspectors may wish to caution voters that sharing an image of their voted ballot in exchange for compensation may violate the election bribery or election fraud statutes.

Media

Members of the media may be present at the public location hosting an election and/or election administration event but cannot interfere with the activities. Members of the media should check-in with the election official in charge of the location. This election official should document the name and affiliation of each member of the media on the Inspectors' Statement (EL-104).

- ✓ Communications media observers shall be permitted to use photography and video cameras provided the cameras are not used in a manner that allows the observer to see or record how an elector has voted and provided the cameras do not disrupt or interfere with voting or disrupt the orderly conduct of the election.
- ✓ Contact with electors in the voting area should be limited. This includes interacting with voters who are waiting in line to check-in and/or cast their ballots.
- ✓ Interviews should be held outside of the voting area to ensure doors and entrances are not blocked and the voting process is not disrupted.
- ✓ Election Inspectors may request not be filmed, however the media is not required to comply as the election is conducted in a public place with a lack of an expectation of privacy.

Members of the media are strongly encouraged to conduct the majority of their activities outside of the room where the election is being conducted. The Chief Inspector has the responsibility to deal directly with any media person who is harassing voters.

Maintaining Order at the Voting Site

General Information

Electioneering

Electioneering is any activity intended to influence voting in an election. Electioneering is prohibited on public property within 100 feet of any entrance to a building containing a polling site. This does not apply to private property.

Some circumstances to consider:

1. *Vehicles*
 - a. There is an exception for election-related bumper stickers on vehicles parked within 100-feet of an entrance to a polling location for the length of time it takes for the occupants to vote.
 - b. Employees who work in the building containing the polling location may have stickers on their cars, but if complaints are made, the employee should be asked to move their vehicle.
 - c. If it appears that the primary purpose of parking a vehicle within 100- feet of an entrance to a polling location is to influence voting, the Chief Inspector should contact the Clerk's Office.
2. *Election Materials*
 - a. Campaign signs or flyers may not be posted or distributed within the polling location or within 100-feet of any entrance to a polling place.
 - b. This prohibition does not apply to electioneering on private property within 100 feet of an entrance to a polling location. The placement of election signs on private property within the 100-foot radius is permissible.
3. *Solicitations or individuals randomly asking voters if they need assistance.*
 - a. Solicitation, or a person randomly asking a voter if they need assistance, is not allowed at the polling location as this can interfere with the orderly conduct of the election.
4. *Members of the Media*
 - a. Members of the media may be present at the polling location but cannot interfere with voters waiting in line to cast their ballots.
 - b. Contact with voters in the voting area should be limited.
 - c. Media should conduct most of their activities outside the room where voting is being conducted.
 - d. Interviews should be held outside the polling location to ensure doors and entrances are not blocked and the voting process is not disrupted.
5. *Exit Polls*
 - a. Exit polls are permitted by Wisconsin law but must not interfere with the orderly conduct of the election.
 - b. Exit polls should be conducted outside of the polling location.
 - c. Voters who complain about exit polls should be informed they need not participate.

Chief Inspectors are authorized to remove anyone from the polling location who interferes with or distracts those voting at the election. A law enforcement officer may also remove from the voting area any person refusing to obey such directive. *Chief Inspectors shall record any incidents involving observers, electioneering, or exit polling on the EL- 104.*

Wisconsin Election Observer Log

Wisconsin Election Observer Log

Today's Date: Election Date: Municipality: Page Number:
 Site: Polling place, ward # Clerk's office Central count location Residential Care Facility or Retirement Home Other (specify)

With their signatures below, the signees attest to the following statement:

"I understand Wisconsin's rules for election observers, as set out in *Wisconsin Election Observers Rules-at-a-Glance*, and agree to abide by those rules while observing this election or election administration event."

Printed Name	Signature	Street Address	Municipality, State	Representing	Photo ID Verified
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Order to Leave Polling Place Form

General Information

Date and time

Name of location

Street address

_____, WI
Municipality name
(indicate Town, Village or City, i.e., "Town of Leeds")

Order to Leave Polling Place, Clerk's Office, or Alternate Absentee Ballot Site

name of observer

organization, if any

The observer listed above, is hereby ordered, pursuant to Wis. Stat. § 7.41(3), to leave the polling place, clerk's office, or alternate absentee ballot site immediately for the reason(s) described below:

Signature of chief inspector

Signature of inspector

Printed name of chief inspector

Printed name of inspector

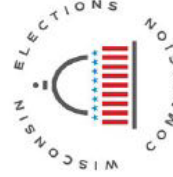
A copy of this document is required to be filed with the Wisconsin Elections Commission within 7 days of the incident.

Wisconsin Election Observers

Rules-at-a-Glance

The State of Wisconsin permits individuals to observe voting and the election administration process at polling places on Election Day. It also permits observers to view the absentee voting process in the municipal clerk's office, central count processes, recounts, and voting in residential care facilities and nursing homes.

These **Rules-at-a-Glance** outline the Wisconsin Elections Commission's interpretation of statutes governing the conduct of election observers.



March 2022

Contact Information Wisconsin Elections Commission

TELEPHONE/FAX

WEC Help Desk: 608-261-2028
Fax: 608-267-0500

STREET ADDRESS

201 W Washington Avenue
Madison, Wisconsin 53703

MAILING ADDRESS

Wisconsin Elections Commission
Post Office Box 7984
Madison, Wisconsin 53707-7984

INTERNET ADDRESS

<http://elections.wi.gov>

EMAIL ADDRESS

elections@wi.gov

Election Observation at Other Locations:

Municipal Clerk's Office

Observers may be present during absentee voting in the clerk's office (if it's in a public location). The municipal clerk is in charge, and observers shall follow the clerk's directives. Video and still cameras are not allowed.

Residential Care Facilities & Nursing Homes

Only observers appointed by the two major political parties may be present during absentee voting in residential care facilities and nursing homes. The special voting deputies are in charge, and observers shall follow the deputies' directives. Video and still cameras are not allowed.

Central Count

Observers may be present during absentee voting in a centralized vote counting location. The municipal clerk is in charge, and observers shall follow the clerk's directives. Video and still cameras are allowed if their use is not disruptive or show how an elector has voted.

Recounts

Observers may be present during election recounts, including candidates and their counsel. The board of canvassers is in charge, and observers shall follow the board's directives. Video and still cameras are allowed if their use is not disruptive or show how an elector has voted.

Wisconsin Election Observers Rules-at-a-Glance

General Information

At the Polling Place, an

Election Observer must:

- ✓ Notify the chief election inspector she/he is at the polling place to observe
- ✓ Follow the directives of the chief election inspector or designee
- ✓ Provide photo identification
- ✓ Complete and sign an election observer log
- ✓ Wear an Election Observer tag or badge



Remember:

- The chief election inspector is in charge of the polling place. All inquiries should be made of the chief election inspector or designee
- Challenges to voters must be filed with the chief election inspector or designee. Follow the process outlined by Wisconsin Administrative Rule EL Chapter 9
- Candidates are allowed in the polling place only after it has closed at 8:00 p.m.
- Polling places in Wisconsin are open from 7:00 a.m. until 8:00 p.m.
- End of night procedures, including the counting of ballots, are conducted as an open meeting and members of the public may observe.

Viewing documents

Observers are not entitled to view registration forms, proof of residence documents or the observer log on Election Day. Observers may ask the chief inspector or designee to view other documents, such as the poll list, that are available when doing so will not delay or disrupt the process, but this may not be possible when polls are busy, and they may not view confidential information. The chief inspector or designee has sole discretion to determine whether such documents may be viewed or photographed during voting hours.

Election Observers may not:

- Engage in electioneering*
- Video and still cameras are not allowed
- Handle official election documents
- Have conversations about candidates, parties or ballot questions
- Make calls / use cell phones for voice calls inside the polling area (texting or other silent usage is acceptable if it is not disruptive)
- Wear clothing or buttons related to candidates, parties or referenda that is intended to influence the election
- Interact with voters, except when requested
- View confidential information on the poll list.
- Enter vehicles of curbside voters



* *Electioneering is defined in Wisconsin law as any activity which is intended to influence voting at an Election. Wis Stat. § 12.03*

Communications Media:

Observers from communications media organizations shall identify themselves and the organization they represent to the chief inspector upon arriving at the polling place. The inspector shall record the information on the EL-104, Inspectors Statement. Video and still cameras are allowed if their use is not disruptive or show how an elector has voted.

Polling Place Accessibility Assessments:

- Individuals may assess accessibility requirements in Wisconsin polling places if the following rules are observed:
 - Assessors should notify the municipal clerk at least 24 hours in advance
 - Assessors may wear identifying name tags or shirts
 - Assessors may work outside the observers' area unless their work is judged to be disruptive
 - Assessors may take still photos or videotape for documentation if their use is not disruptive
 - Election officials - clerks, chief election inspectors and poll workers - should facilitate the work of accessibility assessors

Election Inspector Official Oath

General Information

The Chief Inspector must administer the oath to all Election Inspectors who are present at the voting site in the early morning **before** 7:00 A.M., when the voting site opens.

The Chief Inspector must also administer the oath to Election Inspectors who report to the voting site later in the day.

All Election Inspectors must take the oath, sign and print their name on the form whether they are paid or volunteer.

City of Glendale

Election Inspector Official Oath

General Information

**ELECTION INSPECTOR OFFICIAL OATH
CITY OF GLENDALE
APRIL 4, 2023 – SPRING ELECTION**

Chief Inspector: The Inspector Oath is to be reviewed and signed by all election inspectors working at this polling place (including those working a partial shift). At close, this should be placed in the closing folder.

City of Glendale
State of Wisconsin
County of Milwaukee

I, having been appointed to the office of Election Inspector, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability.

Election Inspector Signatures:

X _____ X _____ X _____

Print Name As Above Print Name As Above Print Name As Above

X _____ X _____ X _____

Print Name As Above Print Name As Above Print Name As Above

X _____ X _____ X _____

Print Name As Above Print Name As Above Print Name As Above

X _____ X _____ X _____

Print Name As Above Print Name As Above Print Name As Above

Subscribed and sworn to before me on this 4th day of April, 2023.

Chief Inspector

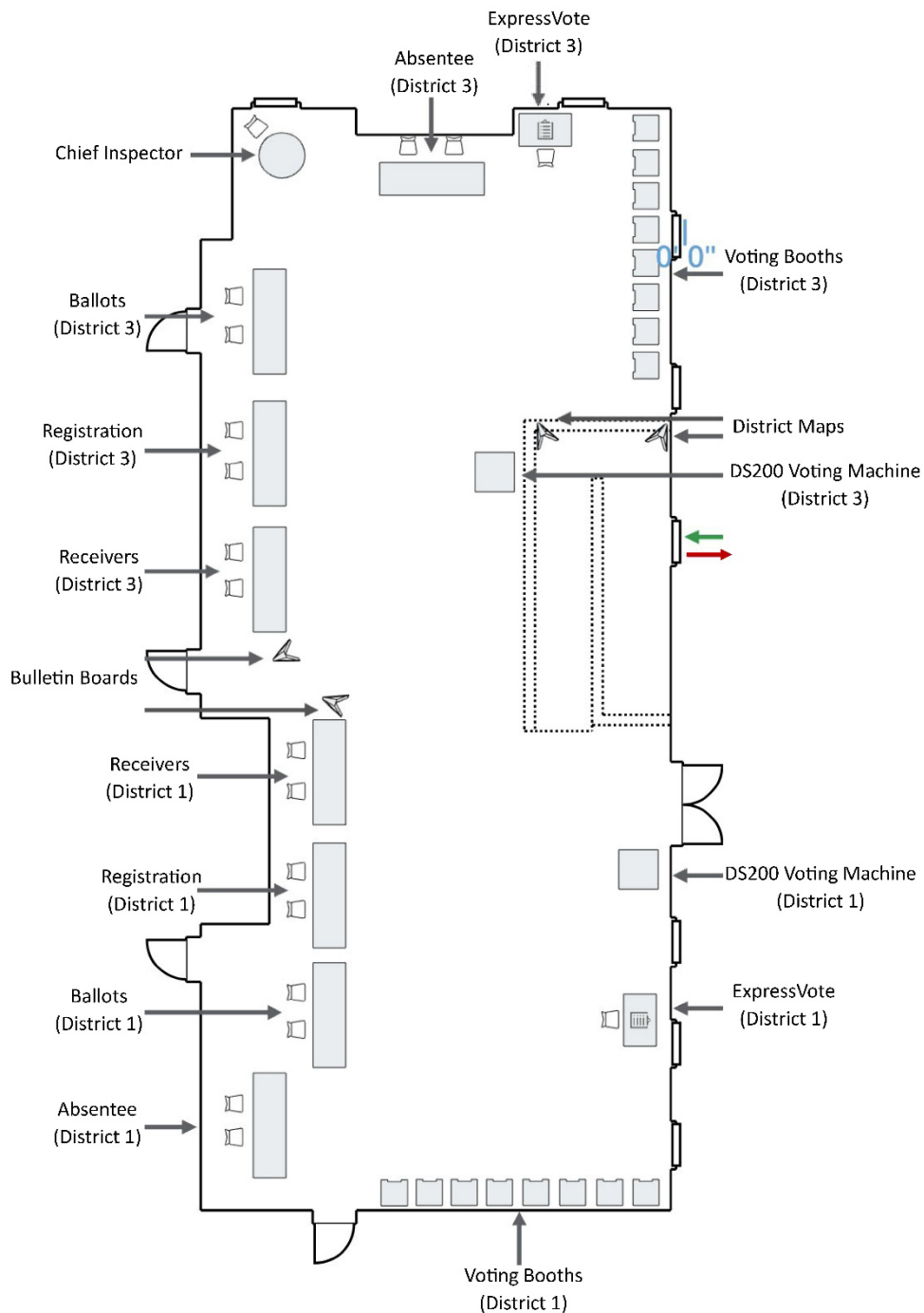
Polling Place Setup

Polling Place Setup

Review the setup of the polling place to ensure there is a place for lines to form and for people to safely maneuver around, especially during a high voter turnout election.

See sample room setup diagram below.

Polling Place Setup for a Two District Site



Voting Booth Setup

Opening The Voting Site

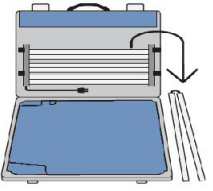


Follow the steps on this checklist for Voting Room Setup. Typically, several of these steps will be completed prior to your arrival.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	Assemble and setup tables.
	2	Assemble and setup chairs.

Follow the steps on this checklist for Voting Booths. Typically, several of these steps will be completed prior to your arrival.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	<ul style="list-style-type: none"> A. Open the voting booth case by pulling the latches out and down. B. Remove the leg assemblies stored in the lid. C. Close the lid and re-latch the case. 
	2	<ul style="list-style-type: none"> A. Place the case upside down on a flat surface with the leg holes facing upward. B. Connect leg assemblies to create four legs. C. Push the four legs into the holes in the case, using a twisting motion for a snug fit. 
	3	<ul style="list-style-type: none"> A. Stand the voting booth upright onto its legs. If it appears unstable, pull the front legs slightly forward. B. Open the case and lift the side panels. C. Attach the side panels to the back lid using the clips on the panel. 
	4	<ul style="list-style-type: none"> A. Place the voting booths close to an electrical outlet. B. Plug only one booth into an electrical outlet. C. Set up ALL voting booths. D. Plug the cords from one voting booth into the plug unit of the one next to it. <p>Note: Voting booths can be plugged into each other (like a string of lights), with the cord from the last booth plugged into an electrical outlet.</p>

Supplies Packed for Election Day

Distribute the supplies packed in your bin.

- Assist the Chief Inspector in unloading the machine bins and distributing supplies to the appropriate areas – district table(s), registration, ballot table(s), voting booths, etc.
- Supplies listed under the “Forms” pages will be found in the manila file folders, located inside the large supply bin for the district.
- Supplies listed under the “Envelopes” page will be found in one of the blue canvas bags provided for the district.
- Supplies listed under the “Miscellaneous” page will be found in one of the blue canvas bags provided for the district.
- Supplies listed under the “Supply Box” page will be found in the small and large supply boxes provided for the district.
- Supplies listed under the “Manuals” page will be found in the large supply box provided for the district.

NOTE: Only the Chief Inspector should unpack and distribute ballots from the voting machine during the setup process.

Confirm that the district/ward number that appears on your supplies is the same district/ward number that you are assigned to. **Verify that you have the correct ballots. The district/ward number appears around midway down on the right side of the ballot.**

City of Glenlake

Election Day Supplies - Forms

Opening The Voting Site

Inspectors' Statement
EL-104

Write-In Votes Form

Original Supplemental
Poll List EL-107
(if any)

Supplemental Election
Day Reconciliation Form
with Last Voter Number
Attached

Closing Checklist

Provisional Ballot
Reporting Form EL-123r

Voter List Corrections Form
(Used Only if Badger Books fail)

Election Day Registered Voter List
(Used Only if Badger Books fail)

Election Inspector
Payroll Data Sheet

Election Day Voter
Registration Applications
EL-131
(Used Only if Badger Books fail)

Election Inspector
Official Oath

Challenge
Document Forms

Order to Leave the
Polling Place EL-110
(if any)

Provisional Voting
Information Sheet
EL-123is

Wisconsin Election
Observer Log

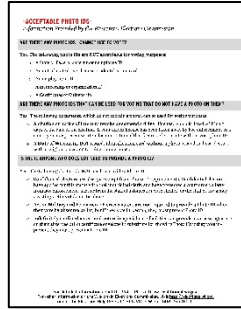
New Poll Worker
Sign-Up Sheet

Election Day Supplies - Forms

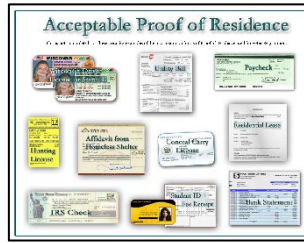
Opening The Voting Site



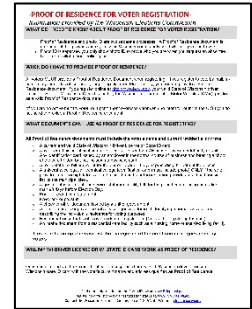
Acceptable Photo ID Guide



Acceptable Forms of Photo ID



Acceptable Proof of Residence Guide



Acceptable Forms of Proof of Residence

Form of Identification	Acceptable	Not Acceptable
Wisconsin Driver License	Yes	No
Wisconsin State ID Card	Yes	No
Wisconsin Voter ID Card	Yes	No
Wisconsin State ID Card (with photo)	Yes	No
Wisconsin State ID Card (without photo)	No	Yes
Wisconsin State ID Card (with photo, but not a Wisconsin ID)	No	Yes
Wisconsin State ID Card (with photo, but not a Wisconsin ID, and not a Wisconsin Driver License)	No	Yes
Wisconsin State ID Card (with photo, but not a Wisconsin ID, and not a Wisconsin Driver License, and not a Wisconsin Voter ID Card)	No	Yes
Wisconsin State ID Card (with photo, but not a Wisconsin ID, and not a Wisconsin Driver License, and not a Wisconsin Voter ID Card, and not a Wisconsin State ID Card)	No	Yes

POR vs Photo ID

Free ID & Identification Card Petition Process (IDPP)

Getting a free ID for voting is easy!

- Visit your local DMV office. They will "fill out" an ID card for you.
- Bring the following, if available:
 - Proof of home or car title or lease
 - Proof of utility
 - Wisconsin Driver License
 - Wisconsin State ID Card
 - Wisconsin Voter ID Card
 - Proof of U.S. Citizenship
 - Wisconsin State ID Card
 - Social Security Number
- If you don't have all of any of these, you can still get a free ID. Just bring what you can. If you don't have any, you will still get a free ID. You will just need to bring a letter from the DMV.

No Birth Certificate? No problem! Ask us how!

Call us at (608) 266-7000 or visit www.wisconsin.gov/birthcert

ID Petition Process Palm Card

Sample Election Day Registration Application (Used Only if Badger Books fail)

INELIGIBLE VOTER LIST
CITY OF GLENDALE, MILWAUKEE COUNTY

WISVOTE

This list contains the names of individuals who are ineligible to vote in the upcoming election. The list is based on the most current information available to the City of Glendale, Milwaukee County.

Individuals on this list are ineligible to vote because they are:

- Not a resident of the City of Glendale, Milwaukee County.
- Not a U.S. citizen.
- Not a Wisconsin resident.
- Not a Wisconsin voter.
- Not a Wisconsin driver license holder.
- Not a Wisconsin state ID card holder.
- Not a Wisconsin voter ID card holder.
- Not a Wisconsin state ID card holder with a photo.
- Not a Wisconsin state ID card holder with a photo and a Wisconsin driver license.
- Not a Wisconsin state ID card holder with a photo and a Wisconsin voter ID card.
- Not a Wisconsin state ID card holder with a photo and a Wisconsin state ID card.

Ineligible Voter List

Voter Number Reconciliation Tally Sheet

Wisconsin Election Observers Rules-at-a-Glance

The Office of Election Services provides this document to help you understand the rules and regulations that govern the election process in Wisconsin. This document is intended to provide you with a quick reference guide to the rules and regulations that govern the election process in Wisconsin.

These Rules and Regulations apply to all Wisconsin Election Observers who are participating in the election process in Wisconsin.

Wisconsin Election Services
March 2020

Election Observer Rules-at-a-Glance

Election Day Schedule & Contact List

ELECTION OBSERVER	ELECTION OBSERVER
ELECTION OBSERVER	ELECTION OBSERVER
ELECTION OBSERVER	ELECTION OBSERVER
ELECTION OBSERVER	ELECTION OBSERVER
ELECTION OBSERVER	ELECTION OBSERVER
ELECTION OBSERVER	ELECTION OBSERVER

Election Observer Name Tags

Federal Only Ballot (Federal Elections Only)

Referendum Explanatory Statement (If Needed)

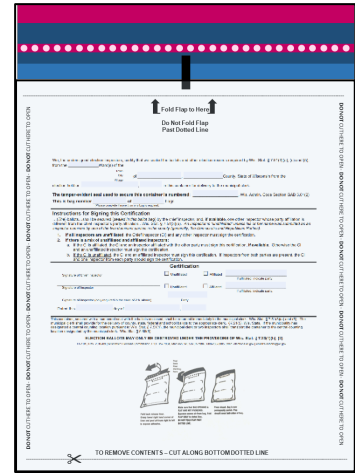
Election Day Supplies - Miscellaneous



Poll Books
(2 Per District)



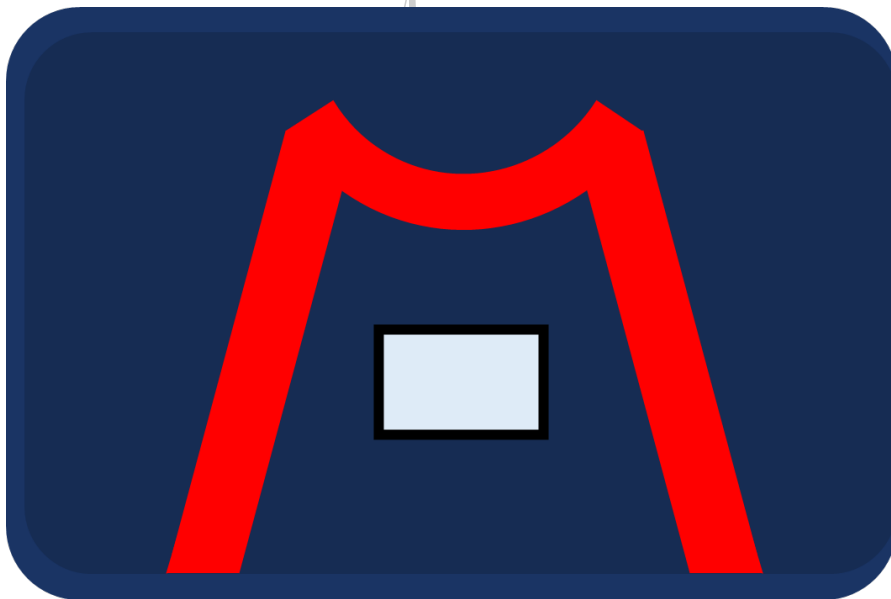
Machine Keys



Ballot Bags



Bubble Ziploc Pouch



Blue Canvas Bag
(2 Per District)

Election Day Supplies – Supply Box

Opening The Voting Site



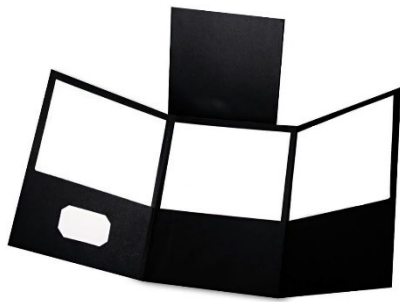
Large Supply Bin



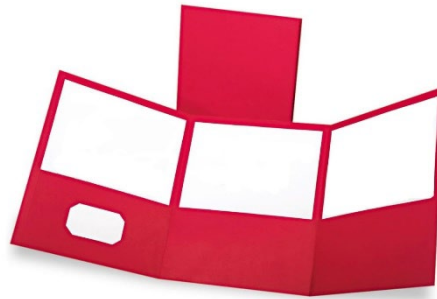
Ballot Privacy Sleeve/Folder



Manila Folders for Forms



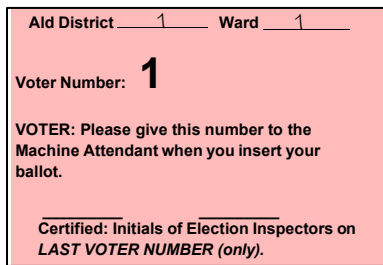
Black Folder
(Milwaukee County Election Commission)



Red Folder (Clerk)



Clipboards



Voter Number Pink Slips



Wireless Doorbell



Small Flag



Tablet



Sheet Magnifier



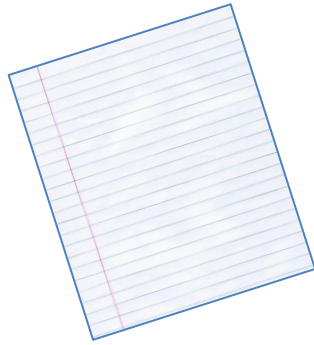
Alcohol Prep Pads

Election Day Supplies – Supply Box

Opening The Voting Site



Pen Cup



Notepad



Badger Books
Printer Paper



Masking Tape



DS200 Thermal
Paper



"I Voted"
Stickers



"Future Voter"
Stickers



Painter's Tape



Red Pens



Ruler



Paper Spindle



Black Pens



Air Duster Cleaning Spray

Election Day Supplies – Supply Box

Opening The Voting Site



Small Supply Bin



Chief Inspector Name Badge



Rubber Finger Tips



Magnets



Fingertip Moistener



Paper Clips



Rubber Bands



Assorted Highlighters



Scotch Tape



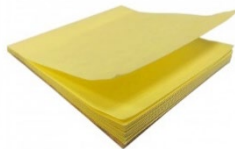
Glue Sticks



Scissors



Mini Magnifier



Post-It Notes



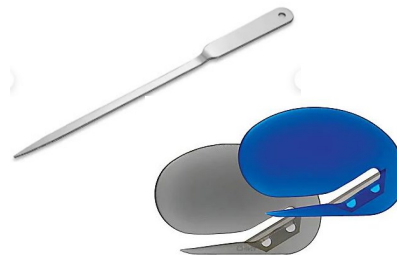
Binder Clips



Election Inspector Name Tags



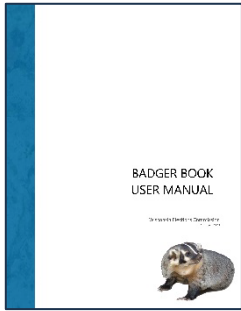
Sharpies



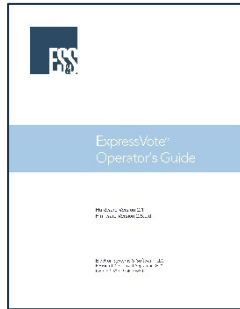
Letter Openers

Election Day Supplies - Manuals

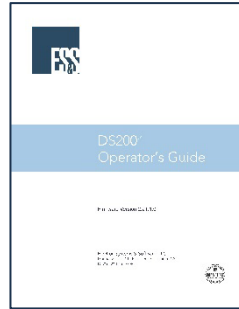
Opening The Voting Site



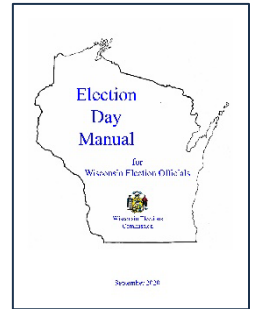
**Badger Books
User Manual**



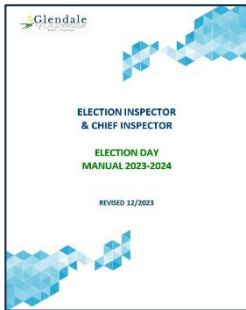
**ExpressVote
Operator's Manual**



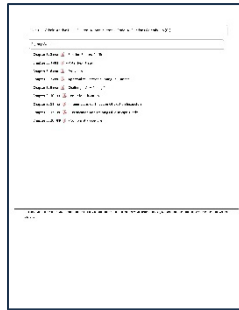
**DS200
Operator's Manual**



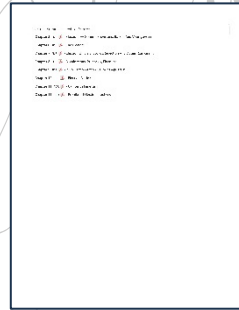
**Election Day
Manual**



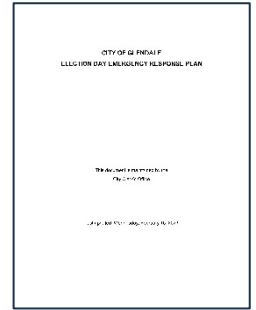
**Election Inspector &
Chief Inspector Manual**



**Wisconsin Election
Administrative Code**

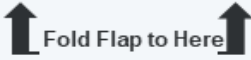


**Wisconsin Election
Statutes**



**Election Day Emergency
Response Plan**

City of Glendale

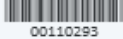


Fold Flap to Here

Do Not Fold Flap Past Dotted Line

DO NOT CUT HERE TO OPEN - DO NOT CUT HERE TO OPEN - DO NOT CUT HERE TO OPEN

BALLOT CONTAINER CERTIFICATE
For Regular and Irregular Ballots



00110293

We, the undersigned election inspectors, certify that we sealed the ballots and other election records required by Wis. Stat. § 7.51(3)(a), (c) and (5), from the _____ Ward(s) of the _____ Town _____ City _____ Village of _____ County, State of Wisconsin from the election held on _____ in this container for delivery to the municipal clerk.

The tamper-evident seal used to secure this container is numbered: _____ Wis. Admin. Code Section GAB 5.01(2)

This is bag number _____ of _____ bags.
(Please complete if more than one bag is required.)

Instructions for Signing this Certification
...(The) ballots...shall be secured (sealed in this ballot bag) by the chief inspector, and, if available, one other inspector whose party affiliation is different from the chief inspector's party affiliation...Wis. Stat. § 7.51(3)(a). An inspector is "unaffiliated" unless his or her name was submitted as an inspector nominee by one of the two dominant parties in the county (generally, the Democratic and Republican Parties).

- If all inspectors are unaffiliated, the Chief Inspector (CI) and any other inspector must sign the certification.
- If there is a mix of unaffiliated and affiliated inspectors:
 - If the CI is affiliated, the CI and an inspector affiliated with the other party must sign this certification, if available. Otherwise the CI and an unaffiliated inspector must sign the certification.
 - If the CI is unaffiliated, the CI and an affiliated inspector must sign this certification. If inspectors from both parties are present, the CI and one inspector from each party should sign the certification.

Certification

Signature of Chief Inspector Unaffiliated Affiliated _____
If affiliated, indicate party.

Signature of Inspector Unaffiliated Affiliated _____
If affiliated, indicate party.


Signature of Inspector (only required in the case of 2 b. above) _____ Party _____

Dated this _____ day of _____.

This container, secured with a numbered seal with the ballots enclosed, shall be returned immediately to the municipal clerk. Wis. Stat. § 7.51(3)(a) and (5). The municipal clerk shall provide for the delivery of county, state, federal and school ballots to the appropriate clerk. § 7.51(5), Wis. Stats. If the municipality has designated a central counting location pursuant to Wis. Stat. § 7.51(1), the municipal clerk or two inspectors shall transport the container to the central counting location designated by the municipal clerk. Wis. Stat. § 5.85(5).

ELECTION BALLOTS MAY ONLY BE DESTROYED UNDER THE PROVISIONS OF Wis. Stat. § 7.23(1)(h), (2).
EL-101 | Rev. 2016-09 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI, 53707-7984 | 608-266-8005 | web: elections.wi.gov | email: elections@wi.gov

BALLOTS AND/OR REMADE BALLOTS ONLY




Field back release line. Grasp lower right hand corner of flap and peel off from right to left to expose adhesive.

Peel back liner starting here.

Make sure that BAG OPENING is FLAT AND NOT PUCKERED. Squares excess air from bag. Fold FLAP ONLY to dotted line. DO NOT FOLD FLAP PAST DOTTED LINE.

Press closed. Bag to now permanently sealed. Flap should cover both sides of bag.

TO REMOVE CONTENTS – CUT ALONG BOTTOM DOTTED LINE



DO NOT CUT HERE TO OPEN - DO NOT CUT HERE TO OPEN - DO NOT CUT HERE TO OPEN

Posting Notices & Signage at the Polling Place

Posting Signage

City of Glendale Department of Public Works staff will typically post most required election signage, as well as remove this signage following Election Day. This includes street signage, exterior signage, and larger interior signage. Election Day staff will be responsible for posting door and table signs only. Additional signage may be provided beyond what is listed below, based on Election Day needs.

- ✓ Confirm the large “VOTE HERE” sign has been set up outside the main voter entrance.
 - Post interior directional signs, if provided, on applicable doors marking the way to the voting room.
- ✓ Confirm the Accessibility Signs have been posted, to include:
 - Accessible Parking signs the parking lot designating both van accessible and accessible parking spaces.
 - Ring Doorbell for Assistance sign posted near the entrance.
 - Curbside Voting sign with phone number for City Hall.
 - Accessible Entrance sign at the accessible entrance to the building, if different than the main entrance.
- ✓ Confirm the Accessibility Signs have been posted, to include:
 - Accessible Parking signs the parking lot designating both van accessible and accessible parking spaces.
- ✓ “REGISTRATION” signage has been set up behind the main registrar Badger Books station.
- ✓ District and Ward Signage has been set up to direct voters to the correct Badger Books check-in stations.
- ✓ No Firearms or Weapons Permitted Sign has been posted on the main exterior entrance.
- ✓ “Photo ID” Sign has been posted on the main exterior entrance.
- ✓ Voting Instructions (How to Mark a Ballot, Instructions for Voting in a Partisan Primary – if applicable) have been posted in each voting booth
- ✓ Absentee Processing signage has been posted on the table where absentee ballots will be processed.
- ✓ Ballot Table signage has been posted to direct voters to the correct district to collect their ballot.
- ✓ Ballot Drop-Off signage has been posted on the main exterior entrance.

Posting Bulletin Board Notices & Signage

Opening The Voting Site

The bulletin boards will come pre-assembled to your polling location, with the required notices. Please ensure that all required notices are on your board and remain posted throughout Election Day. If you require a replacement notice, please contact the Clerk's Office. The boards do not need to appear exactly as they do in the photo.

- Each polling location should receive two bulletin boards – one for each aldermanic district.
 - *If you have not, immediately contact the Clerk's Office.*
- Each polling location should receive two large-scale maps – one for each aldermanic district.
 - *Alert the Clerk's Office if you are missing one of your maps.*
- If a sign has multiple pages that are stapled, it will be pinned in a manner that the first page can be lifted to see the pages after.

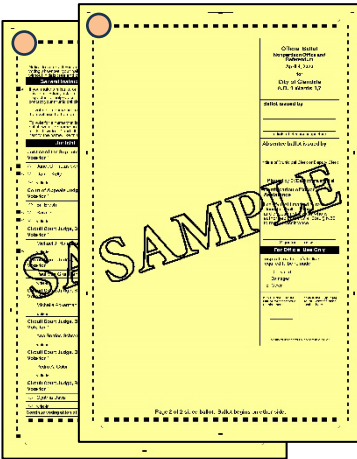
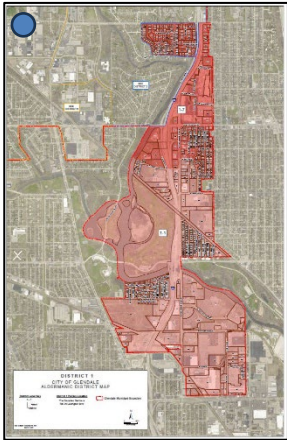
Required Signage:

- ✓ Aldermanic District Map(s) ●
- ✓ Large-Scale District Map(s) ●
- ✓ Sample Ballot(s) – Two for each district at the polling location ●
- ✓ Type B Notice: Notice of Election ●
- ✓ Type C Notice: Notice of Referendum (if applicable) ●
- ✓ Type D Notice: Polling Place Locations & Hours Notice ●
- ✓ EL-111: Statement of Election Fraud ●
- ✓ EL-112: Notice of Crossover Voting at a Partisan Primary (if applicable) ●
- ✓ EL-113: Notice of Overvote ●
- ✓ EL-114: Notice of Crossover Voting at a Presidential Preference Vote (if applicable) ●
- ✓ EL-115: Voter Qualification Poster ●
- ✓ EL-117: Voting Rights ●
- ✓ EL-118: Contact Information ●
- ✓ Identification Petition Process (IDPP) ●

Bulletin Board Signage



Bulletin Board Signage



Free ID & Identification Card Petition Process (IDPP)

No Birth Certificate? No problem! Ask us how!

Call us at (608) 266-1069 or Visit wiscosindm.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 (608) 266-1069
- 2) Bring the following, if available:
 - Proof of name and date of birth (such as a Birth Certificate)
 - Proof of identity (Social Security Card, Medical/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? (608) 266-1069 wiscosindm.gov bringit.wi.gov

Notice of Spring Elections, Referendums and Sample Ballot
April 4, 2023

OFFICE OF THE MILWAUKEE COUNTY ELECTION COMMISSION

TO THE VOTERS OF THE CITY OF MILWAUKEE

Notice is hereby given that the City of Milwaukee will hold the 2023 Municipal and Countywide Primary Election on Tuesday, April 11, 2023. The primary election will be held at 7:00 a.m. to 7:00 p.m. at the following locations:

Information for Voters:

- Voting locations for each precinct
- Voter registration information
- Sample ballot

If you do not have acceptable photo identification, the voter may obtain a free photo ID for voting from the Division of Motor Vehicles.

If you are unable to vote in person, you may request a mail ballot. A mail ballot may be requested by the voter or a family member.

If you are unable to vote in person, you may request a mail ballot. A mail ballot may be requested by the voter or a family member.

For more information, please visit bringit.wi.gov or call (608) 266-1069.

LOCATION AND HOUSE OF POLLING PLACE

A list of polling locations and their corresponding addresses for various districts in Milwaukee.

DISTRICT	POLLING PLACE	ADDRESS
1	St. Nicholas School	1000 W. Wisconsin Ave., Milwaukee, WI 53233
2	St. Nicholas School	1000 W. Wisconsin Ave., Milwaukee, WI 53233
3	St. Nicholas School	1000 W. Wisconsin Ave., Milwaukee, WI 53233
4	St. Nicholas School	1000 W. Wisconsin Ave., Milwaukee, WI 53233
5	St. Nicholas School	1000 W. Wisconsin Ave., Milwaukee, WI 53233
6	St. Nicholas School	1000 W. Wisconsin Ave., Milwaukee, WI 53233
7	St. Nicholas School	1000 W. Wisconsin Ave., Milwaukee, WI 53233
8	St. Nicholas School	1000 W. Wisconsin Ave., Milwaukee, WI 53233
9	St. Nicholas School	1000 W. Wisconsin Ave., Milwaukee, WI 53233
10	St. Nicholas School	1000 W. Wisconsin Ave., Milwaukee, WI 53233

NOTICE OF ADVISORY REFERENDUM
MILWAUKEE COUNTY, WISCONSIN
April 7, 2023

NOTICE IS HEREBY GIVEN that the following advisory referendum will be held on Tuesday, April 11, 2023, at the following locations:

ADVISORY REFERENDUM

Proposed Question: Should the City of Milwaukee establish a new municipal court?

For more information, please visit bringit.wi.gov or call (608) 266-1069.

NOTICE
Contact Information

Reporting Fraud or Corruption

If you have witnessed efforts to commit any kind of fraud or corruption in the voting process, you may report this to state law enforcement officials at:

Milwaukee County District Attorney, State of Wisconsin
John Chastain, 414-254-8484, Department of Justice
Election Day Helpline: 414-254-8991, 608-266-1231
Public Integrity Unit: 414-278-1645

Reporting Child Support Issues

If you have witnessed actual or attempted acts of discrimination or intimidation in the voting process, you may report this to the Civil Rights Division of the United States Department of Justice at 1-800-755-3931

Reporting Concerns about the Voting Process

If you have questions or concerns about the voting process, including polling place accessibility, you may contact your municipal clerk at: 414-225-1315, municipalclerk.wi.gov

You may also contact the Wisconsin Elections Commission at:
Toll-free number: 866-4118131S (666-866-4447)
Madison: 608-761-7975
Email: election@wec.wi.gov

This information is required by HAVA § 302 (h) and Wis. Stat. § 5.50(4)(a), (c).

EL-110, EL-111, EL-112, Wisconsin Elections Commission • P.O. Box 1080, Madison, WI 53701-0108
852-87-2022, wec.wi.gov, www.wisconsin.gov/elections

NOTICE

EFFECT OF CROSSOVER VOTING AT A PRESIDENTIAL PREFERENCE PRIMARY

Electors may only vote once in the presidential primary of only one political party. If you vote more than once for 28, no votes will be counted.

NOTE: This notice is provided as a general guide only. It does not constitute an official statement of the Wisconsin Elections Commission.

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852-87-2022, wec.wi.gov, www.wisconsin.gov/elections

TODAY'S PRIMARY IS A PARTISAN PRIMARY

At a partisan primary, you may only vote for candidates in one political party. This has been the case since the early 1900s.

Therefore, when you vote today:

Choose ONE political party in which you will vote, and vote for individual candidates within that party

WARNING: Voting in more than one political party may void your voting choices.

EL-110, EL-111, EL-112, Wisconsin Elections Commission • P.O. Box 1080, Madison, WI 53701-0108
852-87-2022, wec.wi.gov, www.wisconsin.gov/elections

NOTICE

EFFECT OF OVER-VOTING

You may only vote for the number of candidates indicated on the ballot in each contest. If you vote for more than that number, no votes will be counted for that office.

If you have over-voted your ballot, please return it to the election inspectors to receive a replacement ballot. You may receive no more than 2 replacement ballots.

NOTE: This notice is provided as a general guide only. It does not constitute an official statement of the Wisconsin Elections Commission.

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852-87-2022, wec.wi.gov, www.wisconsin.gov/elections

Are You Qualified to Vote?

You may vote if:

- You are a United States Citizen
- You are 18 years or older today
- You have lived here for 28 consecutive days before the election with no period in between
- You are registered to vote or are registering today

You may not vote if:

- You are here for temporary purposes only
- You have voted in this election already
- You are still required to report to a probation or parole officer because of a city conviction
- You have been ruled incapable of voting by a judge
- You have signed a part or a waiver on the outside of this election

If you have questions, please see an election inspector or the municipal clerk.

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852-87-2022, wec.wi.gov, www.wisconsin.gov/elections

NOTICE
General Information on Voting Rights under Federal Laws as Applied to Wisconsin Voters

Voters whose names do not appear on the poll list are entitled to register to vote at the polling place by completing a voter registration application and providing acceptable proof of residency.

Voters who are unable to comply with proof of residency requirements for mail-in registration, are entitled to register to vote at the polling place by completing a voter registration application and providing acceptable proof of residency. 42 U.S.C. 15482(a)

Voters who vote in an election for federal office after the established time for polls to close due to a court order or other order requiring the polls to remain open extended hours will have to vote by provisional ballot (unless those voters were in line at the time polls closed). 42 U.S.C. 15482(c)

Note: Section 6.06, Wis. Stats., provides that in the case of a court order extending the closing hour of the polling place, the ballot of an elector who is allowed to vote after the normal closing time will be marked with the statutory reference "6.06" and the ballot will be placed in the ballot box or container and counted with the other ballots.

Voters may have to provide proof of residency information the first time they vote in an election. If they registered to vote for the first time in Wisconsin by mail and have not provided proof of residency to the municipal clerk before election day, unless they are entitled to vote absentee under federal law. 42 U.S.C. 15480i

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852-87-2022, wec.wi.gov, www.wisconsin.gov/elections

Wisconsin Elections Commission

Notice Regarding Election Fraud

An elector, who is any person qualified to vote, may not intentionally do any of the following acts:

1. Vote at any election or meeting if he or she is not a qualified elector and does not meet applicable residence requirements.
2. Intentionally fail to vote.
3. Make false statements to the municipal clerk, board of election commissioners, or any other election official, whether or not under oath.
4. Register to vote in more than one place for the same election.
5. Intentionately a registered voter to vote at an election.
6. Pose as another person to vote at an election.
7. Vote more than once in the same election.
8. Show his or her marked ballot to any person.
9. Mark his or her ballot so it is identifiable as his or her ballot.
10. Obtain an official ballot and neglect or refuse to cast or return the ballot unless an absence ballot.
11. Procure, assist, or advise another person to do any one of the acts described above.

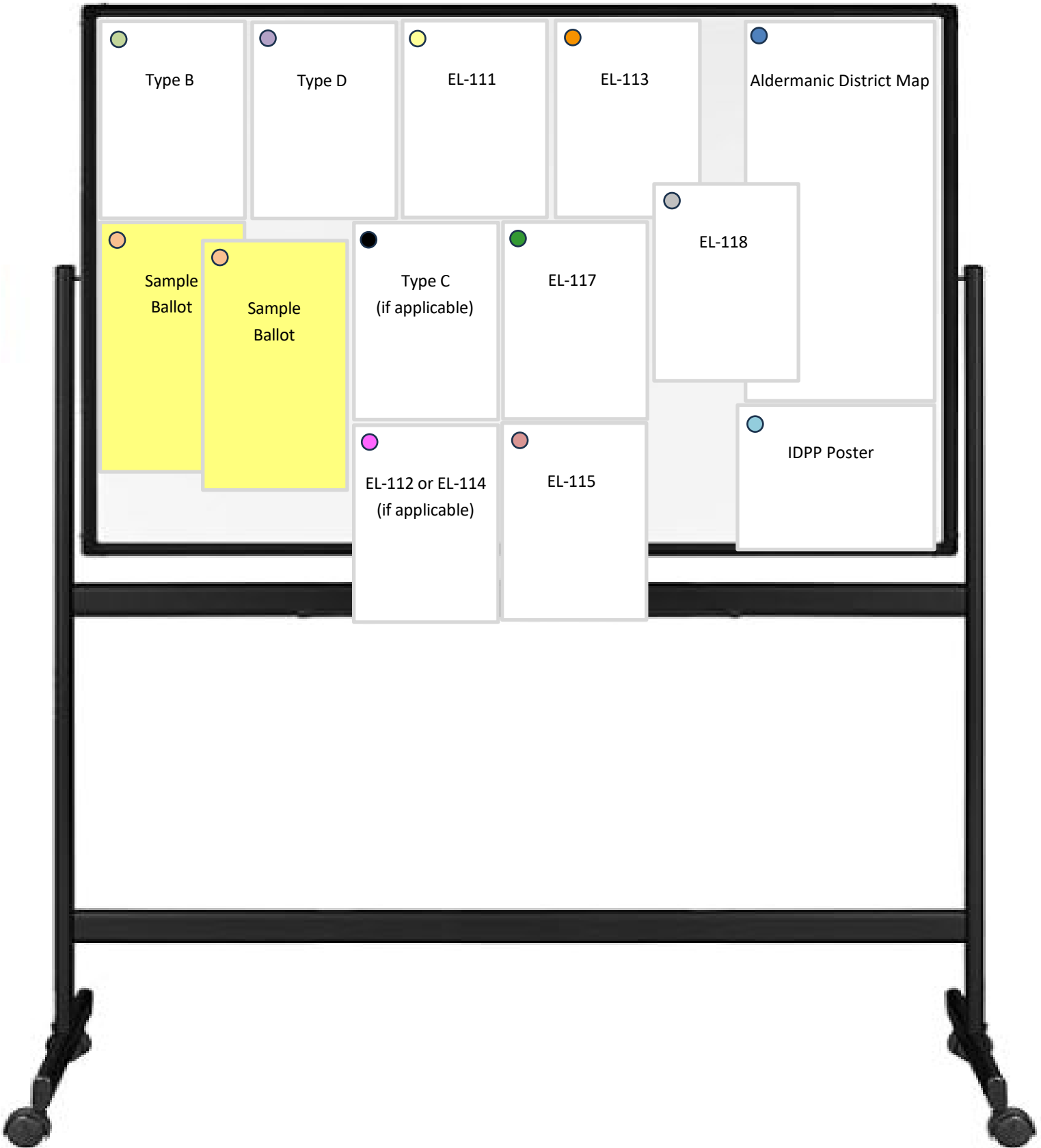
A person who does any one of the above acts commits election fraud and may be fined a maximum of \$10,000 or confined in the state prison for a maximum of 3 years and 9 months, or both. Wis. Stat. § 12.13(1)-(3).

EL-110, EL-111, EL-112, Wisconsin Elections Commission • P.O. Box 1080, Madison, WI 53701-0108
852-87-2022, wec.wi.gov, www.wisconsin.gov/elections

Bulletin Boards

Opening The Voting Site

Required Notices for Posting



DS200 Voting Machine Setup

Opening The Voting Site

Assist with DS200 Voting Machine Setup

OPERATING NOTES:

- The DS200 will accept ballots the moment you select to open the polls.
- Do **not** allow any ballot to be inserted until the polls open at 7:00 a.m.
- Nothing will be printed on the tape except the opening and closing reports.
- Rejected ballot messages will not appear on the tape but will instead appear on the monitor.
 - The message will disappear from the monitor as soon as the rejected ballot is removed.
 - Do not remove the ballot until the message has been read and communicated to the voter.
- There is no sound or printed message on the tape when a ballot is accepted.
- The “public count” number on the monitor advances when a ballot is accepted.
- There are only two (2) bins in the DS200 ballot compartment.
 - The first is the main ballot bin and the second is the auxiliary ballot bin (to be used whenever the machine is not operable).
- Use the “public count” number that is always at the top of the screen (when ballots are being accepted) when confirming that the voter number is equal to the number of ballots accepted.
- Always disregard the “protected count” number.
- If the time on the voting machine is incorrect, notify the Clerk’s Office and go by the time on your cell phone or wall clock.

DS200 Voting Machine Setup

Opening The Voting Site


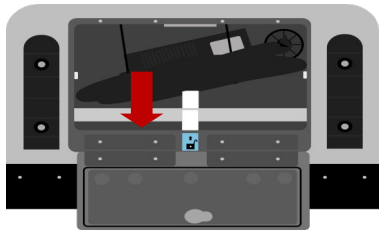

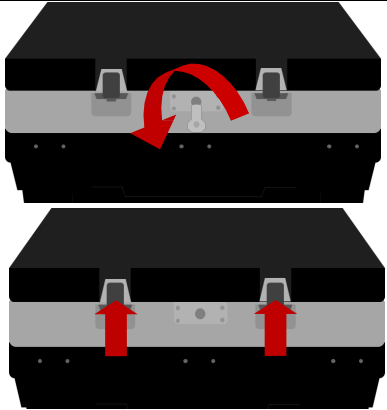
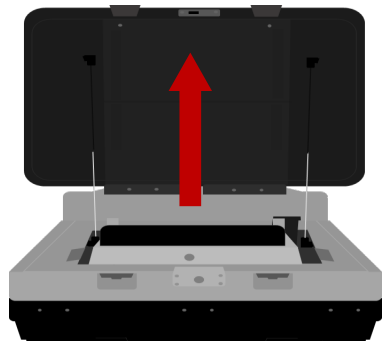
Assist with DS200 Voting Machine Setup

Assist the Chief Inspector with preparing the DS200 voting machine to accept ballots. Typically, several of these steps will be completed prior to your arrival.

The Chief Inspector is responsible for preparing the DS200 voting machine to accept ballots. However, Election Inspectors may assist throughout the process.

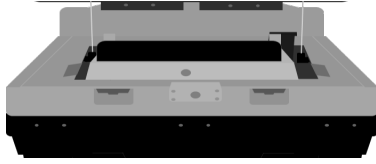
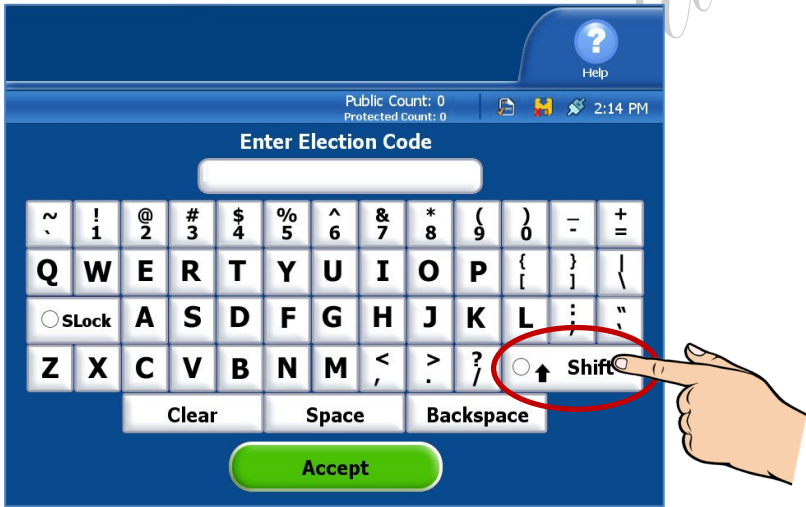
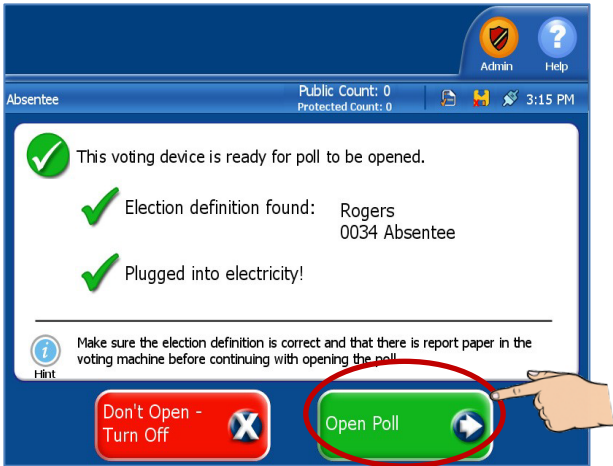
Follow the steps on this checklist for DS200 Voting Machine.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	Confirm the tag on the DS200 matches the name of your voting site.
	2	Use the silver "J236" key to unlock the rear door to the DS200. (*turn the key to the right) 
	3	<p>A. Remove the power cord.</p> <p>B. Plug the cord directly into an electrical outlet. (or into an extension cord and into an outlet)</p> <p>C. Remove the key.</p>  <p><i>Do Not move or adjust the chrome bar at the back of the machine.</i></p> <p><i>The machine must be plugged in before advancing to the next steps.</i></p>
	4	<p>A. Use the silver "J236" key to unlock the front of the DS200 that is positioned on the two suitcase-like latches.  *turn the key to the left</p> <p>B. Open the latches on both sides of the lock. </p>
	5	<p>Raise the lid.</p> <p><i>Make sure that the latches are fully disengaged, or you will not be able to raise the lid.</i></p> 


DS200 Voting Machine Setup

Opening The Voting Site

	6	<p>A. Using the black fob key, unlock the DS200 monitor.</p> <p>B. Insert the key so that the notch on the key is at a noon position.</p> <p>C. Turn the key to the left to unlock.</p>	
	7	<p>A. Raise the monitor into a fully upright position (there may be a slight resistance).</p> <p>B. Wait as the machine begins booting.</p>	
	8	<p>A screen will appear requesting an Election Code. All codes can be found in the front pocket of the Election Day Manual.</p> <ul style="list-style-type: none"> • Touch the “Shift” key on the keypad to capitalize the first letter, enter the code, and touch the “Accept” key. 	
	9	<p>After the election code is accepted and the election is validated, the following screen will appear to confirm the election has been loaded on the machine.</p> <ul style="list-style-type: none"> • Confirm that the “Public Count” number is zero (‘0’). If not, contact the Clerk’s Office. • Touch the “Open Poll” to open the polls for voting. Note: This should be done before 7:00 a.m. 	

DS200 Voting Machine Setup

Opening The Voting Site

10	<p>While waiting for the DS200 to load, confirm the security seal number appearing on the flash drive door sticker (to the left of where ballots are inserted) matches the seal number on the EL-104. <u>Initial the EL-104 to confirm the serial number matches.</u></p> <div style="display: flex; justify-content: space-around; align-items: center;">  <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="text-align: center; margin: 0;">Inspectors' Statement</p> <p style="font-size: small; margin: 0;">We, the undersigned election inspectors, certify the following is a true and correct statement for an election held in the _____ ward(s) of the _____ of _____ County of _____ State of Wisconsin, on the _____ day of _____, 20____.</p> <p style="font-size: x-small; margin: 0;">(Ward number) (Town, Village or City) (Name of Municipality)</p> <p style="font-size: x-small; margin: 0;">(Name of County) (Day) (Month) (Year)</p> <hr/> <p style="font-size: x-small; margin: 0;">MUNICIPAL CLERK PROVIDES THE FOLLOWING INFORMATION: Voting Unit Number _____ Memory Device Serial Number _____ Tamper-Evident Seal Serial Number _____</p> <hr/> <p style="font-size: x-small; margin: 0;">THIS SECTION TO BE COMPLETED BY CHIEF INSPECTOR: VOTING EQUIPMENT/BALLOT CONTAINER CHAIN-OF-CUSTODY RECORD</p> <ul style="list-style-type: none"> • Tamper-evident seal number verified by chief inspector (CI): Pre-election _____ Post-election _____ • Upon sealing the ballot bag or container to which this Inspectors' Statement pertains, record the number of the tamper-evident seal used for this purpose here _____ </div> </div>
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11	<p>After "Open Poll" has been selected, the DS200 performs the following functions:</p> <ul style="list-style-type: none"> ✓ The unit checks available memory and examines the election definition for errors. ✓ The DS200 prints the startup reports (Ballot Status Accounting, Configuration, and Zero Totals reports).
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12	<p>A. Allow all tapes to run, including the Zero Totals Tape.</p> <p>B. Confirm the District/Wards, contests, and candidates on the tape match the appropriate ward's ballot.</p> <p>C. All Election Inspectors working at the start of the shift must sign the tape.</p> <p>D. DO NOT TEAR the tape. Fold it or roll it, securing with a paper clip, and leave it attached to the machine.</p>	<div style="border: 1px solid black; padding: 5px; font-family: monospace; font-size: small;"> <p>~~~ sample continued from previous page ~~~</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>SWK FRANK L. MATTHEWS</td><td style="text-align: right;">0</td></tr> <tr><td>SLB ROBERT MARSH</td><td style="text-align: right;">0</td></tr> <tr><td>LAB CHRISTOER R. RICHARDSON</td><td style="text-align: right;">0</td></tr> <tr><td>COM THOMAS ROSS</td><td style="text-align: right;">0</td></tr> <tr><td>COU WILLIAM MALIOKI</td><td style="text-align: right;">0</td></tr> <tr><td>FRE WILLIAM RHODES</td><td style="text-align: right;">0</td></tr> <tr><td>Write-in</td><td style="text-align: right;">0</td></tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr><td>COMPTROLLER</td><td></td></tr> <tr><td>Number to Vote For</td><td style="text-align: right;">1</td></tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr><td>REP MICHAEL SANTARCHANGELO</td><td style="text-align: right;">0</td></tr> <tr><td>DEM CHERYL SIMON</td><td style="text-align: right;">0</td></tr> <tr><td>CON PETER F. SAXON</td><td style="text-align: right;">0</td></tr> <tr><td>UB FRANKLIN MARGO</td><td style="text-align: right;">0</td></tr> <tr><td>SWK EUGENE RUFF</td><td style="text-align: right;">0</td></tr> <tr><td>SLB ARTHUR SALAMACK</td><td style="text-align: right;">0</td></tr> <tr><td>LAB THOMAS TURNER</td><td style="text-align: right;">0</td></tr> <tr><td>COM KENNETH INTERLICCHIO</td><td style="text-align: right;">0</td></tr> <tr><td>Write-in</td><td style="text-align: right;">0</td></tr> </table> <p>WE, THE UNDERSIGNED DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE ACCOUNT OF ALL BALLOTS COUNTED AND THAT ALL COUNTERS WERE ZERO (0) WHEN THE POLLS OPENED AND THAT THE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE.</p> <p>_____ ELECTION JUDGE</p> <p>_____ ELECTION JUDGE</p> <p>_____ ELECTION JUDGE</p> <p>_____ ELECTION JUDGE</p> <p>_____ ELECTION JUDGE</p> <p>01 ANYCOUNTY POLL Unit Serial Number: 0107380003</p> <p>*** END OF REPORT ***</p> </div>	SWK FRANK L. MATTHEWS	0	SLB ROBERT MARSH	0	LAB CHRISTOER R. RICHARDSON	0	COM THOMAS ROSS	0	COU WILLIAM MALIOKI	0	FRE WILLIAM RHODES	0	Write-in	0	COMPTROLLER		Number to Vote For	1	REP MICHAEL SANTARCHANGELO	0	DEM CHERYL SIMON	0	CON PETER F. SAXON	0	UB FRANKLIN MARGO	0	SWK EUGENE RUFF	0	SLB ARTHUR SALAMACK	0	LAB THOMAS TURNER	0	COM KENNETH INTERLICCHIO	0	Write-in	0
SWK FRANK L. MATTHEWS	0																																					
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LAB THOMAS TURNER	0																																					
COM KENNETH INTERLICCHIO	0																																					
Write-in	0																																					

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*** ZERO TOTALS REPORT ***
7:10 AM November 06, 20YY
Unit Serial Number: 0107380003

ANY COUNTY
20YY GENERAL ANY STATE
1 POLL 1
Election Date: November 06, 20YY
Poll Opened Date: November 06, 20YY
Poll Opened Time: 7:10 AM
Poll Closed Date: No
Poll Closed Time: No
Public Count: 0

Protected Count: 55
Poll Voting Report

Unit Serial Number: 0107380003
1 POLL 1

Total Ballots: 0

GOVERNOR AND LT.GOVERNOR
Number to Vote For          1

REP WILLIAM SULLIVAN        0
DEM STEPHEN MASSIMILIAN    0
CON DOUGLAS STONE          0
UB ANNE NEET                0

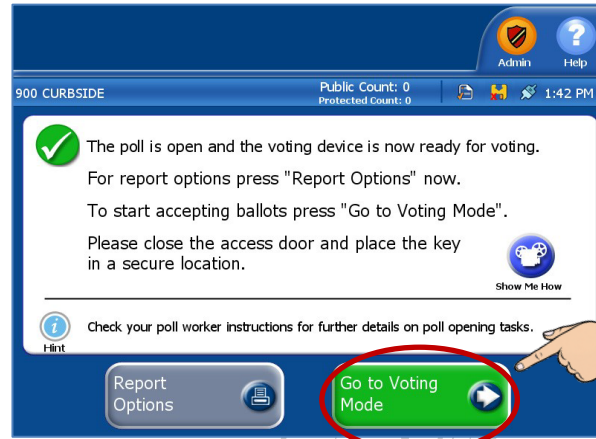
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DS200 Voting Machine Setup

Opening The Voting Site

13

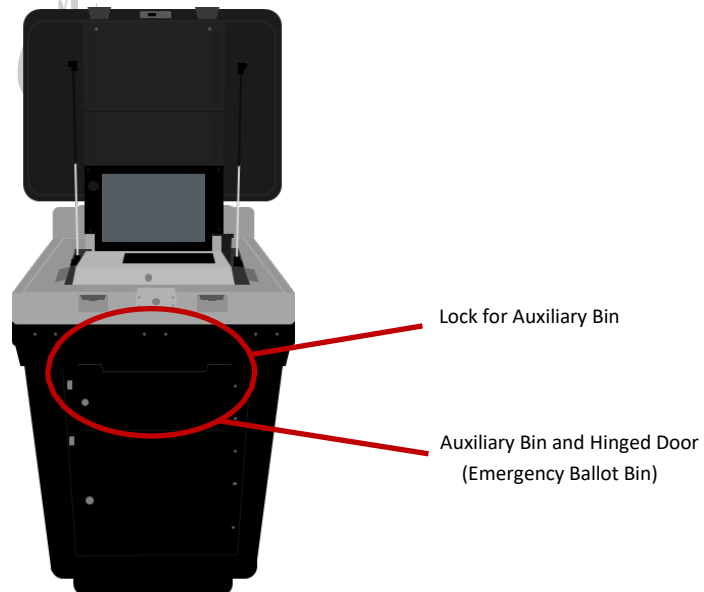
- A. **Once** the zero ('0') tape has run, a screen will appear with prompts reading "Report Options" or "Go to Voting Mode".
- B. **Select** the "Go to Voting Mode" option.



14

Before allowing voters to insert their ballots (at 7:00 a.m.), confirm the auxiliary bin door is closed and locked, or a voter may inadvertently insert their ballot into the auxiliary bin.

- Make sure the public counter on the screen increases by one with the first page of each ballot cast.



ExpressVote Setup


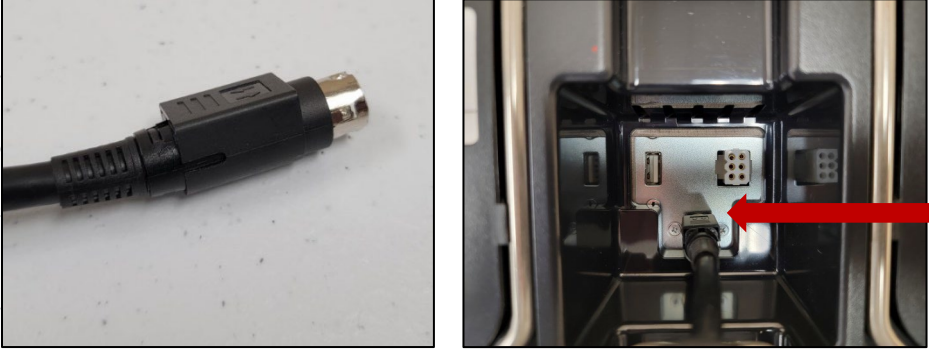

Opening The Voting Site

ExpressVote Setup

The ExpressVote **must** be assembled and operational for **EVERY** election. Typically, several of these steps will be completed prior to your arrival.


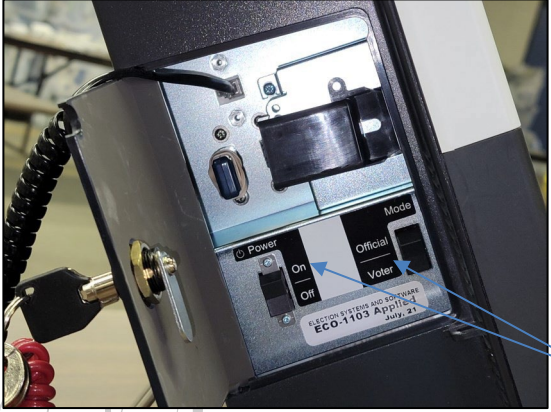
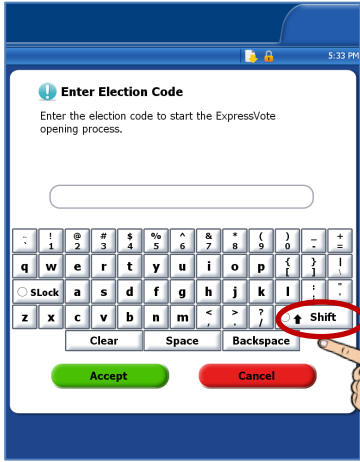
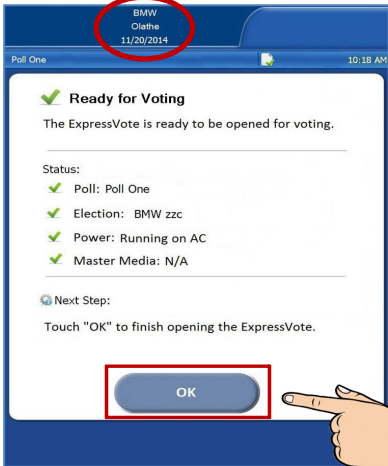
Follow the steps on this checklist for ExpressVote.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	<p>Take the ExpressVote out of the black carrying case and place it with the screen facing down on the table.</p> 
	2	<p>A. Retrieve the power supply cord from the side pouch of the bag. Connect the cord to the AC adapter.</p> <p>B. Making sure the flat side of the plug is facing up, push the power cord into the connection on the back of the voting machine while holding the cylinder on the cord. THE PLUG WILL ONLY GO IN THIS WAY.</p> 
	3	<p>Pull out metal leg stand and set up unit on table.</p> 

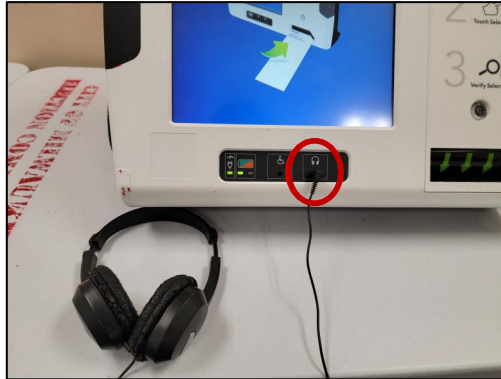
ExpressVote Setup

Opening The Voting Site

4	<p>Plug unit into an electrical outlet.</p>
5	<p>A. Open the side door using the black fob key by turning to the right (downwards) and, using the ON/OFF switch, turn the unit on. Ensure the machine Mode is set to "Voter."</p> <div style="display: flex; justify-content: space-around;">   </div> <p style="text-align: right; margin-right: 50px;">Power & Mode Switches</p> <p>B. Close and relock side door (there is a notch in the top of the door where the cord goes while shutting the door)</p>
6	<p>A. After the unit completes the power up sequence, which takes approximately 3 minutes, the on-screen keypad will appear requesting an Election Code.</p> <p>B. Enter the same Election Code as the DS200 voting machine and select "Accept."</p> <p>Note: If you enter the code incorrectly, the system will display an error. After three failed attempts, remove the flash drive, wait 10 seconds, then insert the drive and try again.</p> 
7	<p>A. Review the screen that should appear with 4 green checkmarks.</p> <p>B. Confirm the election name and date at the top of the screen.</p> <p>C. Ensure the third checkmark states "Running on AC" and NOT "Running on battery."</p> <p>D. Touch "OK."</p> 

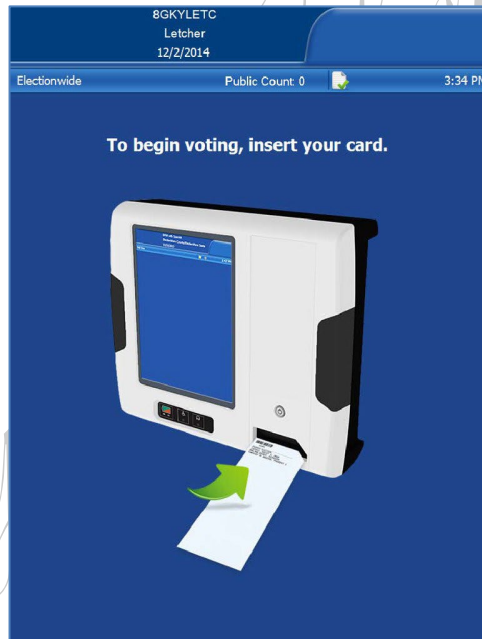
8

Remove the headphones from the black carrying case and plug them into the unit.



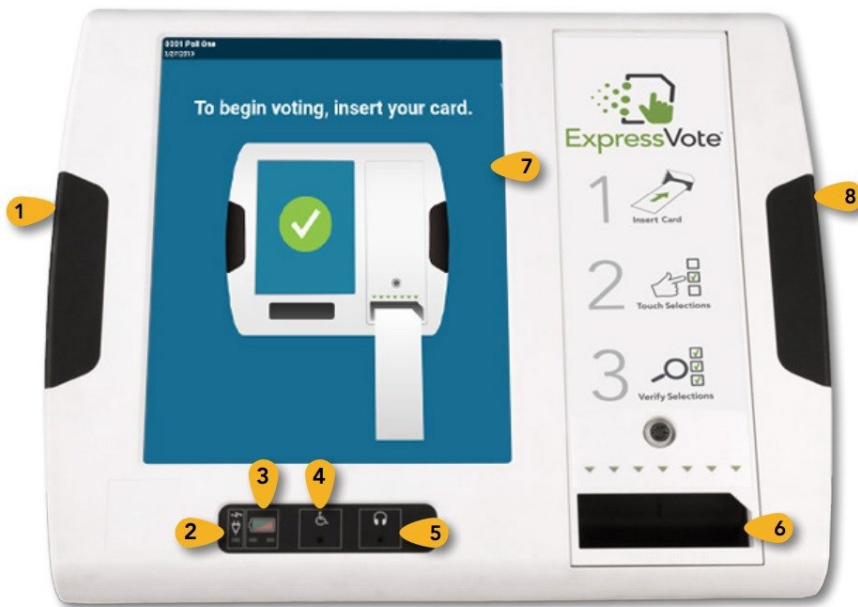
9

The system displays the card insertion screen and the ExpressVote is now ready for voting.



ExpressVote Setup

Opening The Voting Site



ExpressVote Components

1.	Access compartment
2.	Power source indicator
3.	Battery status indicator
4.	Accessibility device port
5.	Headphone jack
6.	Paper ballot feed
7.	Touch screen
8.	Paper Path Access Compartment



Audio-tactile Keypad Controls

Button	Description
Up Arrow	Moves the cursor up the screen menu.
Back Arrow	Moves to the previous screen.
Select	Selects the voter's contest choices.
Forward Arrow	Advances to next screen.
Down Arrow	Opens screen with voting instructions.
Home	Opens screen with voting instructions.
Pause	Stops the audio message momentarily.
Screen	Darkens the monitor for privacy viewing.
Repeat	Repeats the last spoken phrase of audio.
Tempo	Adjusts the audio speed.
Volume	Adjusts the audio level

Using the ExpressVote

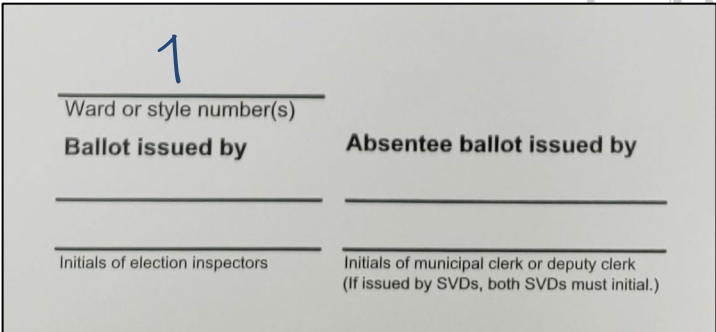

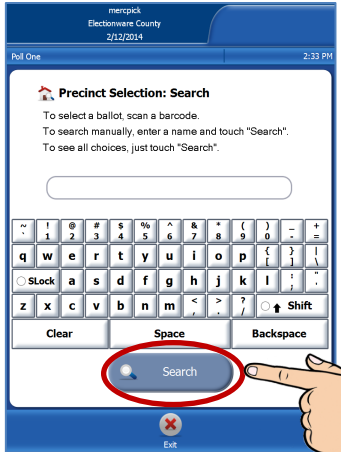
Opening The Voting Site

The ExpressVote is a ballot-marking device designed to capture and mark ballots for voters.

The ExpressVote is not programmed as a tabulator. **It does not count votes or store voter data in the unit.**

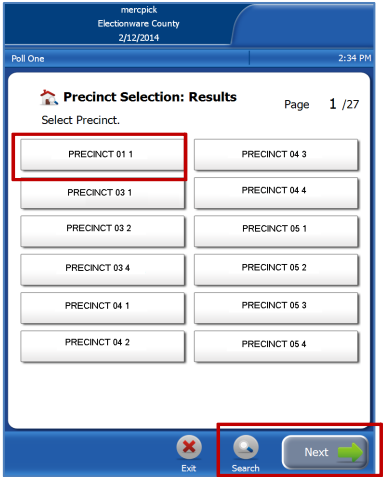
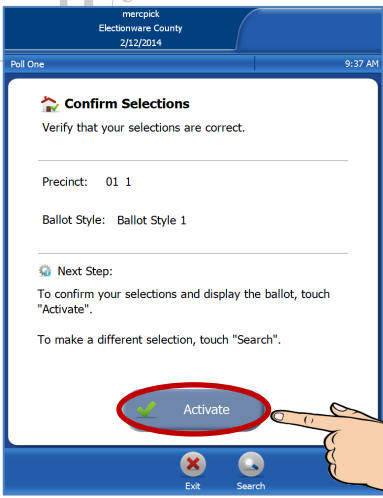
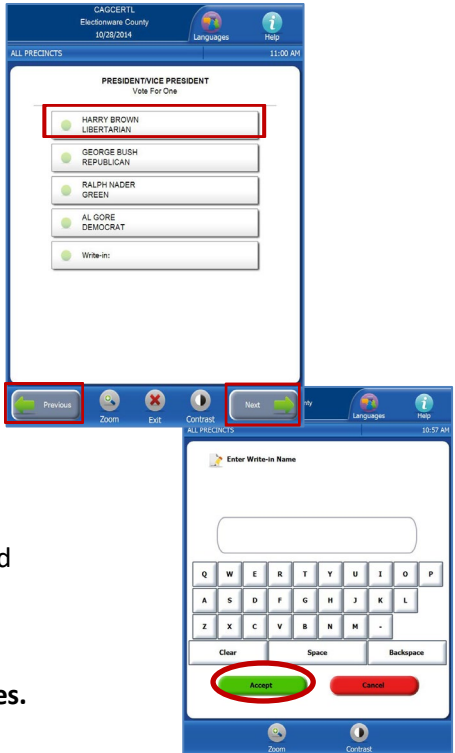
Follow the steps on this checklist for ExpressVote.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	<p>Ensure two Election Inspectors have initialed and written the ward number on the bottom part of the ExpressVote Ballot.</p> 
	2	<p>Insert the ballot into the ExpressVote ballot feeder.</p> <p>The right corner of the ballot must match the ballot feeder.</p> 
	3	<p>Enter the ward number for the voter and press “Search”.</p> <p>Note: This option will only appear if multiple ward options are available.</p> 

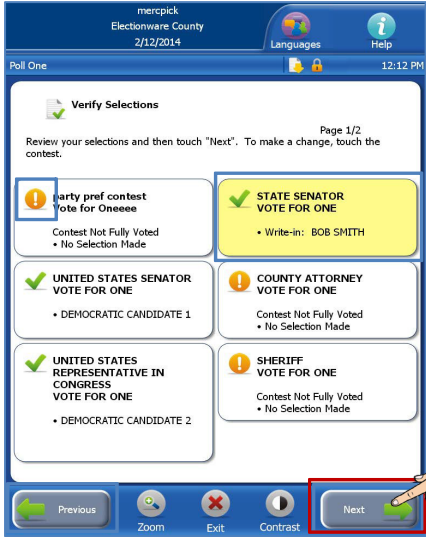
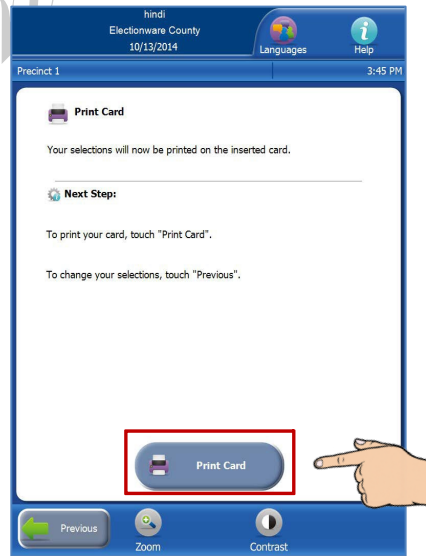
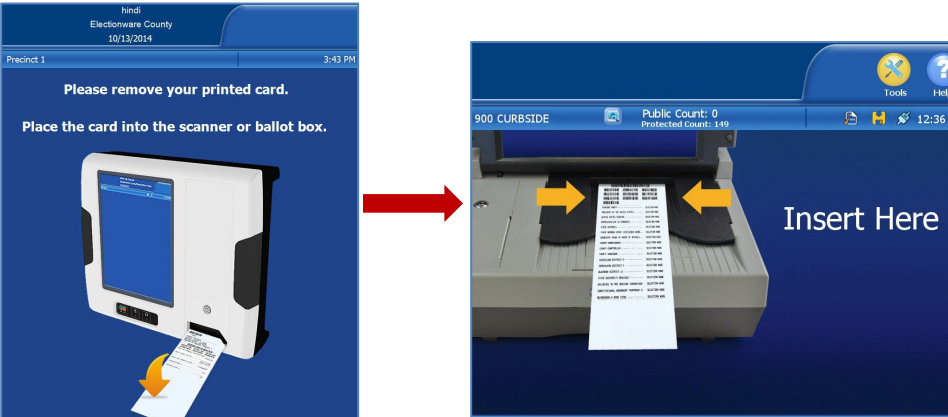
Using the ExpressVote

Opening The Voting Site

4		<p>On the Precinct Selection: Results screen, touch the correct ward selection for the voter.</p> <p>If you are unable to find the correct ward, touch the Search icon near the bottom of the screen to redisplay the Search screen and start the search over.</p> <p>Note: If a selected ward was multiple ballot styles, the system will display an additional screen requiring you to select the correct ballot style.</p>	
5		<p>Confirm the ward selection and press “Activate” to activate the ballot on the ExpressVote.</p>	
6		<p>The voter will complete the following steps using the touch screen or the audio-tactile keypad to make their selections.</p> <ul style="list-style-type: none"> ✓ Select the name of the candidate or other contest choice. The system displays a check mark next to the selection. ✓ Select Next or Previous to navigate through the ballot pages. ✓ For contest allowing write-in votes, touch the write-in selection and use the on-screen keyboard to enter the write-in name, then touch “Accept.” ✓ Continue voting until the voter has completed all desired contests. <p>Give the voter privacy while selecting their candidates.</p>	

Using the ExpressVote

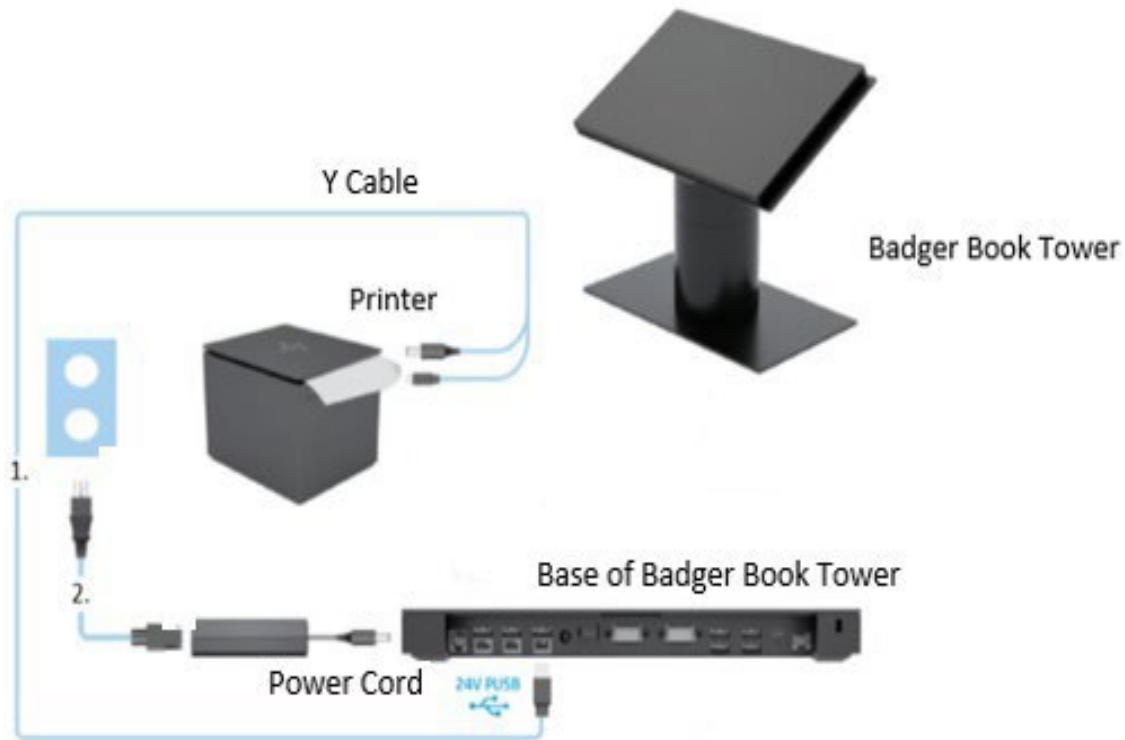
Opening The Voting Site

7		<p>Once the voter has made all their selections, a screen will display a summary of their selections.</p> <ul style="list-style-type: none"> The voter will review their selections and press “Next” or “Previous” as needed. To change a selection, the voter touches the contest listing, and will be then be able to make the desired change. <ul style="list-style-type: none"> After making any change(s), touch “Next” to return to the Verify Selections screen. The system identifies changed selections with yellow highlighting. 	
8		<p>When the voter is finished, the voter will press “Print Card” to print the completed ballot.</p> <ul style="list-style-type: none"> The ExpressVote prevents voters from selecting more than the specified number of candidates or choices for a contest, prohibiting an Overvote. If a voter Undervotes, a screen will prompt the voter to either return to the contest or leave the selection undervoted. A voter is allowed to cast a blank ballot. The system will prompt the voter with a warning screen if the ballot is blank asking them to return to the selections or cast the ballot as is. 	
9		<p>The voter will remove the ballot from the ExpressVote and insert it into DS200 voting machine.</p>	

Badger Books in the Polling Place

Opening The Voting Site

The Badger Books are electronic poll book software specific to Wisconsin election practices and statutes. Badger Books do not use an internet connection. Badger Books are used primarily to check-in voters, register voters on Election Day, and to process absentee ballots. Badger Books maintain the voter number and count independent of election inspector input. After Election Day, a data file generated from Badger Books is used to upload election data into WisVote by the Clerk's Office.



A Badger Book can either be a server or a client machine. Only one server can be active and connected to the EPollBook network at a time. To run the Badger Book software, machines must be connected to the Badger Book router. To access the software on the client machines, the server must be "awake" and connected.

- The server is labeled with a yellow stick on the corner of the screen. It is the brains of the operations and communicates with all other client Badger Books in the polling place via the router.
- All WisVote data will be loaded on the server Badger Book and is retrieved from this machine after the polls have closed.
- If the server is turned off, clients will not be able to run Badger Book software.
- The server backs up all data every five minutes.
- The client machines receive and send all information to the server using the router and are backed up every five minutes from the time the Badger Book application is accessed.
- When setting up Badger Books equipment, the process must be completed in a particular order to ensure proper connectivity between the router, server, and client machines. The router should always be plugged in first. The SERVER should be plugged in, turned on, and connected to the Badger Books application next. The final step is to plug in and log in to all client machines and open the Badger Books application.

Badger Books in the Polling Place

Opening The Voting Site

A header appears at the top of every Badger Books screen with the current election information:





Far Left – Navigation Tools

Element	Purpose
Start Over – New Voter	Will bring user back to the Voter Check In screen
Previous Screen	Will bring user to the screen before your current screen

Middle – Election Information

Element	Purpose
2022 Spring Primary	Name of the election active on the Badger Book
LAKE MILLS CITY HALL	Name of the polling place
Wards 1-8	List of active wards in the polling place

Far Right – Voter Count and Admin Functions

Element	Purpose
	Takes user to the main navigation page where user will have access to absentee processing and Admin features. Also known as the “hamburger menu.”
Zoom Font Size  100	Allows the user to increase or decrease the font
Voter Count 1	Current voter count for the active reporting unit. Depending on your setup, reporting units may be a single ward or a combination of wards. If there are multiple active reporting units, hover over to cascade a breakdown of voter count per reporting unit.
Status: Polls Closed Status: Polls Open	Shows the current status of the polls, either open or closed.

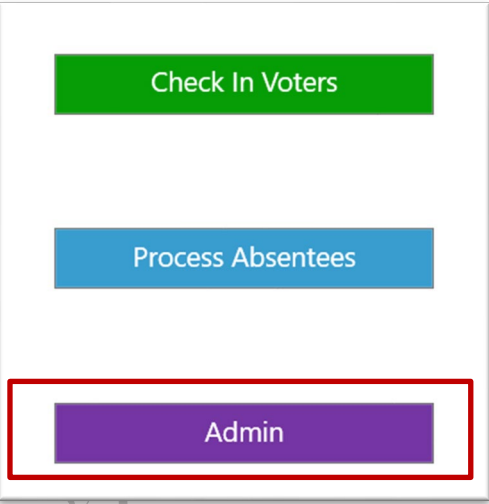
Setting Up Badger Books

Opening The Voting Site

The Badger Books will be assembled and set up for use prior to your arrival. Occasionally, Election Inspector Accounts must be created in the Badger Book Application on Election Day. Each Election Inspector **must** have their own unique login.

Follow the steps on this checklist for creating a Badger Books login.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	Login to the Badger Books application.
	2	<p>Select the “Admin” button from the main navigation page.</p> 
	3	Navigate to the “Poll Worker” tab.
	4	<p>To create a new poll worker record, select “Create New Poll Worker.”</p> <ul style="list-style-type: none"> • Poll worker details will be displayed along the right side of the screen. <ul style="list-style-type: none"> ✓ Enter the election inspector’s First and Last names in the “Name” field. ✓ Enter a login ID for election inspector in the “Login ID” field. ✓ Request the election inspector to enter a password in the “Password” field. Passwords must be at least 8 characters long and ARE case sensitive. ✓ Select “Create” to finish the process. • If you need to update a name, login, password, or access level, select “Update” next to the name requiring the change. <p>NOTE: Chief Inspectors should have access to the Admin menu, but regular election inspectors should not.</p>

Setting Up Badger Books

Opening The Voting Site

5

The Chief Inspector should always confirm the polls have been opened at least 15-20 minutes before 7:00 a.m. to ensure that the correct reporting units are selected, and the voter count is re-set to zero prior to opening the doors.

- **Confirm** both Open Polls Checklist items have a green checkmark. If a red X appears, address the identified issue by either selecting the reporting units specific to your polling place or resetting the voter count to zero.

Open Polls Checklist

Reporting Units Selected ✗

Voter Count Reset to Zero ✓

Admin

Open Polls Checklist

Reporting Units Selected ✓
Wards 1-10,12-15,11

Voter Count Reset to Zero ✓

Open Polls

- **Select** the green “Open Polls” button.

If the reporting units need to be selected, choose the “Admin” button and click the “Reporting Unit(s)” tab.

Search and “**Select**” the reporting unit(s) associated with the polling location. Reporting units can be “Deselected” until a voter has been processed in that particular reporting unit.

6

Reporting Unit	Polling Place Location	Address	Select All	Total Partici	Total Voter	Total Absent	Total Confid	Total Mover
Ward 1	FIRST UNITED METHODIST CHURCH	325 E FRANKLIN ST, FIRST UNITED METHODIST CHURCH, APPLETON, 54911-5436	Unselect					
Ward 2	FIRST UNITED METHODIST CHURCH	325 E FRANKLIN ST, FIRST UNITED METHODIST CHURCH, APPLETON, 54911-5436	Unselect					
Ward 3	EMMANUEL UNITED METHODIST	740 E COLLEGE AVE, EMMANUEL UNITED METHODIST	Select					

**At 7:00 A.M.
Publicly
announce: “Hear
Ye, Hear Ye,
The Polls Are Now
Open”**

Receiver Overview

Two (2) Receivers are assigned to each district table.

The duties of a Receiver are as follows:

- ✓ Checking in registered voters.
- ✓ Recording appropriate notations in Badger Books.
- ✓ Verifying the acceptable photo ID of voters.
- ✓ Obtaining the signatures of voters in Badger Books.
- ✓ Issuing voter numbers.
- ✓ Directing voters to the correct Ballot Table OR issuing ballots.
- ✓ Working together to ensure complete accuracy of the poll books.

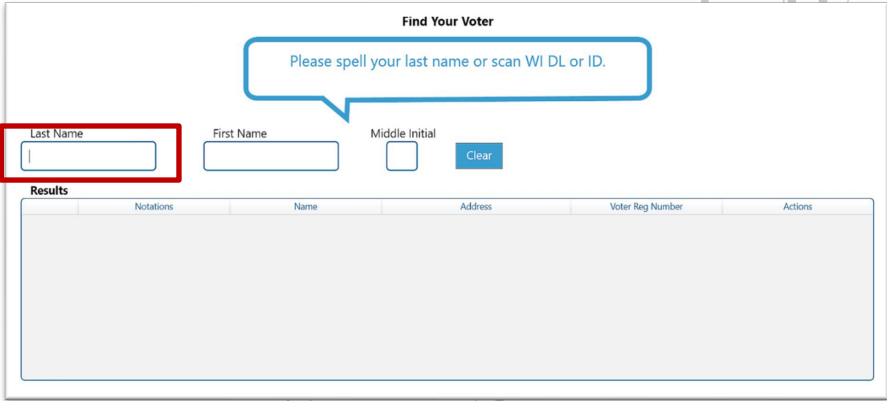
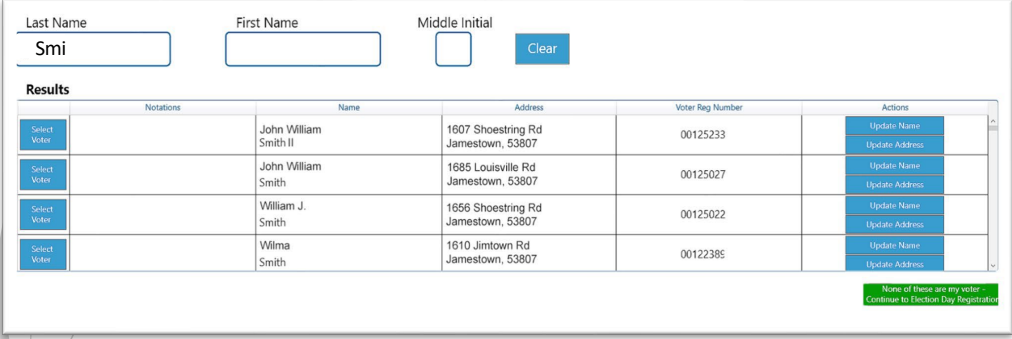
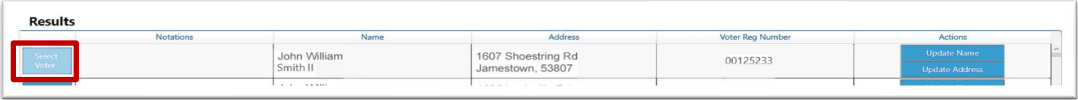
Important Notes:

- Badger Books does NOT require there to be two (2) election inspectors assigned to a poll book. HOWEVER, should there be a Badger Books failure, and paper poll books would be implemented, there must be two (2) election Receivers at each district table whenever a voter is being checked in.
- Receivers must work with the Chief to reconcile their Badger Books throughout Election Day as time allows.
- In the use of paper poll books:
 - The information recorded in each poll book by each Receiver must be identical, other than the voter's signature.
 - Only one poll book is used to obtain all the voters' signatures.

Regular Voter with Acceptable Photo ID

Election Inspector: Receiver

Follow the steps on this checklist to check-in a **Regular Voter with Acceptable Photo ID** in Badger Books.

Check	Step #	Task to complete:
	1	<p>Ask the voter to state their name and address.</p> <p>Select “Voter stated name and address” button.</p>
	2	<p>Search for the voter by typing their last name (minimum of 3 characters) in the “Last Name” field. The results can be further narrowed down by typing the voter’s first name (or partial first name).</p>  
	3	<p>Identify the voter’s name in the list and click “Select Voter” button.</p> 

Regular Voter with Acceptable Photo ID

Election Inspector: Receiver

4

Ask to see the voter's photo ID. Select the type of Photo ID presented from the list of acceptable forms of ID.

Note: This is the **complete** list of acceptable types of photo 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

After a type of photo ID is selected, the next screen displays the requirements for that type of ID to be considered valid. If the ID meets all requirements, select "Acceptable."

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

If the ID is **not** acceptable, a pop-up message will display:

5

Alternative Proof of Identity X

Do you have another photo ID?

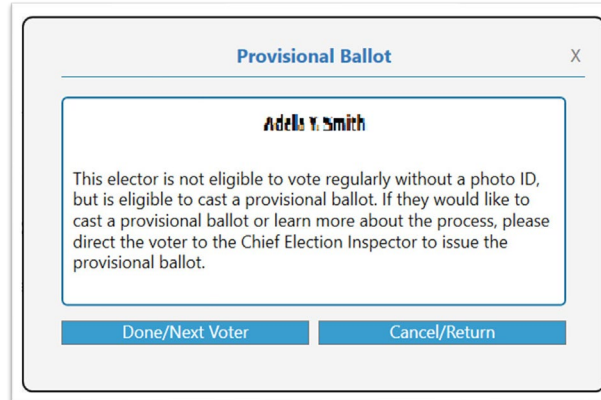
Yes No

Regular Voter with Acceptable Photo ID

Election Inspector: Receiver

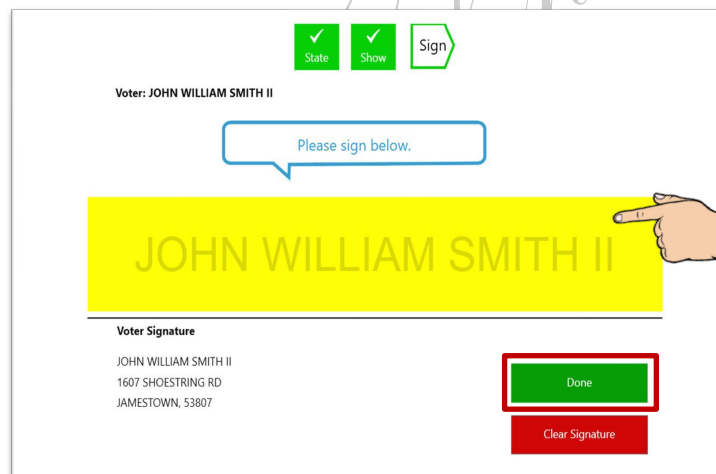
6

If the voter has an alternate ID, clicking “Yes” will go back to the “Select type of photo ID” screen.” If the voter does not have any other ID, a message is displayed advising the voter of the provisional ballot process.



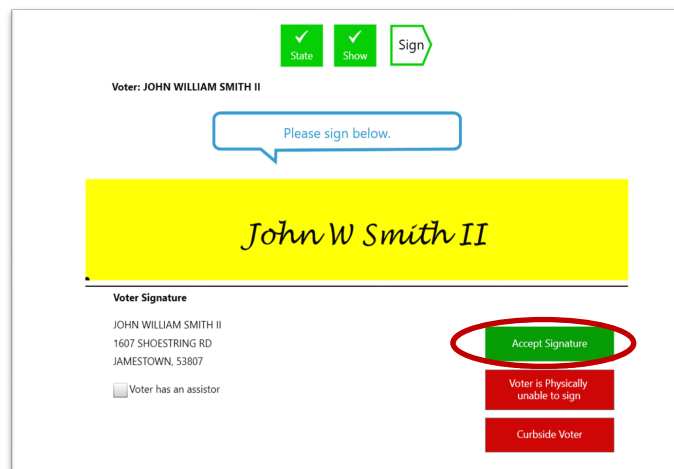
7

If the ID was acceptable, ask the voter to sign with their finger and select “Done.”



8

Review the signature and click “Accept Signature.”



Regular Voter with Acceptable Photo ID

Election Inspector: Receiver

9

Give the voter their printer voter number and **direct** them to the correct Ballot Table for the district.

To reprint a ballot slip, search for the voter on the Check-In screen. From this screen, a voter number can be reprinted. A voter slip cannot be reprinted for an Election Day Registration (EDR) voter, as they will not show up on the Check-in screen.

RESULTS	Notations	Name	Address	Voter Reg Number	Actions
	Voter Number 3	J. WILLIAM SMITH II A-233	5203 GARDNER ST SPRINGFIELD, IL 62729	701031713	<input type="button" value="Add Notes"/> <input type="button" value="Reprint Ballot Slip"/>

10

Select **“Finish – Next Voter”** to complete the process and check in the next voter.

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

Printed Poll Book 1 – Sample

Election Inspector: Receiver

Both poll books must have the same notations.

Both poll books must have the same voter numbers.

Ballot, Ward, District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature
Names beginning with the letter [A]				
BS 02 WD-007 41231-007-2184-1 AL-01 CG-04 2184 TC-09 2177 AS-10 Notes: Assisted by Jim Davis - 500 W Bender Rd	701949491 [Barcode]	Abasovski, Besnik Sali 5554 N IROQUOIS AVE GLENDALE, WI 53217	15	Besnik Sali Abasovski [Signature Box] HAVE YOU MOVED?
BS 02 WD-001 41231-001-2184-1 AL-01 CG-04 2184 TC-09 2177 AS-10 Notes:	701714322 [Barcode]	ABBARO, Kamil 912 W GLENDALE AVE GLENDALE, WI 53209	37	Kamil ABBARO [Signature Box] ABSENTEE ISSUED
BS 02 WD-001 41231-001-2184-1 AL-01 CG-04 2184 TC-09 2177 AS-10 Notes:	700908724 [Barcode]	Abraham, Carolyn L 100 W RIVER WOODS PKWY APT 134 GLENDALE, WI 53212		Carolyn L Abraham [Signature Box]
BS 02 WD-007 41231-007-2184-1 AL-01 CG-04 2184 TC-09 2177 AS-10 Notes:	701949528 [Barcode]	Abu-Hamdan, Zara Ann 5427 N MOHAWK AVE GLENDALE, WI 53217		Zara Ann Abu-Hamdan [Signature Box]
BS 02 WD-007 41231-007-2184-1 AL-01 CG-04 2184 TC-09 2177 AS-10 Notes:	700917200 [Barcode]	Acker, Benjamin Wilkonsin 729 W BENDER RD GLENDALE, WI 53217	22	Benjamin Wilkonsin Acker [Signature Box]
BS 02 WD-001 41231-001-2184-1 AL-01 CG-04 2184 TC-09 2177 AS-10 Notes:	702066541 [Barcode]	Acker, Sarah M 4848 N LYDELL AVE APT 117 GLENDALE, WI 53217		Sarah M Acker [Signature Box] ABSENTEE RETURNED
BS 02 WD-007 41231-007-2184-1 AL-01 CG-04 2184 TC-09 2177 AS-10 Notes:	0009325253 [Barcode]	Acker, Thomas R 729 W BENDER RD GLENDALE, WI 53217	64	Thomas R Acker [Signature Box]
BS 02 WD-001 41231-001-2184-1 AL-01 CG-04 2184 TC-09 2177 AS-10 Notes:	700650022 [Barcode]	Acosta, Paulo Isidro 4905 N IROQUOIS AVE GLENDALE, WI 53217	110	Paulo Isidro Acosta [Signature Box]
BS 02 WD-007 41231-007-2184-1 AL-01 CG-04 2184 TC-09 2177 AS-10 Notes:	701075122 [Barcode]	Adam, Charles T 5566 N IROQUOIS AVE GLENDALE, WI 53217		Charles T Adam [Signature Box] ABSENTEE RETURNED
BS 02 WD-001 41231-001-2184-1 AL-01 CG-04 2184 TC-09 2177 AS-10 Notes:	701949508 [Barcode]	Adams, Michael Carnell 4848 N LYDELL AVE APT 238 GLENDALE, WI 53217	125	Michael Carnell Adams [Signature Box]

Printed Poll Book 2 – Sample

Election Inspector: Receiver

Ballot, Ward, District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature
Names beginning with the letter [A]				
BS 02 WD-007 41231-007-2184-1	701949491 [Barcode]	Abasovsk, Besnik Sali 5554 N IROQUOIS AVE GLENDALE, WI 53217	15	Besnik Sali Abasovsk [Signature]
Notes: Assisted by Jim Davis - 500 W Bender Rd				
BS 02 WD-001 41231-001-2184-1	701714322 [Barcode]	ABBARO, Kamil 912 W GLENDALE AVE GLENDALE, WI 53209	37	Kamil ABBARO [Signature]
Notes: ABSENTEE ISSUED				
BS 02 WD-001 41231-001-2184-1	700908724 [Barcode]	Abraham, Carolyn L 100 000 W RIVER WOODS PKWY APT 134 GLENDALE, WI 53212		Carolyn L Abraham [Signature]
Notes: ABSENTEE RETURNED				
BS 02 WD-007 41231-007-2184-1	701949528 [Barcode]	Abu-Hamdan, Zara Ann 5427 N MOHAWK AVE GLENDALE, WI 53217		Zara Ann Abu-Hamdan [Signature]
Notes: ABSENTEE RETURNED				
BS 02 WD-007 41231-007-2184-1	700917200 [Barcode]	Acker, Benjamin Wilkonsin 729 W BENDER RD GLENDALE, WI 53217	22	Benjamin Wilkonsin Acker [Signature]
Notes: ABSENTEE RETURNED				
BS 02 WD-001 41231-001-2184-1	702066541 [Barcode]	Acker, Sarah M 4848 N LYDELL AVE APT 117 GLENDALE, WI 53217		Sarah M Acker [Signature]
Notes: ABSENTEE RETURNED				
BS 02 WD-007 41231-007-2184-1	0009325253 [Barcode]	Acker, Thomas R 729 W BENDER RD GLENDALE, WI 53217	64	Thomas R Acker [Signature]
Notes: ABSENTEE RETURNED				
BS 02 WD-001 41231-001-2184-1	700650022 [Barcode]	Acosta, Paulo Isidro 4906 N IROQUOIS AVE GLENDALE, WI 53217	110	Paulo Isidro Acosta [Signature]
Notes: ABSENTEE RETURNED				
BS 02 WD-007 41231-007-2184-1	701075122 [Barcode]	Adam, Charles T 5560 N IROQUOIS AVE GLENDALE, WI 53217		Charles T Adam [Signature]
Notes: ABSENTEE RETURNED				
BS 02 WD-001 41231-001-2184-1	701948508 [Barcode]	Adams, Michael Carnell 4848 N LYDELL AVE APT 238 GLENDALE, WI 53217	125	Michael Carnell Adams [Signature]
Notes: ABSENTEE RETURNED				

Only one poll book has all the voter signatures.

Regular Voter with Acceptable Photo ID (Paper)

Election Inspector: Receiver


Follow the steps on this checklist to check in a **Regular Voter with Acceptable Photo ID**.

Please note, this process is **ONLY** followed in the event of a Badger Books failure when paper poll books must be used.

Check	Step #	Task to complete:
-------	--------	-------------------

	1	Ask the voter to state their name and address.
--	---	--

	2	<p>Find the voter in the poll book.</p> <table border="1"> <thead> <tr> <th>Ballot, Ward, District</th> <th>Voter Reg & Barcode</th> <th>Name and Address</th> <th>Voter #</th> <th>Voter Signature</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">Names beginning with the letter [L]</td> </tr> <tr> <td>BS 02 WD-001 41231-001-2184-1</td> <td>701704721 </td> <td>LA HAYE, Stephanie Marie 4629 N RIVER PARK BLVD</td> <td></td> <td>Stephanie Marie LA HAYE </td> </tr> <tr> <td>AL-01 CG-04 2184 TC-09 2177 AS-10</td> <td></td> <td>GLENDALE, WI 53209</td> <td></td> <td></td> </tr> <tr> <td colspan="5">Notes:</td> </tr> <tr> <td>BS 02 WD-007 41231-007-2184-1</td> <td>0717038150 </td> <td>Laestadius, Linnea I 318 W LEXINGTON BLVD</td> <td></td> <td>Linnea I Laestadius </td> </tr> <tr> <td>AL-01 CG-04 2184 TC-09 2177 AS-10</td> <td></td> <td>GLENDALE, WI 53217</td> <td></td> <td></td> </tr> <tr> <td colspan="5">Notes:</td> </tr> </tbody> </table>	Ballot, Ward, District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature	Names beginning with the letter [L]					BS 02 WD-001 41231-001-2184-1	701704721 	LA HAYE, Stephanie Marie 4629 N RIVER PARK BLVD		Stephanie Marie LA HAYE 	AL-01 CG-04 2184 TC-09 2177 AS-10		GLENDALE, WI 53209			Notes:					BS 02 WD-007 41231-007-2184-1	0717038150 	Laestadius, Linnea I 318 W LEXINGTON BLVD		Linnea I Laestadius 	AL-01 CG-04 2184 TC-09 2177 AS-10		GLENDALE, WI 53217			Notes:				
Ballot, Ward, District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature																																						
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AL-01 CG-04 2184 TC-09 2177 AS-10		GLENDALE, WI 53217																																								
Notes:																																										

	3	<p>Verify the voter’s identity from the acceptable form of photo ID they provide. See page 182 for acceptable forms of photo ID.</p> <p>An acceptable photo ID must have the following:</p> <ul style="list-style-type: none"> ✓ Photo that reasonably resembles the voter. ✓ Name that conforms (does not need to be identical) to the poll book. ✓ Expiration date that is acceptable based on the type of ID.  <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p>An acceptable photo ID does NOT have to include a current address.</p> <p><i>If the voter does not have an acceptable form of photo ID, they can vote provisionally. See page 118.</i></p> </div>
--	---	---

	4	<p>Identify if there are any notations related to the voter’s record.</p> <table border="1"> <thead> <tr> <th>Ballot, Ward, District</th> <th>Voter Reg & Barcode</th> <th>Name and Address</th> <th>Voter #</th> <th>Voter Signature</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">Names beginning with the letter [L]</td> </tr> <tr> <td>BS 02 WD-001 41231-001-2184-1</td> <td>701704721 </td> <td>LA HAYE, Stephanie Marie 4629 N RIVER PARK BLVD</td> <td></td> <td>Stephanie Marie LA HAYE </td> </tr> <tr> <td>AL-01 CG-04 2184 TC-09 2177 AS-10</td> <td></td> <td>GLENDALE, WI 53209</td> <td></td> <td></td> </tr> <tr> <td colspan="5">Notes:</td> </tr> <tr> <td>BS 02 WD-007 41231-007-2184-1</td> <td>0717038150 </td> <td>Laestadius, Linnea I 318 W LEXINGTON BLVD</td> <td></td> <td>Linnea I Laestadius </td> </tr> <tr> <td>AL-01 CG-04 2184 TC-09 2177 AS-10</td> <td></td> <td>GLENDALE, WI 53217</td> <td></td> <td></td> </tr> <tr> <td colspan="5">Notes:</td> </tr> </tbody> </table> <p>“Absentee Issued” appears inside the voter’s signature box. See page 90 for Absentee Voter Process.</p>	Ballot, Ward, District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature	Names beginning with the letter [L]					BS 02 WD-001 41231-001-2184-1	701704721 	LA HAYE, Stephanie Marie 4629 N RIVER PARK BLVD		Stephanie Marie LA HAYE 	AL-01 CG-04 2184 TC-09 2177 AS-10		GLENDALE, WI 53209			Notes:					BS 02 WD-007 41231-007-2184-1	0717038150 	Laestadius, Linnea I 318 W LEXINGTON BLVD		Linnea I Laestadius 	AL-01 CG-04 2184 TC-09 2177 AS-10		GLENDALE, WI 53217			Notes:				
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Notes:																																										

Regular Voter with Acceptable Photo ID (Paper)

Election Inspector: Receiver

5

Inform the voter that a signature is **required** in the appropriate signature box in one (1) poll book.

The poll book is designed to be signed upside down when it is slid across the table for the voter to sign.

Assist the voter in locating the correct signature box.

Ballot, Ward, District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature
Names beginning with the letter [L]				
BS 02 WD-001 41231-001-2184-1	701704721 	LA HAYE, Stephanie Marie 4629 N RIVER PARK BLVD GLENDALE, WI 53209		Stephanie Marie LA HAYE
Notes: _____				
BS 02 WD-007 41231-007-2184-1	0717038150 	Laestadius, Linnea I 318 W LEXINGTON BLVD GLENDALE, WI 53217		Linnea I Laestadius
Notes: _____				

If a voter claims to be physically unable to sign the poll book, both Receivers must agree on the voter's inability to sign. If both Receivers agree, the Receiver handling voter signatures shall write the word "exempt" in the voter's signature block.

6

Assign the voter a number from the printed sequentially pink pad of numbers. Start with Number 1.

Ald District 1 Ward 1

Voter Number: **1**

VOTER: Please give this number to the Machine Attendant when you insert your ballot.

Certified: Initials of Election Inspectors on LAST VOTER NUMBER (only).

Both Receivers **MUST** record the voter number next to the voter's name on their respective voter lists.

CHECK ACCURACY!

Ballot, Ward, District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature
Names beginning with the letter [L]				
BS 02 WD-001 41231-001-2184-1	701704721 	LA HAYE, Stephanie Marie 4629 N RIVER PARK BLVD GLENDALE, WI 53209	<u>1</u>	Stephanie Marie LA HAYE
Notes: _____				

Ballot, Ward, District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature
Names beginning with the letter [L]				
BS 02 WD-001 41231-001-2184-1	701704721 	LA HAYE, Stephanie Marie 4629 N RIVER PARK BLVD GLENDALE, WI 53209	<u>1</u>	Stephanie Marie LA HAYE
Notes: _____				

Regular Voter with Acceptable Photo ID (Paper)

Election Inspector: Receiver

<p>7</p>	<p>A. Issue the ballot and voter number pink slip to the voter.</p> <p>B. Direct the voter to the correct Ballot Table to obtain their ballot, reaffirming their District and Ward.</p> <div data-bbox="683 415 1062 678" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"><p>Ald District <u> 1 </u> Ward <u> 1 </u></p><p>Voter Number: 1</p><p>VOTER: Please give this number to the Machine Attendant when you insert your ballot.</p><p><small>Certified: Initials of Election Inspectors on LAST VOTER NUMBER (only).</small></p></div> <p><i>If the voter needs assistance, see page 81.</i></p>
----------	--

City of Glendale

Ballot Table – Maintaining Control

Election Inspector: Receiver

It is important for Election Inspectors on Election Day to:

- ✓ Never maintain a supply of more than 25 ballots on each district table.
- ✓ Keep surplus ballots in a safe and secure place away from public contact. Ballots should only be supplied to the district tables by the Chief Inspector.
- ✓ Remember, two (2) Election Inspectors must initial each ballot prior to issuing it to a voter. Up to 10 ballots may be pre-initialed.
- ✓ Provide the correct ballot (respective district) to the voter.
- ✓ Be particularly careful to check the district/ward number when issuing:
 - A ballot to an Election Day Registration
 - A voter with a rejected ballot
- ✓ **A voter receiving a ballot from an incorrect district is the most common error.**
 - If this happens, it is *typically* caught when the voter attempts to insert their ballot into the DS200 to be counted. However, in a split district there is a chance the voter will not catch the mistake and will vote the wrong ballot – this will not be caught until reconciliation and the voter will potentially have voted in incorrect races.
- ✓ Allow a voter to mark a ballot privately and independently.
- ✓ Allow a maximum of three (3) attempts to vote or three (3) ballots.
 - Inform the voter of this law when issuing the third ballot. Enlist the Chief Inspector's assistance.
- ✓ Assist the Chief Inspector in securing all unvoted ballots inside the voting machine, in the event of an evacuation of a polling location (due to fire drill, fire, or other emergency), if time and safety allow.

Two Election Inspectors
MUST initial the ballot

Official Ballot
Nonpartisan Office and
Referendum
April 4, 2023
for
City of Glendale
A.D. 1 Wards 1,7

Ballot issued by
JD
MJ
Initials of election inspectors

Confirm the
District & Ward

Maintaining Accuracy & Reconciliation

Election Inspector: Receiver

Maintaining Accuracy

The last voter number issued at the end of an Election Day **MUST** equal the number of ballots accepted by the DS200 (total ballots cast for each ward).

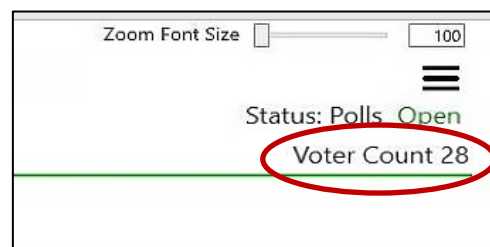
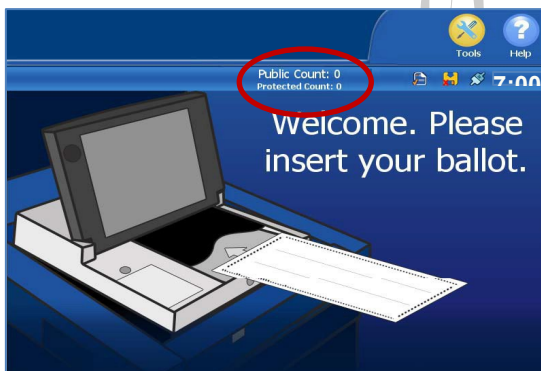
Receivers and Absentee Ballot Processors play a key role in this process. Check your work by reconciling at every opportunity to avoid any errors or discrepancies when closing at the end of the night. The Chief Inspector should assist with this process, as well.

Reconciliation of Badger Books

Two (2) Receivers are typically assigned to each district table. This provides the added benefit of cross-checking one another's work and avoiding errors. Badger Books has eliminated many human errors but is **NOT** mistake-proof.

Receivers must:

- ✓ Compare information by communicating with one another.
- ✓ Assist one another whenever possible.
- ✓ If the last voter number displayed on Badger Books (which should be the same as the last voter number slip) does not balance to the number of ballots inserted into the DS200, utilize the Voter Number Reconciliation Tally Sheet to assist in determining the error.
 - Absentee Ballot Certificate Envelopes should always be double verified if there is an error, to ensure all envelopes are opened and processed.
 - If you are unable to determine the variance, and nothing has been noted on the EL-104 to account for the error, notify the Clerk's Office immediately.



<p>-----</p> <p>Voter Number 464</p> <p>Ballot Style BS 01</p> <p>Ward WD-001</p> <p>Glendale-River Hills School District</p> <p>-----</p>
--





Maintaining Accuracy & Reconciliation

Election Inspector: Receiver

Reconciliation of Printed Poll Books

In the event paper poll books are used, two receivers are required, and frequent reconciliation is NECESSARY.

- ✓ Assisting your co-receiver is essential. When paper poll books are used, this can mean calling out the page number a voter's name is located on to expedite the process.
- ✓ Reconcile the two paper poll books throughout the day (when used). Every two or three hours, complete a page-by-page comparison of:
 - Names
 - Assigned voter numbers
 - Notations
 - Make a mark such as a dot [•] in the outer margin by the voter names that have been compared so that future reviews only require attention to new voters.
- ✓ The Chief Inspector should consistently verify the last voter number pink slip for each District matches the Public Count number on the DS200 for the corresponding District. That number should also match the last number issued in the printed poll book for that District.
 - Any discrepancies in number variances should be recorded throughout the day by the Chief Inspector on the EL-104 (ex: voter #24 issued a ballot and left polling place without casting ballot). This will make the reconciliation process easier at the end of Election Day.
 - Utilize the Voter Number Reconciliation Tally Sheet to determine the error. If you are still unable to determine the variance, and nothing has been noted on the EL-104 to account for the error, notify the Clerk's Office immediately.

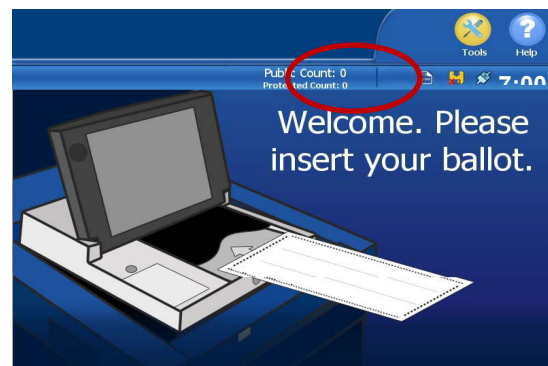
Ballot, Ward, District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature
BS 02 WD-001 41231-001-2184-1 AL-01 CG-04 2184 TC-09 2177 AS-10 Notes:	701704721 	Names beginning with the letter [L] LA HAYE, Stephanie Marie 4629 N RIVER PARK BLVD GLENDALE, WI 53209	1	Stephanie Marie LA HAYE 
BS 02 WD-001 41231-001-2184-1 AL-01 CG-04 2184 TC-09 2177 AS-10 Notes:	701704721 	Names beginning with the letter [L] LA HAYE, Stephanie Marie 4629 N RIVER PARK BLVD GLENDALE, WI 53209	1	Stephanie Marie LA HAYE 

Ald District 1 Ward 1

Voter Number: **1**

VOTER: Please give this number to the Machine Attendant when you insert your ballot.

Certified: Initials of Election Inspectors on LAST VOTER NUMBER (only).



Voter Needing Assistance

Election Inspector: Receiver

Follow the steps on this checklist to check in a **Voter Needing Assistance**

Check	Step #	Task to complete:
-------	--------	-------------------

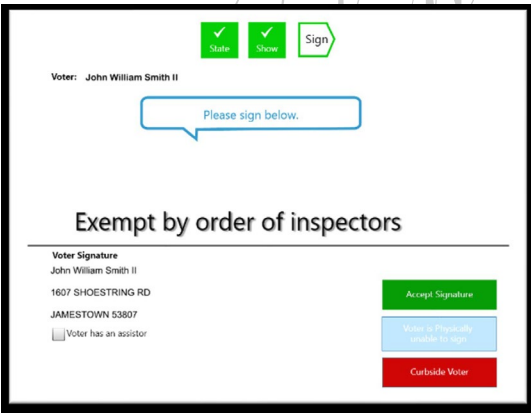
1

The definition of “assistance” for purposes of certifying voter assistance is limited to actual help completing the ballot. Explanations of how to mark a ballot or physical assistance reaching a voting booth do not require certification.

A. If the Voter is unable to sign the Badger Book, **select** the option “**Voter is Physically Unable to Sign**” which will provide an electronic watermark in the Badger Book record.

B. If the voter has an assistor, **place** a check in the box indicating “**Voter has an assistor.**” **Record** the name of the person providing assistance in the pop-up box provided under the checkbox.

If the voter needs to register, see page 88; Be sure to select the “Voter has an assistor” checkbox on the Verify & Sign certification for the Election Day Registration.



2

If the voter will be receiving ballot voting assistance:

A. **Explain** to the voter the “**Certification of Voter Assistance**” section that appears in the lower right corner of the ballot.

Certification of Voter Assistance

I certify that I marked or read aloud this ballot at the request and direction of a voter who is authorized under Wis. Stat. § 6.82 to receive assistance.

Signature of assistor

Anyone may assist a voter in marking their ballot including Election Inspectors except the voter’s employer or agent of that employer or an officer or agent of a labor organization which represents the voter.

Voter Needing Assistance

Election Inspector: Receiver

Notify the Chief Inspector to record the assistance given on the EL-104.

3

Incident Log (Please refer to the Election Day Manual for detailed procedures!)				
Incident Number	Incident Code (See glossary)	Description of Incident	Time Incident Occurred	Election Officials Initials
		Any facility or voting equipment problems or other issues that may have disrupted or delayed voting.	a.m. p.m.	
		Any issues or unusual situations that occur that involved voters, observers, election workers, or law enforcements.	a.m. p.m.	
		Anything that has impacted your ability to reconcile (balance your voter numbers to your ballots).	a.m. p.m.	
		Any provisional ballots issued for this district.	a.m. p.m.	
		The number of spoiled ballots.	a.m. p.m.	
	1	Voter #1 needed assistance; assisted by John Davis	9:35 a.m. p.m.	RK
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	

City of

Voter Corrections

Election Inspector: Receiver

If there are spelling errors or transposed numbers in addresses, these should be corrected in Badger Books and they do not required an Election Day Registration. In the event of a Badger Books failure, the Voter List Corrections Form is used to record the errors.

- Voters requiring corrections should be allowed to vote, and the updates should be noted in Badger Books.
 - The misspellings and address errors will not be immediately reflected in the poll book. The Clerk’s Office will extract a report and make the appropriate corrections after Election Day.
- If a voter informs the Election Inspectors of another voter’s death or move to another address, this should be recorded as an “Election Day Notation/Adding Notes”
 - Notes can only be added after the check-in process has been completed and the elector has been issued a voter number. Notes are for the clerk’s information only and will not be added to a voter record.
- Do **NOT** choose the “Update Name” or “Update Address” options if the voter has a name or address **change**. The voter must then complete the Election Day Registration process.

Use Update Name/Update Address	Voter Must Complete Registration Form
Name is misspelled	Changes first or last name
Transposed numbers in address (voter has never lived at that address)	Changes address (regardless of if it is within the same building, next door or across the street)

In some cases, the voter adds a second last name.

For example, the name in Badger Books is Mary Smith. The name on the Photo ID is Mary Smith-Jones.

In this case the voter has 2 options:

1. The voter can vote as-is because the name reasonably conforms to the poll book.
2. The voter can complete the Election Day Registration process to update their information.

Voter Corrections

Election Inspector: Receiver

Follow the steps on this checklist to make a correction to a Voter Name or Address or to make Election Day Notations/Add Notes in Badger Books.

Check	Step #	Task to complete:																																										
	1	<p>Ask the voter to state their name and address.</p> <p>Select “Voter stated name and address” button.</p>																																										
	2	<p>Search for the voter by typing their last name (minimum of 3 characters recommended) in the “Last Name” field; results will begin to appear as search criteria is entered.</p>																																										
	3	<p>Once the correct voter’s name is identified in the list, select either the “Update Name” or “Update Address” button.</p> <div data-bbox="440 743 1484 951" data-label="Table"> <table border="1"> <thead> <tr> <th>Notations</th> <th>Name</th> <th>Address</th> <th>Voter Reg Number</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Select Voter</td> <td>John William Smith II</td> <td>1607 Shoestring Rd Jamestown, 53807</td> <td>00125233</td> <td>Update Name Update Address</td> </tr> <tr> <td>Select Voter</td> <td>John William Smith</td> <td>1685 Louisville Rd Jamestown, 53807</td> <td>00125027</td> <td>Update Name Update Address</td> </tr> <tr> <td>Select Voter</td> <td>William J. Smith</td> <td>1656 Shoestring Rd Jamestown, 53807</td> <td>00125022</td> <td>Update Name Update Address</td> </tr> <tr> <td>Select Voter</td> <td>Wilma Smith</td> <td>1610 Jimtown Rd Jamestown, 53807</td> <td>00122385</td> <td>Update Name Update Address</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Update Name Options: <ul style="list-style-type: none"> “Misspelling” option will provide an open text box to note the misspelling in the voter’s name. This includes typos, no reference to Jr., etc. Add notes about the misspelling and click “Finish.” “Name Change” option will redirect to the Election Day Registration process. Update Address Options: <ul style="list-style-type: none"> A pop-up window will appear to confirm the voter’s previous address. “Misspelling” option will provide an open text box to note the misspelling in the voter’s address. This includes a typo, Court instead of Circle, etc. Add notes about the misspelling and click “Finish.” “Address Change” option will redirect to the Election Day Registration process. </div>	Notations	Name	Address	Voter Reg Number	Actions	Select Voter	John William Smith II	1607 Shoestring Rd Jamestown, 53807	00125233	Update Name Update Address	Select Voter	John William Smith	1685 Louisville Rd Jamestown, 53807	00125027	Update Name Update Address	Select Voter	William J. Smith	1656 Shoestring Rd Jamestown, 53807	00125022	Update Name Update Address	Select Voter	Wilma Smith	1610 Jimtown Rd Jamestown, 53807	00122385	Update Name Update Address																	
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	4	<p>The Chief and Clerk are able to view all correction reports.</p> <div data-bbox="422 1589 1443 1894" data-label="Table"> <table border="1"> <thead> <tr> <th>Overview</th> <th>Reporting Unit(s)</th> <th>Poll Workers</th> <th>Election Participation</th> <th>Report</th> <th>Pre-Election Data</th> <th>Post-Election Data</th> </tr> </thead> <tbody> <tr> <td>1 . Participation List & Count</td> <td></td> <td></td> <td></td> <td>View Report</td> <td></td> <td></td> </tr> <tr> <td>2 . Confidential Participation</td> <td></td> <td></td> <td></td> <td>View Report</td> <td></td> <td></td> </tr> <tr> <td>3 . Election Day Registration</td> <td></td> <td></td> <td></td> <td>View Report</td> <td></td> <td></td> </tr> <tr> <td>4 . Name Misspelling</td> <td></td> <td></td> <td></td> <td>View Report</td> <td></td> <td></td> </tr> <tr> <td>5 . Address Misspelling</td> <td></td> <td></td> <td></td> <td>View Report</td> <td></td> <td></td> </tr> </tbody> </table> </div>	Overview	Reporting Unit(s)	Poll Workers	Election Participation	Report	Pre-Election Data	Post-Election Data	1 . Participation List & Count				View Report			2 . Confidential Participation				View Report			3 . Election Day Registration				View Report			4 . Name Misspelling				View Report			5 . Address Misspelling				View Report		
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Voter Corrections

Election Inspector: Receiver

	5	To access Election Day Notations/Add Notes select " Voter stated name and address " button.
	6	Search for the voter's name and locate the voter record, which will have a voter number notation after check-in has been completed.
	7	Select the " Add Notes " button.
	8	Enter the appropriate note information, which includes challenged voter, court order, deceased voter information provided, etc.
	9	Select " Save Notes. "
	10	Search for the next voter to notate or select " Start Over – New Voter " to return to check-in screen.

City of Glendale

Curbside Voter

Election Inspector: Receiver

Curbside Voter

Glendale's voting sites are fully accessible to persons with disabilities, however, some disabled voters may still choose to participate in a curbside voting process.

"Curbside Voting" is the term used to describe the practice of delivering a ballot to an individual's vehicle for voting purposes. You may be notified that the voter is making this request because:

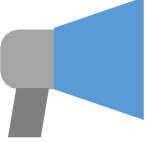
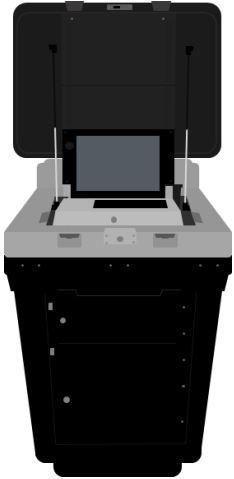
- Someone accompanying the voter has entered your voting site.
- The Chief Inspector receives a call from the Clerk's Office (the number to call for a curbside vote should be posted on your site's "VOTE HERE" sign), or the Curbside Voter utilizes the wireless doorbell.

Follow the steps on this checklist to check in a **Curbside Voter**.

Check	Step #	Task to complete:
	1	<p>One Election Inspector will go to the curbside with a tablet and assess the situation:</p> <p>A. Ask the voter to state their name and date of birth. Search for the voter in MyVote.</p> <p>B. Ask the voter if they have registered and voted from the listed address before. If not, voter will need to register. Confirm they have proof of address with them.</p> <p>C. Confirm voter has an acceptable photo ID, and return inside with the ID. <i>See page 194 for acceptable forms of photo ID.</i></p>
	2	<p>A. The Receiver will go back into the polling location to find the voter in Badger Books.</p> <p>B. Identify if there are any notations related to the voter's record.</p> <p>If registered, confirm the voter's district/ward in Badger Books, continue the check-in voter process, and select the "Curbside Voter" option on the signature screen. <i>If the voter needs to register, see page 100.</i></p> <div data-bbox="688 1234 1138 1535" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="font-size: small;">Voter: John William Smith II</p> <p style="text-align: center;">Please sign below.</p> <hr/> <p style="text-align: center;">Ballot Received at Poll Entrance</p> <hr/> <p style="font-size: x-small;">Voter Signature John William Smith II 1607 SHOESTRING RD JAMESTOWN 53807</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <input type="checkbox"/> Voter has an assistant <div style="text-align: right;"> <div style="background-color: #28a745; color: white; padding: 2px 5px; font-size: x-small;">Accept Signature</div> <div style="background-color: #dc3545; color: white; padding: 2px 5px; font-size: x-small;">Voter is Physically unable to sign</div> <div style="background-color: #17a2b8; color: white; padding: 2px 5px; font-size: x-small;">Curbside Voter</div> </div> </div> </div> <div data-bbox="431 1562 1425 1724" style="background-color: #ffe6e6; border-radius: 10px; padding: 10px; margin: 10px 0; text-align: center;"> <div style="display: flex; align-items: center; justify-content: center;"> <div style="font-size: 2em; margin-right: 10px;">!</div> <p>CURBSIDE VOTERS ARE EXEMPT FROM THE VOTER SIGNATURE REQUIREMENT AND ARE <i>NOT</i> REQUIRED TO SIGN THE POLL BOOK!</p> </div> </div>
	3	<p>As required by law, two Election Inspectors must deliver the ballot and a ballot privacy shield to the voter's car.</p> <p>Don't forget the voter's voter number.</p>

Curbside Voter

Election Inspector: Receiver

	4	<p>Allow the voter to vote their ballot privately. <i>If the voter needs assistance, see page 81.</i></p>
	5	<p>A. Collect the ballot and place in the ballot privacy shield. B. Ask the voter to wait until notified by an Election Inspector that the ballot has been accepted into the DS200.</p>
	6	<p>The Election Inspectors will return to the voting room with the ballot. An Election Inspector will announce:</p>  <p><i>“This is a ballot offered by (stating voter’s name), a voter who is unable to enter the voting place. Does anyone object to the receipt of this ballot?”</i></p> <p><i>If there is a challenge to the ballot, see page 140.</i></p>
	7	<p>Insert the ballot into the voting machine.</p> <ul style="list-style-type: none"> • If the ballot is accepted, notify the voter their ballot has been processed. <ul style="list-style-type: none"> ○ Give their voter number to the machine attendant. • If the ballot is rejected, issue the voter a new ballot. <ul style="list-style-type: none"> ○ <i>Follow the spoiled ballot procedures on page 97.</i> 

Confidential Voter

Election Inspector: Receiver

Confidential Voter

Voters who are victims of domestic abuse, sexual assault, or stalking have the option to be listed confidentially on a voter list.

Follow the steps on this checklist to check in a **Confidential Voter**:

Check	Step #	Task to complete:
	1	<p>The voter will inform the Election Inspector that he/she is a confidential voter. The voter will show a voter identification card with a unique identification serial number given to them by the Clerk's Office.</p> <div data-bbox="613 640 1214 982" data-label="Form"> <p>The form is titled "IDENTIFICATION CARD OF PROTECTED INDIVIDUAL". It contains the following fields: "Name of Municipality (Indicate Town, Village, or City)", "County (Required if a Town)", "The following individual has qualified for protection under s.6.47, Stats:", "Name of Protected Person", "Ward", and "Identification Serial Number". At the bottom, it includes the text: "EB-148 This form is prescribed by State Elections Board, 122 East Wilson Street, Suite 200, Madison, WI 53701-2973 608-266-8005, http://elections.state.wi.us. The information on this form is required by s.6.47, Stats."</p> </div>
	2	<p>Select the "confidential voter" link (on the state name/address screen) and continue to check in the voter. Search for the voter using the Identification Serial Number from the Voting Identification Card OR search for the voter by typing their last name in the "Last Name" field.</p> <p>Note: Results will not display a confidential voter's address and as a result, a confidential voter's name and address CANNOT be updated in the Badger Book.</p>
	3	<p>DO NOT ASK the voter for their name or address. There is NO requirement for the confidential voter to state a name or address aloud.</p>
	4	<p>Once the correct voter's name is identified from the list, click "Select Voter."</p>
	5	<p>Ask the voter to sign and select "Done" (confidential voters are NOT required to show photo ID). Review the signature and click "Accept Signature."</p>
	6	<p>A. Give the voter their printed voter number slip and direct them to the correct Ballot Table. B. Select "Finish – Next Voter" to complete the process and check-in the next voter.</p> <p>Note: Absentee ballots can also be searched by confidential voter numbers.</p>



The confidential portion of the poll book is **NOT** open to public inspection. Election officials may, upon request, disclose the existence of the list, the number of electors whose names appear on the list, and the number of those electors who have voted at any point in the proceedings.

Absentee Voter Process

Absentee Voter

The City of Glendale processes and counts absentee ballots at the polling places. Voters may drop off their ballots on Election Day at the Clerk's Office or their correct polling place to be counted, however they must do so **before 8:00 p.m.**

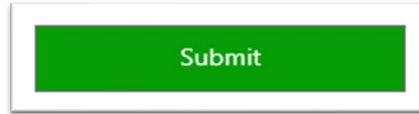
Follow the steps on this checklist to **Process Absentee Ballots**:

Check	Step #	Task to complete:																														
	1	<p>Poll workers will follow the same procedures for processing ballots as they normally would.</p> <ul style="list-style-type: none"> ✓ Keeping ballot envelopes in alphabetical order, go through the entire district to ensure each ballot belongs in the ward/district you are processing. ✓ When processing ballots: <ul style="list-style-type: none"> ○ Read the voter's name and address aloud. ○ Verify the certification is sufficient: Voter Signature, Witness Signature, Complete Witness Address. Signatures do NOT need to be legible. ○ If information is missing, verify with the Chief Inspector before rejecting. The voter has until the close of polls to rehabilitate the ballot before it must be officially rejected. ○ Ballots marked RAB are Rejected Absentee Ballots and should NOT be processed. Give the unopened ballots to the Chief. Typically, the voter has moved, is deceased, or the ballot is otherwise ineligible. 																														
	2	<p>Search for the absentee records to process, either manually by entering the voter's name/mailling ID in the search fields or by scanning the mailing ID barcode on the absentee certificate envelope.</p> <p>When searching by typing a voter's name or mailing ID, manually select the checkbox next to the voter's name prior to processing the absentee record.</p> <table border="1" data-bbox="423 1598 1458 1696"> <thead> <tr> <th colspan="5">VOTERS ISSUED AN ABSENTEE BALLOT</th> </tr> <tr> <th>Name</th> <th>Address</th> <th>Mailing ID</th> <th colspan="2">Ballot Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Cory C Davis</td> <td>123 W MAIN ST MADISON, 53703</td> <td>5319002</td> <td colspan="2">Returned</td> </tr> </tbody> </table> <p>When scanning the mailing ID barcode, the checkbox will automatically be checked.</p> <table border="1" data-bbox="423 1787 1474 1885"> <thead> <tr> <th colspan="5">VOTERS ISSUED AN ABSENTEE BALLOT</th> </tr> <tr> <th>Name</th> <th>Address</th> <th>Mailing ID</th> <th colspan="2">Ballot Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Cory C Davis</td> <td>123 W MAIN ST MADISON, 53703</td> <td>5319002</td> <td colspan="2">Returned</td> </tr> </tbody> </table>	VOTERS ISSUED AN ABSENTEE BALLOT					Name	Address	Mailing ID	Ballot Status		<input type="checkbox"/> Cory C Davis	123 W MAIN ST MADISON, 53703	5319002	Returned		VOTERS ISSUED AN ABSENTEE BALLOT					Name	Address	Mailing ID	Ballot Status		<input checked="" type="checkbox"/> Cory C Davis	123 W MAIN ST MADISON, 53703	5319002	Returned	
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Absentee Voter Process

3

Up to 10 absentee records may be selected to process at one time. Once the records have been selected to process, click the **“Submit”** button, which will open a pop-up window showing the selected records.



4

Review the records that have been selected one more time. Review the name AND address for each record and click **“Process”** when the review is complete.

Please review the absentee records you selected		
Name	Address	Process ?
Sample Voter	329 E SUMMER ST	<input checked="" type="checkbox"/>
Sample Voter	200 W PACKARD ST APT 110	<input checked="" type="checkbox"/>
Sample Voter	200 W PACKARD ST APT 108	<input checked="" type="checkbox"/>
Sample Voter	200 W PACKARD ST APT 108	<input checked="" type="checkbox"/>
Sample Voter	326 W COMMERCIAL ST	<input checked="" type="checkbox"/>
Sample Voter	621 W ATLANTIC ST	<input checked="" type="checkbox"/>
Sample Voter	115 E WINNEBAGO ST APT 210	<input checked="" type="checkbox"/>
Sample Voter	400 N RICHMOND ST UNIT 402	<input checked="" type="checkbox"/>
Sample Voter	525 N ONEIDA ST APT 1017	<input checked="" type="checkbox"/>

Cancel Process

Note: If a record was selected in error, uncheck the checkbox on that voter’s line. The name will stay in the grid, but they will not be assigned a voter number in the next step.

5

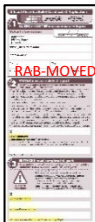



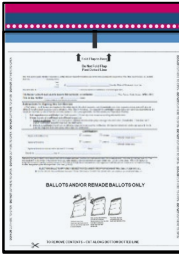

After **“Process”** is selected, Badger Books will assign each voter a number, and the pop-up window will update accordingly.

- ✓ **Write** the assigned voter number in the upper right corner of the address label on the envelope.
- ✓ Ballots are **NEVER** numbered.

Absentee ballots successfully processed		
Name	Address	Voter Number
Sample Voter	329 E SUMMER ST	1
Sample Voter	200 W PACKARD ST APT 110	2
Sample Voter	200 W PACKARD ST APT 108	3
Sample Voter	200 W PACKARD ST APT 108	4
Sample Voter	326 W COMMERCIAL ST	5
Sample Voter	621 W ATLANTIC ST	6
Sample Voter	115 E WINNEBAGO ST APT 210	7
Sample Voter	400 N RICHMOND ST UNIT 402	8
Sample Voter	525 N ONEIDA ST APT 1017	9

Close

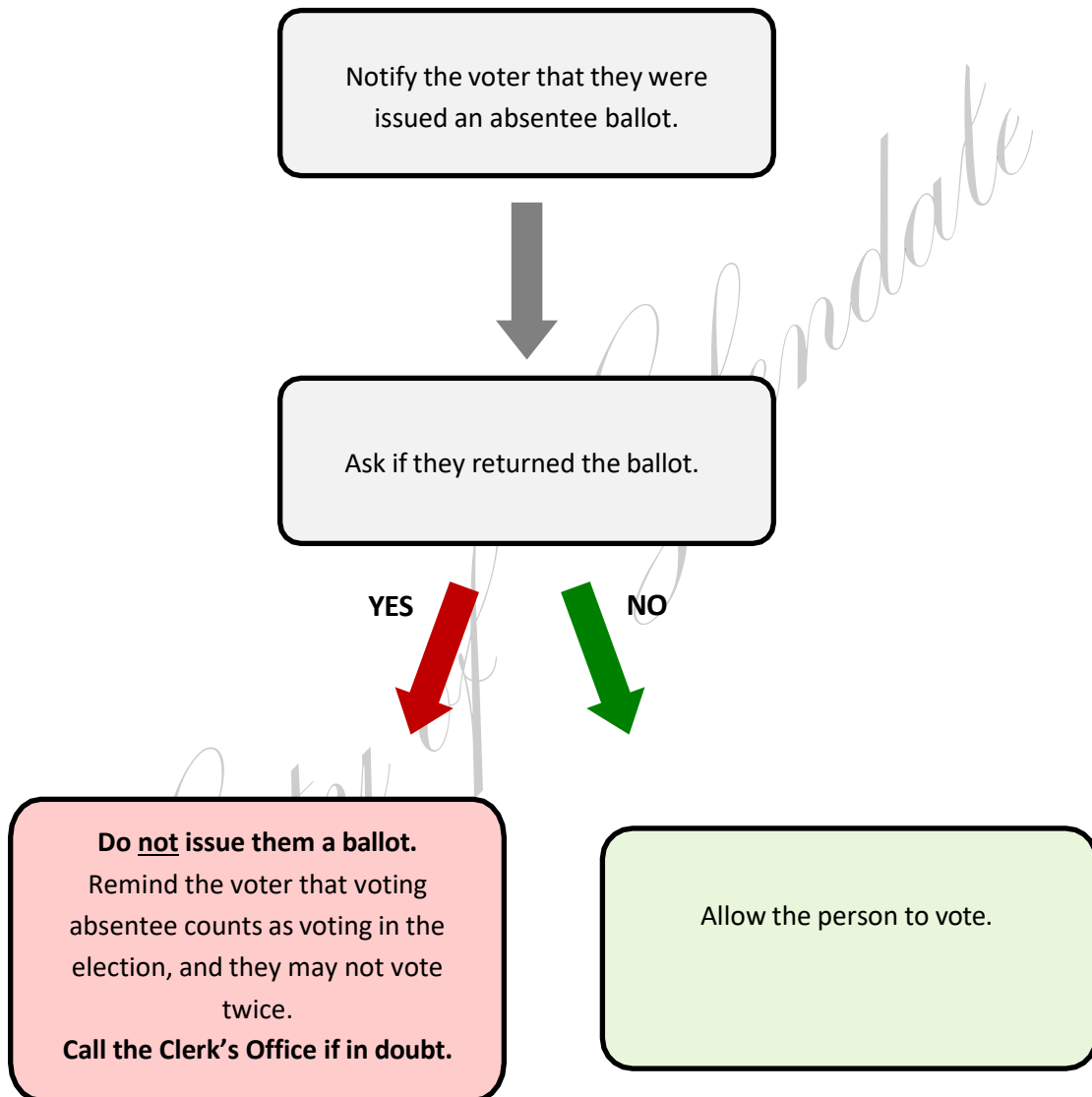
Absentee Voter Process

6	<p>Click “Close” to return to the main absentee screen.</p>				
7	<p>In the main absentee list, the records of the processed ballots will now turn green. The ballot status for each will change to “Completed” and the voter number that was assigned will be displayed.</p> <div data-bbox="493 453 1398 562" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table style="width: 100%; text-align: center;"> <thead> <tr> <th style="color: #0070C0;">Ballot Status</th> <th style="color: #0070C0;">Voter Number</th> </tr> </thead> <tbody> <tr> <td style="background-color: #00FF00; color: white;">Completed</td> <td style="background-color: #00FF00; color: white;">1</td> </tr> </tbody> </table> </div> <p>Note: When there are multiple reporting units, the numbers may not be in sequential order. The pop-up window will display the voters in the order that the poll workers selected them. Do NOT pre-number absentee ballots, as Badger Books does not allow manual assignment of voter numbers.</p>	Ballot Status	Voter Number	Completed	1
Ballot Status	Voter Number				
Completed	1				
8	<p>Carefully slice open envelopes and remove ballots, keeping ballots and envelopes in the same order.</p> <ul style="list-style-type: none"> ✓ Created a pink voter number slip for the set. ✓ Run ballots one by one through the machine. This should be done at a time it does not interfere with voters inserting ballots. The pink slip should be given to the Machine Attendant. ✓ Emailed ballots need to be reconstructed and should NOT try to be fed through the DS200. ExpressVote ballots do NOT need to be reconstructed and can be fed through the top tray of the of the DS200. 				
9	<p>Repeat workflow until all absentee ballots have been processed.</p>				
10	<p>Keep the Official Absentee Ballot Certificate & Applications separated by District, and in alphabetical order. At the end of the night, place them in the Used Certificate Envelopes of Absentee Electors (EL-103). Election Inspectors will need to sign the Certification. The EL-103s are sealed with tape and placed in mail bins.</p> <p>Place the Rejected Absentee Ballot Envelopes into the Certificate of Rejected Absentee Ballots Envelope (EL-102). Election Inspectors will need to sign the Certification. The EL-102 is placed and sealed in the plastic Ballot Bag <i>at the end of the night</i>.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Rejected Official Absentee Ballot (RAB-)</p> </div> <div style="text-align: center;">  <p>“Certificate of Rejected Absentee Ballots” EL-102 Carrier Envelope</p> </div> <div style="text-align: center;">  <p>Official Absentee Ballot Certificate</p> </div> <div style="text-align: center;">  <p>“Used Certificate Envelopes of Absentee Electors” EL-103 Carrier Envelopes</p> </div> </div> <div style="text-align: right; margin-top: 20px;">  </div> <div style="text-align: right; margin-top: 20px;">  </div>				

Absentee Voter Process

Election Inspector: Receiver

A notation “absentee issued” or “absentee received” will appear in Badger Books for the voters who requested or returned an absentee ballot. Receivers **MUST** ask any voter with a watermark by their name (because they were ISSUED an absentee ballot) if they returned their absentee ballot.



Absentee Voter Process EL-102

Election Inspector: Receiver

CERTIFICATE OF REJECTED ABSENTEE BALLOTS

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

of the

Town	}	of _____, _____ County, Wisconsin
Village		
City		

on the _____ day of _____, _____

for the reasons shown on the back of each certificate envelope. Each rejected certificate envelope was assigned a number and listed on the Inspectors' Statement (EL-104) prepared and filed by us with the election returns.

} Election Inspectors

Dated this _____ day of _____, _____.

☆☆

Election Inspectors

- Ballots of absentee voters which are rejected pursuant to the provisions of §6.88, Wis. Stats., shall be kept in their certificate envelopes and returned enclosed in this carrier envelope to the municipal clerk.
- These ballots may not be counted, and the names of voters may not be entered on the poll list or assigned a number on the registration list.
- Each certificate envelope should be numbered and the reason for rejection listed on the back of the envelope and on the Inspectors' Statement (EL-104).
- This carrier envelope will be returned by the inspectors to the municipal clerk after the polls close. §6.88(3)(b), Wis. Stats.

Municipal and County Clerks

- The municipal clerk is responsible for delivery of this carrier envelope to the county clerk by 4 p.m. on the day following the election if a county, state or federal election is held in conjunction with the election for which these ballots were cast. If there is no county, state or federal election held in conjunction with this election, this envelope shall be kept by the municipal clerk or returned to the clerk responsible for administering the election for which the absentee ballots were cast. §7.51(3)(d), (5), Wis. Stats.
- In the event of a recount, the county clerk or appropriate municipal clerk will return this carrier envelope to the board of canvassers responsible for conducting the recount. §9.01, Wis. Stats.

This form is printed on a brown envelope.

Absentee Voter Process EL-103

Election Inspector: Receiver

USED CERTIFICATE ENVELOPES OF ABSENTEE ELECTORS

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

of the

Town	}	of _____, _____ County, Wisconsin
Village		
City		

on the _____ day of _____.

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

_____ } **Election Inspectors**

Dated this _____ day of _____.

☆☆

Election Inspectors or Municipal Board of Absentee Ballot Canvassers (Election Officials)

- Election officials shall announce the name of each absentee elector.
- When the election officials find that the certification has been properly executed, and the absentee voter is a qualified elector of the ward and has not voted in the election, they shall assign a voter number to the elector's name on the poll list and the Absentee Ballot log, and enter an indication on the poll list that the elector voted absentee.
- The election officials shall open the envelope containing the ballots so as not to deface or destroy the certification.
- The election officials shall remove the ballots and deposit them in the proper ballot containers. §§6.88(3)(a), 7.52(3)(a), Wis. Stats.
- Used certificate envelopes of absentee voters who have cast ballots shall be placed in this carrier envelope and returned to the municipal clerk after the polls close or upon completion of the absentee ballot canvass. §§7.51(3)(d), 7.52(4)(i), Wis. Stats.

Municipal and County Clerks

- The municipal clerk is responsible for delivery of this envelope to the county clerk by 4 p.m. on the day following the election if a county, state or federal election is held in conjunction with the election for which these ballots were cast. If there is no county, state or federal election held in conjunction with this election, this envelope shall be kept by the municipal clerk or returned to the clerk responsible for administering the election for which the absentee ballots were cast. §7.51(3)(d), (5), Wis. Stats.
- In the event of a recount, the county clerk or appropriate municipal clerk will return this envelope to the board of canvassers responsible for conducting the recount. §9.01, Wis. Stats.

EL-103 | Rev. 2016-08 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: elections.wi.gov | email: elections@wi.gov

This form is printed on a white envelope.

Absentee Voter Process

Standard Absentee Ballot Certificate EL-122

Official Absentee Ballot Certificate & Application

STEP 1 **CLERK OR DEPUTY** must complete this part

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

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:

- 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)

Special Voting Deputy Absentee Ballot Certificate EL-122SVD

Official Absentee Ballot Certificate & Application

STEP 1 **CLERK OR DEPUTY** must complete this part

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

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 **SVD** must complete this part

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

- I am an adult U.S. citizen
- I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk)
- I did not solicit or advise the elector to vote for or against any candidate or measure
- I further certify that the name and address of the voter is correct as shown

X **X**

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

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

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

Military & Overseas Absentee Ballot Certificate EL-122M

Official Absentee Ballot Certificate & Application

STEP 1 **CLERK OR DEPUTY** must complete this part

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:

- 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

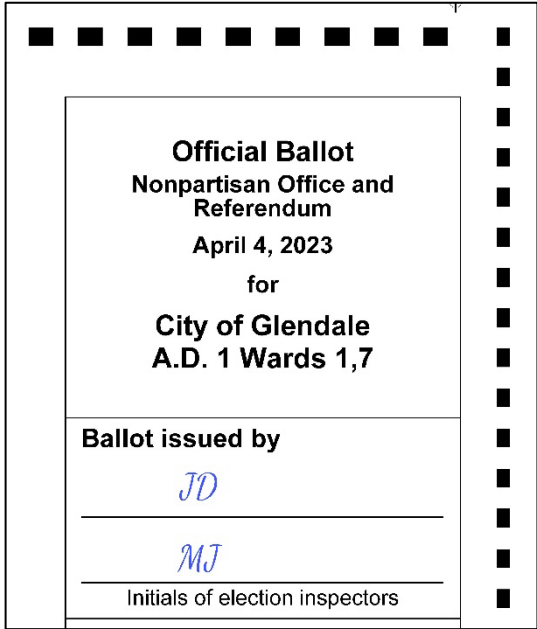

Witness Address (Number, Street Name, City)

Spoiled Ballot Process

Spoiled Ballot

When a voter makes an error, they may be issued a new ballot. The Ballot Table Attendant or the Chief will give the new ballot to the voter.

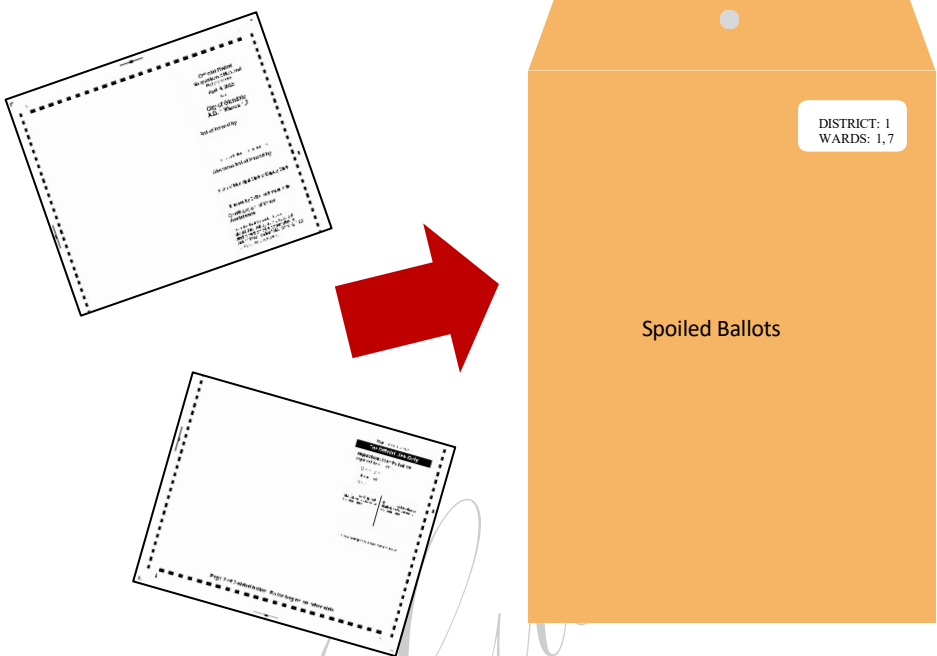
Follow the steps on this checklist to **Spoil a ballot**.

Check	Step #	Task to complete:
	1	<p>Confirm that the original ballot was issued at your table.</p> <p>Check the district/ward number on the ballot to be spoiled.</p>
	2	<p>Secure two sets of Ballot Table Attendants' initials on a new ballot.</p> <div style="text-align: center;">  </div>
	3	<p>Issue a new ballot to the Chief Inspector or the voter.</p> <div style="text-align: center;">  <p>DO NOT issue a new voter number.</p> </div>

Spoiled Ballot Process

4

Tear the original ballot in half and place in the Spoiled Envelope



5

The Ballot Table Attendant should keep count of spoiled ballots and report it to the Chief Inspector to record on the EL-104.

		Anything that has impacted your ability to reconcile (balance your voter numbers to your ballots).	a.m. p.m.	
		Any provisional ballots issued for this district.	a.m. p.m.	
		The number of spoiled ballots.	a.m. p.m.	
	1	Spoiled Ballot	11:35 a.m. p.m.	MJ

Registrar Overview

Every person must be registered before voting in an election. Wisconsin law allows a person to register to vote on Election Day.

The duties of a Registrar are as follows:

- ✓ Confirm the voter is at the correct polling place.
- ✓ Facilitate the voter registration process, including communicating important and accurate information to the person registering.
- ✓ Check the voter's Proof of Residence (POR) document and photo ID.
- ✓ Verify the voter is not on the Ineligible Voter List.
- ✓ Complete the Election Day Registration application in Badger Books, following all instructions/prompts.
- ✓ After registration is complete, proceed to check-in voter and issue voter number to newly registered voter.
- ✓ Direct voter with voter number to correct table for their District/Ward to obtain a ballot.

Staffing: Most voting sites designate one (1) Registrar during smaller elections and one (1) per district during elections with high voter turnout.

City of Glenview

Election Day Registration Qualifications

Election Inspector: Registrar

Who May Register to Vote

Qualifications to register are as follows:

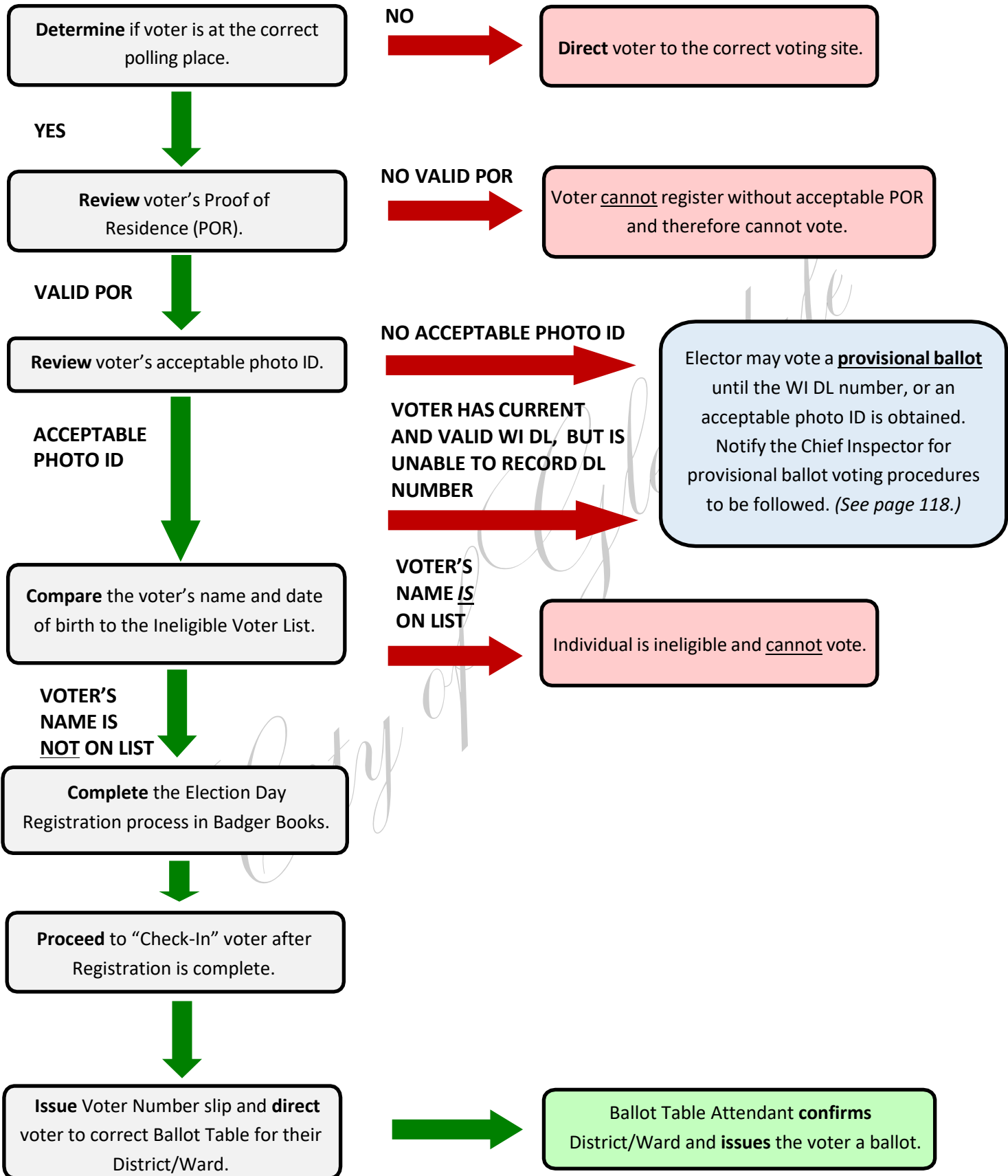
- ✓ A U.S. citizen
- ✓ At least 18 years old
- ✓ Reside in the City of Glendale
- ✓ Display proof of residence

Person registering to vote:

- ✓ is **not** currently serving a sentence, including probation, parole, or extended supervision, for a felony conviction.
- ✓ has lived at their address for at least **28** consecutive days before the election, with no present intent to move.
- ✓ is **not** otherwise disqualified from voting.
- ✓ has **not** already voted in this election, including by absentee ballot.

City of Glendale

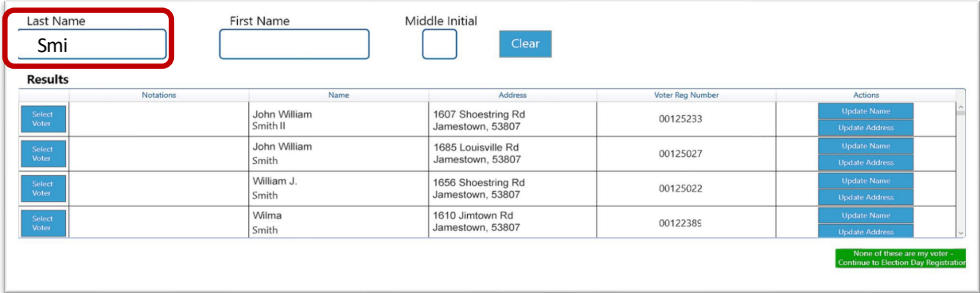
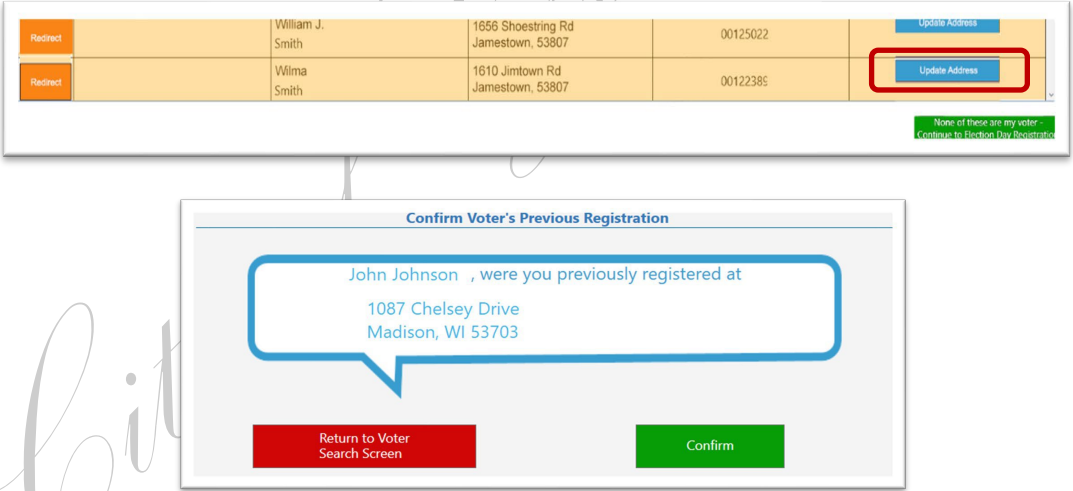

Election Day Registration Flowchart



Election Day Registration Voter

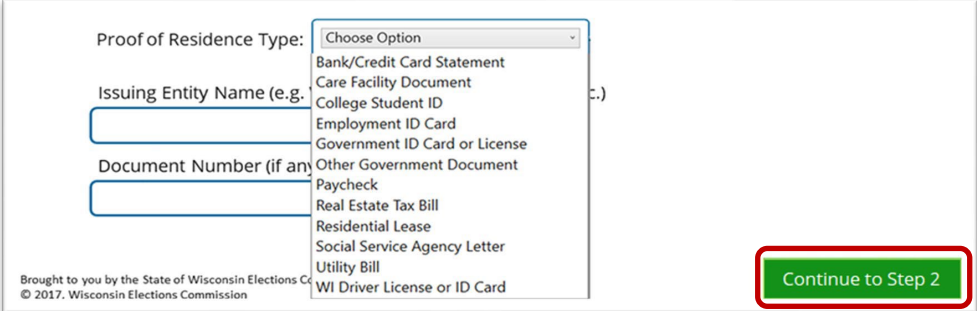
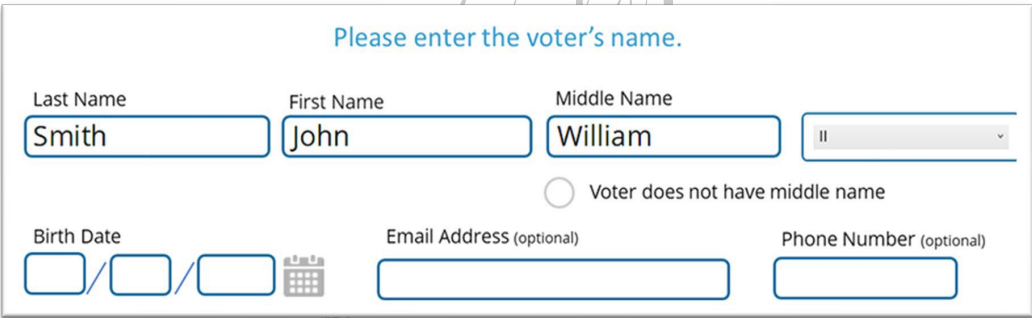
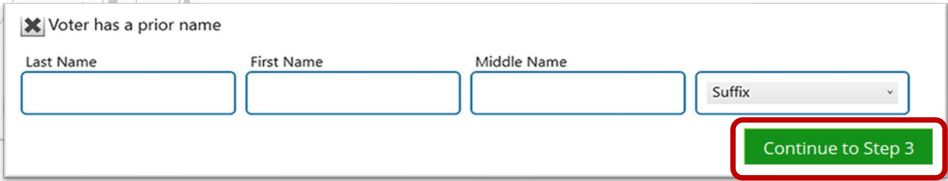
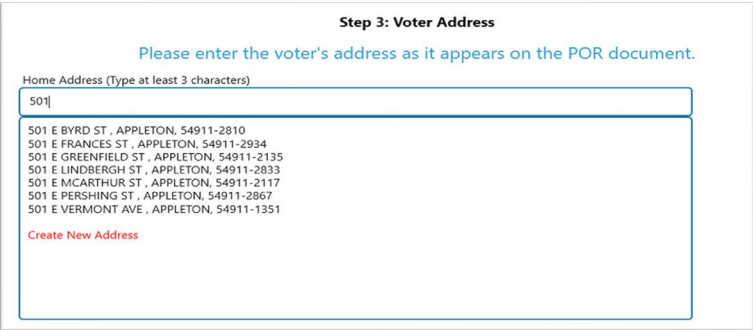
Election Inspector: Registrar

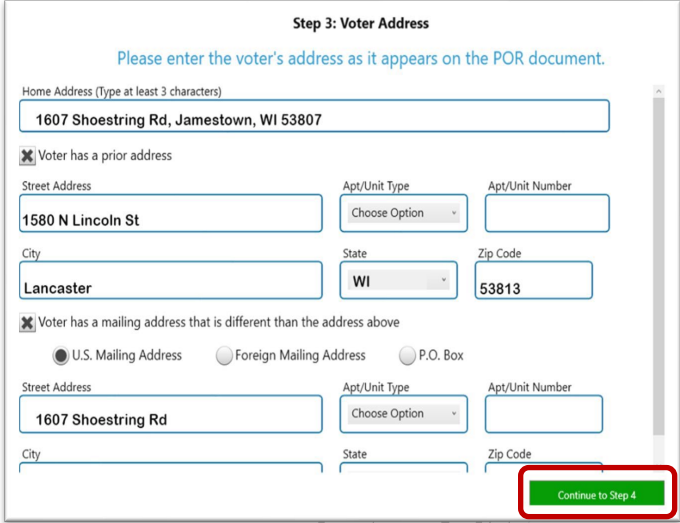
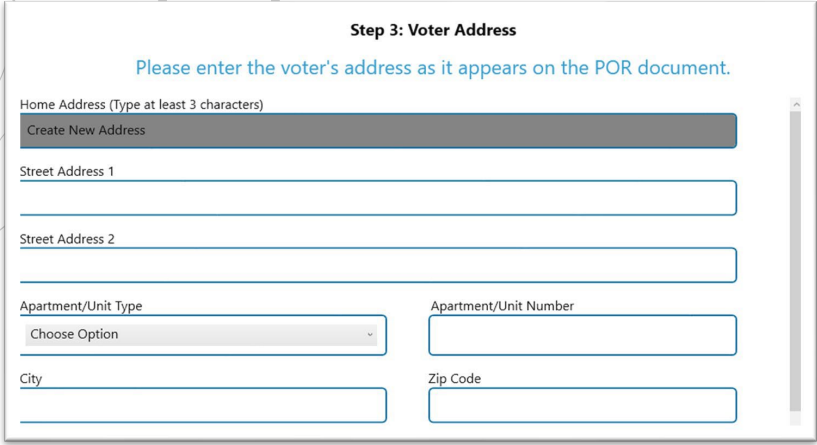
Follow the steps on this checklist to register an **Election Day Registration Voter**.

Check	Step #	Task to complete:
	1	<p>A. Ask the voter to state their name and address. B. Select "Voter stated name and address" button. C. Search for the voter by typing their last name (minimum 2 characters required) in the "Last Name" field.</p> 
	2	<p>A. If results appear and the row is highlighted orange, confirm whether the voter's previous address matches any of the results; if yes, select the "Update Address" button to proceed to Election Day Registration.</p>  <p>As an additional confirmation to ensure that the correct voter record is being updated, a pop-up window will appear with the address on file for the selected record. It is recommended to ask the voter to verify again the last registered address, as indicated.</p> <p>B. If no results are found or the original address is NOT the prior address, select the "None of these are my voter – Continue to Election Day Registration" button.</p> 

Election Day Registration Voter

Election Inspector: Registrar

<p>3</p>	<p>The first step of an Election Day Registration is to verify a voter’s Proof of Residence (POR). Ask to see the voter’s POR, if not already in hand, and hold on to the document.</p> <ul style="list-style-type: none"> • Select/verify the type of POR provided by the voter and record the entity name and document number, if appropriate. Then select “Continue to Step 2.” 
<p>4</p>	<p>Record/verify the voter’s name, including middle name and suffix (if applicable). Enter/verify the voter’s date of birth. Ask the voter if they want to provide contact information and record it in the option “Email” and “Phone Number” fields.</p> 
<p>5</p>	<p>Ask whether the voter has a prior name and whether that prior name was used for voter registration. If the answer is yes, record it by click the “Voter has a prior name” checkbox and entering the previous name. Then select “Continue to Step 3.”</p> 
<p>6</p>	<p>Record the voter’s address as it appears on the POR document. Search for the address using the “Home Address” field by entering the house number and street name (minimum of 3 characters for results to begin to populate). Select the correct address.**</p> 

<p>6</p>	<p>Ask whether the voter has a prior address previously used for registration or whether their mailing address is different from the home address; select the relevant button and record the address information. Then select “Continue to Step 4.”</p> 
<p>7</p>	<p>**If an address does not appear in the search results, click on the “Create New Address” option, at which time you will be required to:</p> <ul style="list-style-type: none"> ✓ Confirm the voter is in the correct polling place. ✓ Add new address ✓ District the voter ✓ Assign the correct ballot style
<p>8</p>	<p>Type the address into the appropriate fields. Verify if the voter has a prior address for registration or a different mailing address.</p> 

Election Day Registration Voter

Election Inspector: Registrar

Verify the voter’s eligibility in Step (4) of the Election Day Registration process. Ask the voter to answer the six “Yes” or “No” eligibility questions. By clicking “More Information” the voter can get additional details regarding each question.

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](#)

9

If the voter has a WI Driver License or State ID, entry of the identification number and expiration date is required.

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

If the voter does not have a WI Driver License or State ID, entry of the last four digits of the voter’s social security number is required.

Do you have a social security number? Yes No More Information

Last Four Digits of SSN
 Confirm the Last four Digits of your SSN

Note: The elector is still allowed to register even if “No” is selected for both questions as the signature on the form certifies that the individual has neither a driver license/state identification number, nor a social security number.

Do you have a social security number? Yes No More Information

10

Ask the voter to review all information on the Review page. Select “Edit” next to a field if there are any necessary changes. Select “Continue to Step 6” when ready.

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](#)

11

If the Election Inspector added a new address, they will be prompted to verify the New Address.

Once the address has been verified against the appropriate district maps, select the Ward, School District, Sanitary District, and Ballot Style. If the address is determined to be located in a reporting unit not served by the polling place, select **“Address not served by this polling place,”** otherwise select **“Continue to Step 6.”**

12

Ask the voter to verify and select the certification statement to accept all stated conditions. Next, the voter should sign in the first yellow box. The Election Inspector should sign in the second yellow box. Select **“Continue”** to finish the process.

13

On the final page, ask the voter if they would like to continue and vote today. If so, select **“Continue to Check In”**. If registering only, select **“Elector does not want to vote, Finish – Next Voter.”**


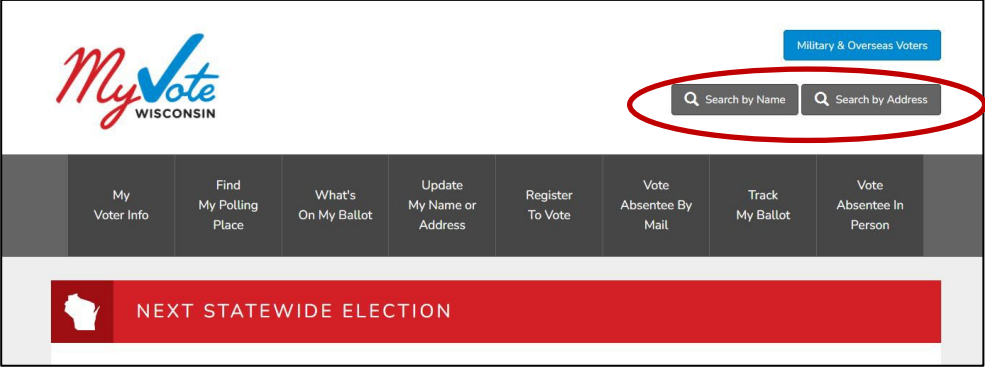
Note: If a voter completes the EDR process and chooses not to receive a ballot immediately, AND THEN RETURNS again later for a ballot, the EDR process must be completed again.

Election Day Registration Voter (Paper)

Election Inspector: Registrar

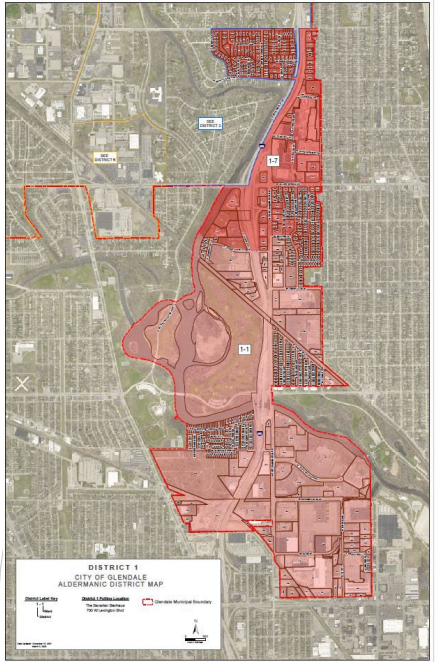



Follow the steps on this checklist to register an Election Day Registration Voter.

Please note, this process is **ONLY** followed in the event of a Badger Books failure when paper registration forms must be used. However, Steps 1 through 5 may be utilized by the **Greeter** to assist voters in determining their correct polling location.

Check	Step #	Task to complete:
	1	<p>Using the tablet provided, select the icon on the “Home” screen to be directed to MyVote.WI.gov</p>  <div data-bbox="472 1266 1398 1409" style="border: 1px solid black; border-radius: 15px; padding: 10px; background-color: #f8d7da; margin-top: 10px;"> <p>! Do NOT leave the table unattended to prevent theft. When closing the polls, return the tablet to the supply bin.</p> </div>
	2	<p>MyVote provides an option to “Search by Name” or “Search by Address.” If a voter is unsure if they are registered, the “Search by Address” option is recommended.</p> 

Election Day Registration Voter (Paper)

Election Inspector: Registrar

5		<p>If the tablet is unavailable, the Aldermanic District Map can be used to confirm an Election Day Registration voter is at the proper polling location.</p> <p>Ask the voter for their full address:</p> <ul style="list-style-type: none"> • House number • Street Direction • Street Name • Street Suffix <p>Ex: 726 W Rock Place</p> <p>Locate the street direction/name/suffix on the map.</p> <p>Identify if the house number exists within the district boundaries.</p> <p>Direct the voter to the correct polling location if the address provided is not within <u>either</u> district at the location.</p> 
6		<p>Ask the voter to present their Proof of Residence and photo ID.</p> <div style="background-color: #f8d7da; padding: 10px; border-radius: 10px; margin: 10px 0;">  <p><u>ALL</u> Election Day Registrants completing a Registration application <u>MUST</u> Provide a Proof Residence Document.</p> </div> <p>An acceptable form of Proof of Residence must include:</p> <ol style="list-style-type: none"> 1. Current and complete name (first and last name) 2. Current and complete residential address in the City of Glendale (<i>a P.O. Box is NOT an acceptable address</i>) <p>See page 196 for acceptable forms of Proof of Residence.</p>
7		<p>Verify the voter's identity from the acceptable form of photo ID they provide. See page 194 for acceptable forms of photo ID.</p> <p>An acceptable photo ID must have the following:</p> <ul style="list-style-type: none"> ✓ Photo that reasonably resembles the voter. ✓ Name that conforms (does not need to be identical) to the poll book. ✓ Expiration date that is acceptable based on the type of ID.  <div style="background-color: #f8d7da; padding: 10px; border-radius: 10px; margin: 10px 0;">  <p><u>An acceptable photo ID does NOT have to include a current address.</u></p> <p><i>If the voter does not have an acceptable form of photo ID, they can vote provisionally. See page 118.</i></p> </div>

Election Day Registration Voter (Paper)

Election Inspector: Registrar

Have the voter complete the voter registration application **Boxes 1-9.**

8

Wisconsin Voter Registration Application		Please complete legibly Additional instructions on reverse	EDR										
Qualifications please check each box if YOU :	1	If you cannot check every box, do NOT complete this form <input type="checkbox"/> Are a citizen of the United States <input type="checkbox"/> Have resided at the address provided below for at least 28 consecutive days prior to the election and do not currently intend to move	<input type="checkbox"/> Will be at least 18 years old on or before Election Day <input type="checkbox"/> Are not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction										
Your Name	2	Last _____ Suffix (Jr., II, etc.) _____ First _____ Middle _____											
About You phone number and email are optional	3	Date of Birth (MM/DD/YYYY) _____ Phone Number _____ Email Address _____											
The Address Where You Live your residential voting address, which cannot be a P.O. Box <small>if you do not have a street address, please use the map on the back of this form</small>	4	Street Address _____ Apt/Room # _____ City/Town/Village of _____ WI Zip _____ Mailing Municipality (if different) _____ Are you military or permanent overseas voter? <input type="checkbox"/> Military <input type="checkbox"/> Permanent Overseas											
Your Mailing Address if different from above	5	Street Address (or P.O. Box) _____ City/State/Country/Zip _____											
Prior Registration Information complete this field if you are updating your registration due to a change in name or address	6	Full Name on Previous Registration _____ Full Address on Previous Registration (if known) _____											
Identification <small>(check the box that applies to you)</small> WI Driver License or ID number required if unexpired and valid. SSN required if DL/ID not valid or never issued	7	<input type="checkbox"/> I have an unexpired and valid WI Driver License or WI DOT issued ID. Provide number and expiration date below Expiration Date _____ <input type="checkbox"/> I do not have a valid WI Driver License or WI DOT issued ID Provide the last four digits of your Social Security Number XXX-XX-_____ <input type="checkbox"/> I have neither a valid WI Driver License/ID nor a Social Security Number (see back for more information and next steps)											
Proof of Residence military and permanent overseas voters are not required to provide proof of residence	8	<input type="checkbox"/> Voters must provide a proof of residence document when registering to vote. Please check this box to affirm that you are providing a copy of a valid form of proof of residence with this application Examples include: a copy of a valid and unexpired Wisconsin Driver License or ID Card, a utility bill, a paycheck/pay stub, or correspondence from a unit of government (see back of application for additional information and examples)											
Signature and Certification	9	By signing below, I hereby certify that, to the best of my knowledge, I am a qualified elector , having resided at the above residential address for at least 28 consecutive days immediately preceding this election, that I have no present intent to move, and I have not voted in this election. I also certify that I am not otherwise disqualified from voting and 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 X _____ / / Voter Signature Today's Date											
Falsification of information on this form is punishable under Wisconsin law as a Class I felony													
Assistant if someone assisted you by signing this form, they must complete this section	10	X _____ Assistant Signature Assistant Address											
This Section for Official Use Only													
Proof of Residence Type	WI DL	WI ID	UTIL	BANK/CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
Proof of Residence Issuing Entity	Proof of Residence #			Date Complete/POR Received			Election Day Voter Number						
WisVote ID # _____				<input type="checkbox"/> Submitted by Mail				X _____ Official's Signature					
Confidential Elector ID # _____	Ward	Sch. District	Alder	Cty. Supr.	Ct. Of App.	Assembly	St. Senate	Congress					
EL-131 (REV 2018-11)													

Election Day Registration Voter (Paper)

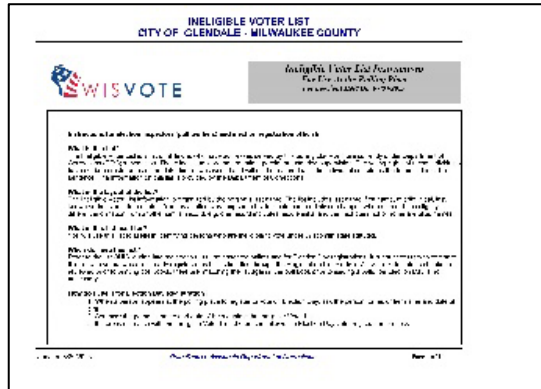
Election Inspector: Registrar

Example of the voter's portion of the voter registration application.

Wisconsin Voter Registration Application		Please complete legibly Additional instructions on reverse		EDR									
Qualifications please check each box if <u>YOU</u> :	1	If you cannot check every box, do NOT complete this form <input checked="" type="checkbox"/> Are a citizen of the United States <input checked="" type="checkbox"/> Will be at least 18 years old on or before Election Day <input checked="" type="checkbox"/> Have resided at the address provided below for at least 28 consecutive days prior to the election and do not currently intend to move <input checked="" type="checkbox"/> Are not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction											
Your Name	2	Last <u>Jones</u> Suffix (Jr., II, etc.) _____ First <u>Mary</u> Middle <u>Elizabeth</u>											
About You phone number and email are optional	3	Date of Birth (MM/DD/YYYY) <u>01/20/1980</u>		Phone Number <u>414-555-1234</u> Email Address <u>mejones@gmail.com</u>									
The Address Where You Live your residential voting address, which cannot be a P.O. Box <small>if you do not have a street address, please use the map on the back of this form</small>	4	Street Address <u>5909 N Milwaukee River Parkway</u> Apt/Room # _____ City/Town/Village of <u>Glendale</u> WI Zip <u>53209</u> Mailing Municipality (if different) _____ Are you military or permanent overseas voter? <input type="checkbox"/> Military <input type="checkbox"/> Permanent Overseas											
Your Mailing Address if different from above	5	Street Address (or P.O. Box) _____ City/State/Country/Zip _____											
Prior Registration Information complete this field if you are updating your registration due to a change in name or address	6	Full Name on Previous Registration <u>Mary E Jones-Smith</u> Full Address on Previous Registration (if known) <u>825 N 22nd St, Milwaukee, WI 53233</u>											
Identification (check the box that applies to you) <small>WI Driver License or ID number required if unexpired and valid. SSN required if DL/ID not valid or never issued</small>	7	<input checked="" type="checkbox"/> I have an unexpired and valid WI Driver License or WI DOT issued ID. Provide number and expiration date below <u>J564-4568-0564-50</u> Expiration Date <u>01/20/2026</u> <input type="checkbox"/> I do not have a valid WI Driver License or WI DOT issued ID Provide the last four digits of your Social Security Number XXX-XX-_____ <input type="checkbox"/> I have neither a valid WI Driver License/ID nor a Social Security Number (see back for more information and next steps)											
Proof of Residence military and permanent overseas voters are <u>not</u> required to provide proof of residence	8	<input checked="" type="checkbox"/> Voters must provide a proof of residence document when registering to vote. Please check this box to affirm that you are providing a copy of a valid form of proof of residence with this application Examples include: a copy of a valid and unexpired Wisconsin Driver License or ID Card, a utility bill, a paycheck/pay stub, or correspondence from a unit of government (see back of application for additional information and examples)											
Signature and Certification	9	By signing below, I hereby certify that, to the best of my knowledge, I am a qualified elector , having resided at the above residential address for at least 28 consecutive days immediately preceding this election, that I have no present intent to move, and I have not voted in this election. I also certify that I am not otherwise disqualified from voting and 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 X <u>Mary E Jones</u> <u>4 / 4 / 2023</u> Voter Signature Today's Date											
<small>Falsification of information on this form is punishable under Wisconsin law as a Class II felony</small>													
Assistant if someone assisted you by signing this form, they must complete this section	10	X _____ Assistant Signature Assistant Address											
<small>This Section for Official Use Only</small>													
Proof of Residence Type	WI DL	WI ID	UTIL	BANK/CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
Proof of Residence Issuing Entity				Proof of Residence #		Date Complete/POR Received		Election Day Voter Number					
						/ /							
WisVote ID # _____						<input type="checkbox"/> Submitted by Mail			X _____ Official's Signature				
Confidential Elector ID # _____													
Ward	Sch. District	Alder	City Supr.	Cl. Of App.	Assembly	St. Senate	Congress						

9

Compare the voter's name and date of birth to the **Ineligible Voter List**.



If there is a match, inform the voter that their name appears on a list of ineligible voters.

- If the voter agrees with the match, they **cannot** vote.
- If the voter disagrees with the match, the Chief Inspector should contact the Clerk's Office to verify the voter's status.

10

Review the voter registration application and **complete the section for official use only**.

- Review** the voter registration application for legibility and completeness.
- Circle** the Proof of Residence (POR) Type presented by the voter. *See page 196 for acceptable forms of POR.*
- Record** the name of the entity issuing the POR document. For example, if it's a utility bill from WE Energies write "WE Energies."
- Record** the number from the POR.
 - If the account number has **more than six (6) digits**, record only the last four (4) numbers of the document/account number. If the account number is **six (6) digits or less**, record only the last two (2) digits of the account number.
 - Some POR documents, such as a letter from a government entity, might not have a document number. If there is none, please write "none."
- Record** today's date, the district, and the ward number.
- Sign your name.**

This Section for Official Use Only													
Proof of Residence Type	WI DL	WI ID	UTIL	BANK/CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
C Proof of Residence Issuing Entity WE Energies				Proof of Residence # 5675 D		Date Complete/POR Received 4 / 4 / 2023		Election Day Voter Number					
WisVote ID # _____							Submitted by Mail <input type="checkbox"/>						
Confidential Elector ID # _____							X Official's Signature Lisa Lange F						
E 1	Sch. District		Alder		Cty. Supr.		Ct. Of App.		Assembly		St. Senate		Congress

Election Day Registration Voter (Paper)

Election Inspector: Registrar

11

Record information on the Election Day Registered Voter List and have voter sign list.

- A. **Record** the voter’s name and address on the Election Day Registered Voter List.
- B. **Ask** the voter to sign the Election Day Registered Voter List under signature.

**If the voter refuses to sign, the voter cannot vote.*

Milwaukee County Election Commission Form 6739 R6

ELECTION DAY REGISTERED VOTER LIST

This voter list should be used for recording specified information from voters who register on Election Day. Fill out in duplicate - paper is carbonized. Return one copy to the City or Village Clerk and one copy to the Milwaukee County Election Commission.

CITY OR VILLAGE Glendale Aldermanic District 1 Ward 1

Voter Number	Voter Name	Address	Signature of Voter
1	Mary E Jones	5909 N Milwaukee River Pkwy	<i>Mary E Jones</i>
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

I hereby certify that the foregoing statement is in all respects correct.

4/4/2023
Date of Election

Election Inspector Signature

Election Inspector Signature

12

Provide the voter with two Election Day Registration (EDR) stickers and direct them to the correct District table to obtain their voter number.

The sticker should include the voter’s name, address, and district/ward numbers.

NAME: _____

ADDRESS: _____

GLENDALE, 532____ WD____ AD____

VOTER #: (← PLACE STICKER)

NAME: _____

ADDRESS: _____

GLENDALE, 532____ WD____ AD____

VOTER #: (← PLACE STICKER)

Election Day Registration Voter (Paper)

Election Inspector: Registrar

13

The Receiver table will place one EDR sticker in each poll book, on the pages labeled Election Day Registrants. The voter will need to sign the “Signature” line above their EDR sticker.

The diagram shows a sheet of EDR stickers. At the top, it says 'WARDS: _____' and 'ELECTION DAY REGISTRANTS MUNICIPALITY: CITY OF GLENDALE ELECTION DATE: APRIL 4, 2023'. Below this is a grid of 10 stickers arranged in 5 rows and 2 columns. Each sticker has a line for a signature and a line for a voter number. A hand is shown pointing to the top-left sticker, which is highlighted with a red box. The text 'PLACE STICKER HERE' is repeated for each sticker.

14

The Receiver will confirm the District/Ward assign are correct and secure a voter number for the voter. This number will be provided to the Registrar to complete on the Election Day Registered Voter List and Voter Registration Application.

This Section for Official Use Only													
Proof of Residence Type	WI DL	WI ID	UTIL	BANK/CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
Proof of Residence Issuing Entity WE Energies				Proof of Residence # 5675		Date Complete/POR Received 4 / 4 / 2023		Election Day Voter Number 42					
WisVote ID # _____							<input type="checkbox"/> Submitted by Mail				X <i>Lisa Lange</i> Official's Signature		
Confidential Elector ID # _____													
Ward	Sch. District	Alder	City Supr.	Cl. Of App.	Assembly	St. Senate	Congress						
1		1											

Milwaukee County Election Commission Form 6739 R6

ELECTION DAY REGISTERED VOTER LIST

This voter list should be used for recording specified information from voters who register on Election Day. Fill out in duplicate - paper is carbonized. Return one copy to the City or Village Clerk and one copy to the Milwaukee County Election Commission.

CITY OR VILLAGE Glendale Aldermanic District 1 Ward 1

Voter Number	Voter Name	Address	Signature of Voter
42	Mary E Jones	5909 N Milwaukee River Pkwy	<i>Mary E Jones</i>

15

- A. Issue the ballot and voter number pink slip to the voter.
- B. Direct the voter to the correct Ballot Table to obtain their ballot, reaffirming their District and Ward.

Ald District 1 Ward 1

Voter Number: **42**

VOTER: Please give this number to the Machine Attendant when you insert your ballot.

Certified: Initials of Election Inspectors on **LAST VOTER NUMBER (only).**

Election Day Registration Application

Election Inspector: Registrar

Wisconsin Voter Registration Application		Please complete legibly Additional instructions on reverse		EDR									
Qualifications please check each box if YOU :	1	If you cannot check every box, do NOT complete this form <input checked="" type="checkbox"/> Are a citizen of the United States <input checked="" type="checkbox"/> Will be at least 18 years old on or before Election Day <input checked="" type="checkbox"/> Have resided at the address provided below for at least 28 consecutive days prior to the election and do not currently intend to move <input checked="" type="checkbox"/> Are not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction											
Your Name	2	Last <u>Jones</u> Suffix (Jr., II, etc.) _____ First <u>Mary</u> Middle <u>Elizabeth</u>											
About You phone number and email are optional	3	Date of Birth (MM/DD/YYYY) <u>01/20/1980</u>		Phone Number <u>414-555-1234</u> Email Address <u>mejones@gmail.com</u>									
The Address Where You Live your residential voting address, which cannot be a P.O. Box <small>if you do not have a street address, please use the map on the back of this form</small>	4	Street Address <u>5909 N Milwaukee River Parkway</u> Apt/Room # _____ City/Town/Village of <u>Glendale</u> WI Zip <u>53209</u> Mailing Municipality (if different) _____ Are you military or permanent overseas voter? <input type="checkbox"/> Military <input type="checkbox"/> Permanent Overseas											
Your Mailing Address if different from above	5	Street Address (or P.O. Box) _____ City/State/Country/Zip _____											
Prior Registration Information complete this field if you are updating your registration due to a change in name or address	6	Full Name on Previous Registration <u>Mary E Jones-Smith</u> Full Address on Previous Registration (if known) <u>825 N 22nd St, Milwaukee, WI 53233</u>											
Identification (check the box that applies to you) <small>WI Driver License or ID number required if unexpired and valid. SSN required if DL/ID not valid or never issued</small>	7	<input checked="" type="checkbox"/> I have an unexpired and valid WI Driver License or WI DOT issued ID. Provide number and expiration date below <u>J564-4568-0564-50</u> Expiration Date <u>01/20/2026</u> <input type="checkbox"/> I do not have a valid WI Driver License or WI DOT issued ID Provide the last four digits of your Social Security Number XXX-XX-_____ <input type="checkbox"/> I have neither a valid WI Driver License/ID nor a Social Security Number (see back for more information and next steps)											
Proof of Residence military and permanent overseas voters are not required to provide proof of residence	8	<input checked="" type="checkbox"/> Voters must provide a proof of residence document when registering to vote. Please check this box to affirm that you are providing a copy of a valid form of proof of residence with this application Examples include: a copy of a valid and unexpired Wisconsin Driver License or ID Card, a utility bill, a paycheck/pay stub, or correspondence from a unit of government (see back of application for additional information and examples)											
Signature and Certification	9	By signing below, I hereby certify that, to the best of my knowledge, I am a qualified elector , having resided at the above residential address for at least 28 consecutive days immediately preceding this election, that I have no present intent to move, and I have not voted in this election. I also certify that I am not otherwise disqualified from voting and 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 X <u>Mary E Jones</u> <u>1 / 4 / 2023</u> Voter Signature Today's Date											
Falsification of information on this form is punishable under Wisconsin law as a Class I felony													
Assistant if someone assisted you by signing this form, they must complete this section	10	X _____ Assistant Signature Assistant Address											
This Section for Official Use Only													
Proof of Residence Type	WI DL	WI ID	UTIL	BANK/CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
Proof of Residence Issuing Entity	Proof of Residence #		Date Complete/POR Received		Election Day Voter Number								
<u>WE Energies</u>	<u>5675</u>		<u>4 / 4 / 2023</u>		<u>42</u>								
WisVote ID # _____	<input type="checkbox"/> Submitted by Mail			X <u>Lisa Lange</u>		Official's Signature							
Confidential Elector ID # _____	Ward	Sch. District	Alder	Cty. Supr.	Ct. Of App.	Assembly	St. Senate	Congress					
	<u>1</u>		<u>1</u>										

Election Day Registration Information

Election Inspector: Registrar

Important Information

- In order to register to vote, an individual must complete all required sections of the Wisconsin Voter Registration Application and provide Proof of Residence.
- The Help America Vote Act of 2002 and Wisconsin law require that individuals provide certain information when registering to vote:
 - A voter who has been issued a current (non-expired) and valid (not revoked or suspended) Wisconsin Driver License (WDL) OR WI Department of Transportation (DOT) issued ID must provide their WDL or DOT ID number and the expiration date on the voter registration application.
 - The voter does not have to show the Registrar their driver license in order to complete this section of the form, but does need to show the Registrar if they are using the driver license as Proof of Residence
- If an individual has a current and valid Wisconsin Driver License or DOT issued ID, but cannot provide the number (i.e., forgot to bring it and does not know the number), he or she may call the Wisconsin Department of Transportation (available between 7:30 A.M. and 5:00 P.M.) at **608-266-2353**. (Once connected, the caller should listen for the start of the menu of options and select “4.” The caller will then hear a second menu of options and again select “4” and “4” once more.)
 - The voter may attempt to reach the DOT while at the polling site. The voter should step outside while making this call so as not to interrupt the registration process.
 - If the voter cannot or will not provide the DL or ID number, they can register and vote a provisional ballot. The r ballot will not be counted until the individual provides the license number to an Election Inspector before the polls close, or delivers the information to the Clerk’s Office by 4:00 P.M. the Friday following the election. Only a Chief Inspector may issue a Provisional Ballot.
- If a voter identifies or suspects that their Wisconsin Driver License is revoked, suspended, or expired, or their WI DOT issued ID is expired, the voter must instead provide the last four (4) digits of their Social Security Number (SSN). The voter may choose to provide their expired, suspended, or revoked WDL or DOT ID number - in addition to the last four (4) digits of their SSN - but it is not required.
 - If the individual has never been issued a WI Driver License or state ID card, the voter must record the last four (4) digits of their Social Security number.
 - If the individual has never been issued a WI driver’s license, state ID card, OR a Social Security number, the individual may indicate this on the voter registration application by marking the circle provided for this purpose.
- Remember, a voter does not need to show their driver license, DOT issued ID, or Social Security Card as a condition of registration. However, if the individual wishes to use their driver’s license as Proof of Residence, then they must present the license to the Registrar.

Election Day Registration Information

Election Inspector: Registrar

Additional way to find driver license or DOT-ID number and expiration date:

If voter has a smart phone and knows their Social Security Number, go to WisDOT website wisconsindot.gov and:

- ✓ Click on DMV Online Services
- ✓ Click on Driver license/ID Services
- ✓ Click on Check Status of Your Driver License
- ✓ Click on blue box "Check Driver License Information"

Common Occurrences and Questions with the 28 Day Residency Requirement

- The voter is attempting to register at a new address but moved to that address within 28 days of the election.
 - The voter should return to the voting site for their previous address, even if the voter was not registered to vote at the previous address.
- The voter has moved within 28 days of the election and returns to the voting site for their previous address.
 - If the voter is registered, allow the voter to cast a ballot using their voter registration record in the poll book.
 - If the voter is not registered, allow them to register to vote using their previous address (before moving) as their current address on the registration form.
- ****NOTE:** the voter must still provide Proof of Residence for their previous address.
- The voter's Proof of Residence is dated within 28 days of the election.
 - The 28-day requirement is a residency requirement and is not related to Proof of Residence. A Proof of Residence document cannot be expired but may have been issued on any date (except for utility bills, which cannot be more than 90 days old).
- *Exception to 28-day residency requirement in **PRESIDENTIAL ELECTIONS ONLY***
 - The voter has moved into the State of Wisconsin within the 28 days preceding the election.
 - The Chief Inspector should allow the voter to register and will then issue the voter a Presidential Only Ballot. The Presidential Only Ballots are kept in a marked folder inside the Large Supply Box.

Provisional Voting - Important Information

Special Voting Procedures: Provisional

In Wisconsin, provisional voting is used in **ONLY** two (2) situations:

1. **Registered voter with no acceptable photo ID**—A voter does not provide an acceptable photo ID.
2. **Election Day Registrant**— An individual who registers on Election Day has a current (not expired) and valid (not suspended or revoked) Wisconsin Driver License or WisDOT-issued ID but is unwilling or unable to provide the license or ID number.

There is no other situation in which provisional voting should be used.

Provisional voters have until 8:00 P.M. on Election Day to return to their polling site or until 4:00 P.M. on the Friday following the election at the City Clerk's Office to provide the missing documentation/ information.

Important Information

- ✓ Each voter issued a provisional ballot must be provided a Provisional Voting Information Sheet. This sheet outlines how and where the voter is to contact the City Clerk's Office with the required information.
- ✓ The Inspectors' Certificate of Provisional Ballots Envelope (GAB-108) must be kept secure throughout Election Day.
- ✓ Provisional ballots are **NOT** given when a voter is at the wrong polling place. If a voter appears at the wrong polling place, the voter should be directed to the correct polling place.
- ✓ Provisional ballots are **NOT** given when a person is attempting to register at the polling place and does not provide a Proof of Residence document. The voter may not register to vote or vote.

Voter with No Acceptable Photo ID

Follow the steps on this checklist to process a **Voter with No Acceptable Photo ID**.

Check	Step #	Task to complete:																			
	1	<p>Voter must complete a Provisional Ballot Certificate Envelope (EL-123) in the presence of at least one Election Inspector.</p> <div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">PROVISIONAL BALLOT CERTIFICATE Ballot under Wis. Stat. § 6.97</p> <p><i>Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign. Official Use Only:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Date of Election (month/day/year)</td> <td>County</td> <td rowspan="6" style="vertical-align: top; padding: 5px;"> PV # Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted: <input type="checkbox"/> WI Driver License number <input type="checkbox"/> Photo I.D. </td> </tr> <tr> <td colspan="2">Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of</td> <td>Ward #</td> </tr> <tr> <td colspan="3">Name (Last, First, Middle) including suffix</td> </tr> <tr> <td colspan="3">Street Address – include street number or fire number and name of street, or rural route and box number</td> </tr> <tr> <td colspan="2">City, State, Zip</td> <td>Phone Number, including area code</td> </tr> <tr> <td>Date of Birth (month/day/year)</td> <td colspan="2">Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> </table> <p style="text-align: center;">CERTIFICATION OF VOTER</p> <p>I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.</p> <p>Signature of Voter _____ Date _____ Signature of Election Inspector _____ Date _____</p> <p style="font-size: small;">EL-123 Rev 2019-10 Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 608-266-8005 web: elections.wi.gov mail: elections@wi.gov</p> </div>	Date of Election (month/day/year)		County	PV # Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted: <input type="checkbox"/> WI Driver License number <input type="checkbox"/> Photo I.D.	Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of		Ward #	Name (Last, First, Middle) including suffix			Street Address – include street number or fire number and name of street, or rural route and box number			City, State, Zip		Phone Number, including area code	Date of Birth (month/day/year)	Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date of Election (month/day/year)		County	PV # Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted: <input type="checkbox"/> WI Driver License number <input type="checkbox"/> Photo I.D.																		
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of		Ward #																			
Name (Last, First, Middle) including suffix																					
Street Address – include street number or fire number and name of street, or rural route and box number																					
City, State, Zip		Phone Number, including area code																			
Date of Birth (month/day/year)	Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>																				

Check	Step #	Task to complete:																			
	2	<p>Verify that the voter fills in the following information:</p> <ul style="list-style-type: none"> ✓ Date of Election ✓ Full Name (last, first, middle) ✓ Address ✓ Date of Birth ✓ Citizenship <div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">PROVISIONAL BALLOT CERTIFICATE Ballot under Wis. Stat. § 6.97</p> <p><i>Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign. Official Use Only:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Date of Election (month/day/year) <i>4/4/2023</i></td> <td>County <i>Milwaukee</i></td> <td rowspan="6" style="vertical-align: top; padding: 5px;"> PV # Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted: <input type="checkbox"/> WI Driver License number <input type="checkbox"/> Photo I.D. </td> </tr> <tr> <td colspan="2">Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of <i>Glendale</i></td> <td>Ward #</td> </tr> <tr> <td colspan="3">Name (Last, First, Middle) including suffix <i>Smith, Jane Marie</i></td> </tr> <tr> <td colspan="3">Street Address – include street number or fire number and name of street, or rural route and box number <i>5909 N Milwaukee River Parkway</i></td> </tr> <tr> <td colspan="2">City, State, Zip <i>Glendale, WI 53209</i></td> <td>Phone Number, including area code <i>(414) 555-1234</i></td> </tr> <tr> <td>Date of Birth (month/day/year) <i>01/01/1979</i></td> <td colspan="2">Are you a citizen of the United States? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></td> </tr> </table> <p style="text-align: center;">CERTIFICATION OF VOTER</p> <p>I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.</p> <p><i>Jane Marie Smith</i> _____ <i>04/04/2023</i> _____ Signature of Voter Date Signature of Election Inspector Date</p> <p style="font-size: small;">EL-123 Rev 2019-10 Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 608-266-8005 web: elections.wi.gov mail: elections@wi.gov</p> </div>	Date of Election (month/day/year) <i>4/4/2023</i>		County <i>Milwaukee</i>	PV # Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted: <input type="checkbox"/> WI Driver License number <input type="checkbox"/> Photo I.D.	Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of <i>Glendale</i>		Ward #	Name (Last, First, Middle) including suffix <i>Smith, Jane Marie</i>			Street Address – include street number or fire number and name of street, or rural route and box number <i>5909 N Milwaukee River Parkway</i>			City, State, Zip <i>Glendale, WI 53209</i>		Phone Number, including area code <i>(414) 555-1234</i>	Date of Birth (month/day/year) <i>01/01/1979</i>	Are you a citizen of the United States? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date of Election (month/day/year) <i>4/4/2023</i>		County <i>Milwaukee</i>	PV # Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted: <input type="checkbox"/> WI Driver License number <input type="checkbox"/> Photo I.D.																		
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of <i>Glendale</i>		Ward #																			
Name (Last, First, Middle) including suffix <i>Smith, Jane Marie</i>																					
Street Address – include street number or fire number and name of street, or rural route and box number <i>5909 N Milwaukee River Parkway</i>																					
City, State, Zip <i>Glendale, WI 53209</i>		Phone Number, including area code <i>(414) 555-1234</i>																			
Date of Birth (month/day/year) <i>01/01/1979</i>	Are you a citizen of the United States? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>																				

Voter with No Acceptable Photo ID

3

Complete the following sections of the Provisional Ballot Certificate Envelope:


- ✓ County
- ✓ Municipality
- ✓ Ward
- ✓ Indicating the type of information missing:
 - WI Driver License Number
 - Photo ID
- ✓ Sign and date

PROVISIONAL BALLOT CERTIFICATE Ballot under Wis. Stat. § 6.97			
<i>Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign. Official Use Only:</i>			
Date of Election (month/day/year) <i>4/4/2023</i>	County <i>Milwaukee</i>	PV #	
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of <i>Glendale</i>	Ward # <i>1</i>	Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted: <input type="checkbox"/> WI Driver License number <input checked="" type="checkbox"/> Photo ID.	
Name (Last, First, Middle) including suffix <i>Smith, Jane Marie</i>			
Street Address - include street number or fire number and name of street, or rural route and box number <i>5909 N Milwaukee River Parkway</i>			
City, State, Zip <i>Glendale, WI 53209</i>	Phone Number, including area code <i>(414) 555-1234</i>		
Date of Birth (month/day/year) <i>01/01/1979</i>	Are you a citizen of the United States? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
CERTIFICATION OF VOTER			
I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.			
<i>Jane Marie Smith</i> Signature of Voter	<i>04/04/2023</i> Date	<i>Dionda Knight</i> Signature of Election Inspector	<i>04/04/2023</i> Date
EL-123 Rev 2019-10 Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 608-266-8005 web: elections.wi.gov mail: elections@wi.gov			

4

The Election Inspector issues a provisional voter number (PV#).

- This number is issued sequentially, starting with "1".



**A VOTER NUMBER IS *NOT* ISSUED TO THE VOTER.
THE VOTER DOES *NOT* SIGN IN BADGER BOOKS.**

- Record this number on the:
 - ✓ Original Supplemental Poll List (EL-107)
 - ✓ Back of the ballot
 - ✓ Inspector's Statement (EL-104)
 - ✓ Provisional Ballot Certificate Envelope (EL-123)
 - ✓ Provisional Ballot Reporting Form (EL-123r)
 - ✓ Provisional Voting Information Sheet given to voter (EL-123is)

Voter with No Acceptable Photo ID


Special Voting Procedures: Provisional

- On the Original Supplemental Poll List (EL-107)

5

Supplemental Poll List

Municipality: City of Glendale
 Election Date: 04/04/2023



(Voter #)		(Print Name)	(Address)
(Ward)	(Ballot Combo)	(Notes)	(aunqeu#j\$)
1	1	PV1 - No Photo ID	5909 N Milwaukee River Pkwy, Glendale, WI 53209
(Voter #)		(Print Name)	(Address)
(Ward)	(Ballot Combo)	(Notes)	(aunqeu#j\$)
(Voter #)		(Print Name)	(Address)
(Ward)	(Ballot Combo)	(Notes)	(aunqeu#j\$)
(Voter #)		(Print Name)	(Address)
(Ward)	(Ballot Combo)	(Notes)	(aunqeu#j\$)

- On the Back of the Ballot

6

Official Ballot
 Nonpartisan Office and Referendum
 April 4, 2023
 for
 City of Glendale
 A.D. 1 Wards 1,7

(PV1)

Ballot issued by
JD

MJ
 Initials of election inspectors

Voter with No Acceptable Photo ID

Special Voting Procedures: Provisional

- A. **Instruct** the voter to cast their votes on the ballot.
- B. **Seal** the voted ballot in the Provisional Ballot Certificate Envelope (EL-123).
- C. **Return** the sealed envelope to the Election Inspector.

11

PROVISIONAL BALLOT CERTIFICATE Ballot under Wis. Stat. § 6.97			
<i>Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign.</i>		<i>Official Use Only:</i>	
Date of Election (month/day/year) 4/4/2023	County Milwaukee	PV # 1 Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted: <input type="checkbox"/> WI Driver License number <input checked="" type="checkbox"/> Photo I.D.	
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of Glendale	Ward # 1		
Name (Last, First, Middle) including suffix Smith, Jane Marie			
Street Address – include street number and fire number and name of street, or rural route and box number 5909 N Milwaukee River Parkway			
City, State, Zip Glendale, WI 53209	Phone Number, including area code (414) 555-1234		
Date of Birth (month/day/year) 01/01/1979	Are you a citizen of the United States? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
CERTIFICATION OF VOTER			
I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.			
<i>Jane Marie Smith</i> Signature of Voter	04/04/2023 Date	<i>Russell Knight</i> Signature of Election Inspector	04/04/2023 Date
EL-123 Rev 2019-10 Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 608-266-8005 web: elections.wi.gov mail: elections@wi.gov			

The sealed Provisional Ballot Certificate Envelope (EL-123) is placed inside the Inspectors' Certificate of Provisional Ballots Envelope (EL-108).

12

WISCONSIN INSPECTORS' CERTIFICATE OF PROVISIONAL BALLOTS

We certify that the provisional ballots contained in this envelope were cast by voters unable in person to the Wisconsin or voter license or state identification card number (occasional number) to Wis. Stat. § 6.97(2)(b), at the election held in:

This Town Village City of _____ County, Wisconsin

On the _____ day of _____, 20____,

Each provisional voter was assigned a serial number beginning with _____ the number was recorded on the right side of the back of the Provisional Ballot Certificate Envelope (EL-123), the Provisional Ballot Reporting Form (EL-123a) and the Provisional Voting Information Sheet (PVIS) for this election, and listed on the Inspectors' Certificate (EL-108) provided enclosed on the back of this envelope. Each voter was informed that in order for their ballot to be counted, they must provide the required Wisconsin driver license number or state identification card number (occasional number) to the municipal clerk no later than 4:00 p.m. on the Friday following the election. See the Provisional Voting Information Sheet provided by the Wisconsin Elections Commission.

I dated this _____ day of _____, 20____.

Election Inspector

Election Inspector

Provisional ballots of voters unable to provide the Wisconsin driver license or state identification card to voter required by Wis. Stat. § 6.97(2)(b), and/or unable to provide an acceptable form of their identification pursuant to Wis. Stat. § 6.97(2)(c) are included in the back of this envelope.

- I have neither my own computer, tablet nor other device with the required Wisconsin driver license or state identification number and have no one else to use the device to scan the ballot.
- The names of provisional voters are being assigned a serial number (PVIS) and reported to the municipal clerk on the back of this envelope (EL-108) provided by the Wisconsin Elections Commission.
- The back of the ballot should be placed inside the PVIS, voted by the elector, placed in the certified envelope, sealed, and returned to the election inspector.
- The inspector must place a notepad inside the PVIS that the voter submitted a provisional ballot on the back of the envelope (EL-108).
- The complete, unopened, sealed certificate envelopes containing the voted ballots are placed in this certificate envelope. This certificate envelope and any other provisional certificate envelopes must be placed in the sealed ballot bag, secured with a zip tie, and sealed and labeled with "Provisional Ballots."

Municipal Clerk

The municipal clerk shall print, verify, the appropriate boxes of this certificate that the elector has provided all ballots that they are counting. The voter provides the required Wisconsin driver license or state identification card number in their own accepted form of identification by 4:00 p.m. on the Friday following the election.

EL-108 Rev 2019-10 Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984
608-266-8005 | web: elections.wi.gov | mail: elections@wi.gov

This form is printed on a (insert color) envelope.

EDR Not Providing WI DL/State ID Number

Special Voting Procedures: Provisional

Follow the steps on this checklist to process an **EDR Not Providing WI DL/State ID Number OR Acceptable Photo ID**.

Check	Step #	Task to complete:
-------	--------	-------------------

1

Voter **must** complete a Provisional Ballot Certificate Envelope (EL-123) in the presence of at least one Election Inspector.

PROVISIONAL BALLOT CERTIFICATE Ballot under Wis. Stat. § 6.97		
<i>Voters: Complete the information below and sign the certification in the presence of an election inspector who must also sign. Official Use Only:</i>		
Date of Election (month/day/year)	County	PV #
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of	Ward #	Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted: <input type="checkbox"/> WI Driver License number <input type="checkbox"/> Photo I.D.
Name (Last, First, Middle) including suffix Street Address – include street number or fire number and name of street, or rural route and box number		
City, State, Zip	Phone Number, including area code	
Date of Birth (month/day/year)	Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	
CERTIFICATION OF VOTER		
I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.		
Signature of Voter	Date	Signature of Election Inspector
Date		
EL-123 Rev 2019-10 Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 608-266-8005 web: elections.wi.gov mail: elections@wi.gov		

2

Verify that the voter fills in the following information:

- ✓ Date of Election
- ✓ Full Name (last, first, middle)
- ✓ Address
- ✓ Date of Birth
- ✓ Citizenship
- ✓ Signature and date

PROVISIONAL BALLOT CERTIFICATE Ballot under Wis. Stat. § 6.97		
<i>Voters: Complete the information below and sign the certification in the presence of an election inspector who must also sign. Official Use Only:</i>		
Date of Election (month/day/year) <i>4/4/2023</i>	County <i>Milwaukee</i>	PV #
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of <i>Glendale</i>	Ward #	Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted: <input type="checkbox"/> WI Driver License number <input type="checkbox"/> Photo I.D.
Name (Last, First, Middle) including suffix <i>Smith, Jane Marie</i> Street Address – include street number or fire number and name of street, or rural route and box number <i>5909 N Milwaukee River Parkway</i>		
City, State, Zip <i>Glendale, WI 53209</i>	Phone Number, including area code <i>(414) 555-1234</i>	
Date of Birth (month/day/year) <i>01/01/1979</i>	Are you a citizen of the United States? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
CERTIFICATION OF VOTER		
I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.		
Signature of Voter <i>Jane Marie Smith</i>	Date <i>04/04/2023</i>	Signature of Election Inspector
Date		
EL-123 Rev 2019-10 Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 608-266-8005 web: elections.wi.gov mail: elections@wi.gov		

EDR Not Providing WI DL/State ID Number

Special Voting Procedures: Provisional

3

Complete the following sections of the Provisional Ballot Certificate Envelope:

- ✓ County
- ✓ Municipality
- ✓ Ward
- ✓ Indicating the type of information missing:
 - WI Driver License Number
 - Photo ID
- ✓ Sign and date

PROVISIONAL BALLOT CERTIFICATE Ballot under Wis. Stat. § 6.97			
<i>Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign.</i>		<i>Official Use Only:</i>	
Date of Election (month/day/year) <i>4/4/2023</i>	County <i>Milwaukee</i>	PV #	
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of <i>Glendale</i>	Ward #	Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted:	
Name (Last, First, Middle) including suffix <i>Smith, Jane Marie</i>		<input checked="" type="checkbox"/> WI Driver License number	
Street Address – include street number or fire number and name of street, or rural route and box number <i>5909 N Milwaukee River Parkway</i>		<input type="checkbox"/> Photo I.D.	
City, State, Zip <i>Glendale, WI 53209</i>	Phone Number, including area code <i>(414) 555-1234</i>		
Date of Birth (month/day/year) <i>01/01/1979</i>	Are you a citizen of the United States? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
CERTIFICATION OF VOTER			
I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.			
<i>Jane Marie Smith</i> Signature of Voter	<i>04/04/2023</i> Date	<i>Rhonda Knight</i> Signature of Election Inspector	<i>04/04/2023</i> Date
EL-123 Rev 2019-10 Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 608-266-8005 web: elections.wi.gov mail: elections@wi.gov			

4

The Election Inspector issues a provisional voter number (PV#).

- This number is issued sequentially, starting with “1”.



**A VOTER NUMBER IS *NOT* ISSUED TO THE VOTER.
THE VOTER DOES *NOT* SIGN IN BADGER BOOKS.**

- **Record** this number on the:
 - ✓ Original Supplemental Poll List (EL-107)
 - ✓ Back of the ballot
 - ✓ Inspector’s Statement (EL-104)
 - ✓ Provisional Ballot Certificate Envelope (EL-123)
 - ✓ Provisional Ballot Reporting Form (EL-123r)
 - ✓ Provisional Voting Information Sheet given to voter (EL-123is)

EDR Not Providing WI DL/State ID Number


Special Voting Procedures: Provisional

- On the Original Supplemental Poll List (EL-107)

5

Supplemental Poll List

Municipality: City of Glendale
Election Date: 04/04/2023



(Voter #)	(Print Name)	(Address)
	Jane Marie Smith	5909 N Milwaukee River Pkwy, Glendale, WI 53209
(Ward)	(Ballot Combo)	(Notes)
1	1	PV2 - No DL/ID #
(Voter #)	(Print Name)	(Address)
(Ward)	(Ballot Combo)	(Notes)
(Voter #)	(Print Name)	(Address)
(Ward)	(Ballot Combo)	(Notes)
(Voter #)	(Print Name)	(Address)
(Ward)	(Ballot Combo)	(Notes)

- On the Back of the Ballot

6

Official Ballot
Nonpartisan Office and
Referendum
April 4, 2023
for
City of Glendale
A.D. 1 Wards 1,7

PV2

Ballot issued by

JD

MJ

Initials of election inspectors

EDR Not Providing WI DL/State ID Number Special Voting Procedures: Provisional

- On the Inspector's Statement (EL-104)

7

Incident Log (Please refer to the Election Day Manual for detailed procedures!)				
Incident Number	Incident Code (See glossary)	Description of Incident	Time Incident Occurred	Election Officials Initials
		Any facility or voting equipment problems or other issues that may have disrupted or delayed voting.	a.m. p.m.	
		Any issues or unusual situations that occur that involved voters, observers, election workers, or law enforcements.	a.m. p.m.	
		Anything that has impacted your ability to reconcile (balance your voter numbers to your ballots).	a.m. p.m.	
		Any provisional ballots issued for this district.	a.m. p.m.	
		The number of spoiled ballots.	a.m. p.m.	
	1	Provisional ballot issued to EDR Voter; didn't have DL or ID # PV2	11: 34 a.m. p.m.	RK
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	

- On the Provisional Ballot Certificate Envelope (EL-123)

8

PROVISIONAL BALLOT CERTIFICATE
Ballot under Wis. Stat. § 6.97

Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign. Official Use Only

Date of Election (month/day/year) <i>4/4/2023</i>	County <i>Milwaukee</i>	PV # 2
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of <i>Glendale</i>		You must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted: <input checked="" type="checkbox"/> WI Driver License number <input type="checkbox"/> Photo I.D.
Ward # <i>1</i>		
Name (Last, First, Middle) including suffix <i>Smith, Jane Marie</i>		
Street Address include street number or fire number and name of street, or rural route and box number <i>5909 N Milwaukee River Parkway</i>		
City, State, Zip <i>Glendale, WI 53209</i>		Phone Number, including area code <i>(414) 555-1234</i>
Date of Birth (month/day/year) <i>01/01/1979</i>	Are you a citizen of the United States? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

CERTIFICATION OF VOTER

I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.

<i>Jane Marie Smith</i>	<i>04/04/2023</i>	<i>Phonda Knight</i>
Signature of Voter	Date	Signature of Election Inspector
		<i>04/04/2023</i>
		Date

EL-123 | Rev 2019-10 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 608-266-8005 | web: elections.wi.gov | mail: elections@wi.gov |

EDR Not Providing WI DL/State ID Number

Special Voting Procedures: Provisional

11

- A. **Instruct** the voter to cast their votes on the ballot.
- B. **Seal** the voted ballot in the Provisional Ballot Certificate Envelope (EL-123).
- C. **Return** the sealed envelope to the Election Inspector.

PROVISIONAL BALLOT CERTIFICATE Ballot under Wis. Stat. § 6.97			
Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign.		Official Use Only:	
Date of Election (month/day/year) <i>4/4/2023</i>	County <i>Milwaukee</i>	PV # <i>2</i>	
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of <i>Glendale</i>	Ward # <i>1</i>	Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted: <input checked="" type="checkbox"/> WI Driver License number <input type="checkbox"/> Photo I.D.	
Name (Last, First, Middle) including suffix <i>Smith, Jane Marie</i>	Street Address (include street number or fire number and name of street, or rural route and box number) <i>5909 N Milwaukee River Parkway</i>		
City, State, Zip <i>Glendale, WI 53209</i>	Phone Number, including area code <i>(414) 555-1234</i>		
Date of Birth (month/day/year) <i>01/01/1979</i>	Are you a citizen of the United States? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
CERTIFICATION OF VOTER			
I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.			
<i>Jane Marie Smith</i> Signature of Voter		<i>04/04/2023</i> Date	
		<i>Phonda Knight</i> Signature of Election Inspector	
		<i>04/04/2023</i> Date	
EL-123 Rev 2019-10 Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 608-266-8005 web: elections.wi.gov mail: elections@wi.gov			

12

The sealed Provisional Ballot Certificate Envelope (EL-123) is placed inside the Inspectors' Certificate of Provisional Ballots Envelope (EL-108).

WISCONSIN INSPECTORS' CERTIFICATE OF PROVISIONAL BALLOTS

We certify that the provisional ballots contained in this envelope were cast by voters unable to provide the Wisconsin driver license or state identification card number required pursuant to Wis. Stat. § 8.55(2)(a)1, and/or unable to provide an acceptable form of photo identification pursuant to Wis. Stat. § 6.76 (2)(a), at the election held in:

the _____ Ward(s)
 Of the _____ Town/Village/City of _____ County, Wisconsin
 On the _____ day of _____

Each provisional vote was assigned a serial number beginning with PV# _____. The number was recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (EL-123), the Provisional Ballot Receiving Form (EL-123r), the EL-123a "Provisional Voting Information Sheet" for the elector, and listed to the Inspector (Statement EL-104) prepared and filed by us with the election returns. Each voter was informed that in order for their ballot to be counted, they must provide the original Wisconsin driver license or state identification card number and/or appropriate form of photo ID to the municipal clerk no later than 4:00 p.m. on the Friday following the election. Each voter was given the "Provisional Voting Information Sheet" prepared by the Wisconsin Elections Commission.

Election Inspectors

 District _____ day of _____

Election Inspectors

- Provisional ballots of voters unable to provide the Wisconsin driver license or state identification card number required by Wis. Stat. § 8.55(2)(a)1, and/or unable to provide an acceptable form of photo identification pursuant to Wis. Stat. § 6.76 (2)(a), shall be kept in their sealed envelopes.
- The elector may not be counted unless the voter claims with the elector Wisconsin driver license or state identification card number and/or an acceptable form of photo identification when the seal is broken.
- The names of provisional voters are assigned a serial number (PV#) that is recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (EL-123), the Provisional Ballot Receiving Form (EL-123r), the EL-123a "Provisional Voting Information Sheet" for the elector and filed on the Inspector's Statement (EL-104).
- The back of the ballot shows the name, address (if any), voter ID by the elector, placed in the cover sheet, provisional ballot covers envelope and returned to the election inspector.
- The inspectors make a notation including the PV# (the voter was issued a provisional ballot on the Inspector's Statement (EL-104)).
- The completed provisional ballot certificate envelopes containing the serial numbers are placed in this carrier envelope. This carrier envelope and any other provisional or carrier envelopes in it also are placed in a separate bag to be returned to the carrier and sealed and handled with "Provisional Ballots".

Municipal Clerks

- The municipal clerk shall promptly notify the responsible sources of canvassers that the week here provisional ballots had not been counted (the voter provides the required Wisconsin driver license or state identification card number and/or an acceptable form of photo identification) by 4:00 p.m. on the Friday following the election.

EL-108 | Rev 2019-11 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-266-8005 | web: elections.wi.gov | mail: elections@wi.gov

This form is printed on a *insert color* envelope.

PV Returns with Missing Documentation

Special Voting Procedures: Provisional

Provisional Voter (PV)

Any voter who was issued a provisional ballot may return to the polling site before 8:00 P.M. on Election Day to provide the missing documentation to the Election Inspectors. An Election Inspector shall review the provided documentation to determine if it is satisfactory.

Follow the steps on this checklist if PV returns with WI Driver License / State ID Number or Photo ID.

Check **Step #** **Task to complete:**

Review the provided documentation.

- **If the provided documentation is valid**, then the voter **must** sign the Original Supplemental Poll List (EL-107).

Supplemental Poll List

Municipality: City of Glendale
 Election Date: 04/04/2023

(Voter #)	(Print Name)	(Address)
45	Jane Marie Smith	5909 N Milwaukee River Pkwy, Glendale, WI 53209
(Ward)	(Ballot Combo)	(Notes)
1	1	PV2 - No DL/ID #; Returned with #
(Signature)		
<i>Jane Marie Smith</i>		
(Voter #)	(Print Name)	(Address)
(Ward)	(Ballot Combo)	(Notes)
(Voter #)	(Print Name)	(Address)
(Ward)	(Ballot Combo)	(Notes)
(Voter #)	(Print Name)	(Address)
(Ward)	(Ballot Combo)	(Notes)
(Voter #)	(Print Name)	(Address)
(Ward)	(Ballot Combo)	(Notes)
(Voter #)	(Print Name)	(Address)
(Ward)	(Ballot Combo)	(Notes)
(Voter #)	(Print Name)	(Address)
(Ward)	(Ballot Combo)	(Notes)

Page _____ of _____

1

PV Returns with Missing Documentation

Special Voting Procedures: Provisional

A. Return the Provisional Ballot Certificate Envelope (EL-123) to the voter.

PROVISIONAL BALLOT CERTIFICATE
Ballot under Wis. Stat. § 6.97

Voter: Complete the information below and sign the certificate in the presence of an election inspector when sent to the voter. Official Use Only: Do not copy or duplicate information for re-use. Marked this as being used for this purpose by the voter using this envelope for this voter to be counted.

Date of Election (month/day/year): 4/2/2023
County: Milwaukee
Official Use Only: PY # 2

Residential street type and name: Glendale
Ward #: 1
City, Town, or Village: Glendale
Precinct Name and Precinct Number: (614) 555-1434
Name (Last, First, Middle Initial, Initial): Smith, Jane Marie
WIS Voter ID Number: [Blank]

Street Address (Include street number in the address area of envelope and use correct box number): 5500 N Milwaukee River Parkway
City, Town, or Village: Glendale, WI 53129
Phone Number (Including Area Code): (614) 555-1434
Date of Birth (month/day/year): 01/01/1979
Sex: Male Female
Age: 18-24 25-34 35-44 45-54 55-64 65-74 75+

CERTIFICATION OF VOTER
I hereby certify that I am a qualified voter as of the date marked on this certificate in the state of Wisconsin and that I have followed the instructions on this certificate to return my ballot to the municipal clerk or clerk of the municipal clerk's office in the manner and at the time specified on this certificate. I have done so in the presence of the election inspector who has signed this certificate.

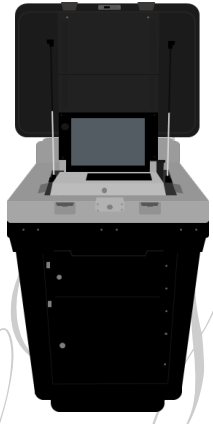
Signature of Voter: Jan Marie Smith
Date: 4/2/23
Signature of Election Inspector: [Blank]
Date: 01/01/2023

EL-123 is a Durable Plastic Ballot Certificate Envelope P.O. Box 7996, Madison, WI 53707-7996. (608) 261-6445. See election inspector manual for more info.

→ VOTER

7

B. Instruct the voter to remove their ballot and insert it into the DS200 voting machine.



Collect the used Provisional Ballot Certificate Envelope (EL-123) from the voter and place it back into the Wisconsin Inspectors' Certificate of Provisional Ballots (EL-108) envelope.

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WISCONSIN INSPECTORS' CERTIFICATE OF PROVISIONAL BALLOTS

Who certifies that the above-stated ballot is a provisional ballot as cast by voters unable to present the Wisconsin driver license or state identification card number required pursuant to Wis. Stat. § 6.02(2)(a) and under no provision in acceptable form of public identification pursuant to Wis. Stat. § 6.02(2)(b) at the election held in:

City, Town, or Village: Glendale
County: Milwaukee
Date: 4/2/23

Each ballot issued to a voter was assigned a serial number beginning with 4000. If no number was recorded by the registration at the time of the issue, the Provisional Ballot Certificate Envelope (EL-123), the Provisional Ballot Reporting Form (EL-108), the City of Milwaukee Provisional Voting Information Sheet, or the ballot, and used on the reporting document (EL-108) prepared and filed by us with the election clerk. Each voter was informed that in order for his/her ballot to be counted, he/she must provide the required Wisconsin driver license number or state identification card number in the appropriate form of photo ID to the municipal clerk within 10:00 a.m. on the Friday following the election. Each voter was given the EL-108. *Voter's Voting Information Sheet, prepared by the Wisconsin Election Commission.

Signature of Election Inspector: [Blank]
Date: [Blank]

Election Inspectors

Election Inspectors:

- Provisional ballots are not eligible to be used in Wisconsin in an election unless the voter's name and address are on the list of voters for the election.
- The voter must be a resident of the state of Wisconsin at the time of the election.
- The voter must be at least 18 years of age on the day of the election.
- The voter must be a citizen of the United States.
- The voter must be a resident of the city, town, or village in which the election is held.
- The voter must be a resident of the precinct in which the election is held.
- The voter must be a resident of the ward in which the election is held.
- The voter must be a resident of the district in which the election is held.
- The voter must be a resident of the county in which the election is held.
- The voter must be a resident of the state in which the election is held.
- The voter must be a resident of the United States.
- The voter must be a resident of the city, town, or village in which the election is held.
- The voter must be a resident of the county in which the election is held.
- The voter must be a resident of the state in which the election is held.
- The voter must be a resident of the United States.

Municipal Clerk:

- The municipal clerk shall identify each of the appropriate boards or commissions that the voter's provisional ballot has not been counted if the voter does not provide a photo ID or state identification card number and/or an acceptable form of photo identification at 4:00 p.m. on the Friday following the election.

EL-108 Rev. 7/14/13 Milwaukee, Madison, Glendale, P.O. Box 7996, Madison, WI 53707-7996. (608) 261-6445. See election inspector manual for more info.

This form is printed on a (insert color) envelope.

Provisional Ballot Certificate

Special Voting Procedures: Provisional



PROVISIONAL BALLOT CERTIFICATE Ballot under Wis. Stat. § 6.97

Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign. Official Use Only:

Date of Election (month/day/year)		County	PV # Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted: <input type="checkbox"/> WI Driver License number <input type="checkbox"/> Photo I.D.
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input type="checkbox"/> of		Ward #	
Name (Last, First, Middle) including suffix			
Street Address – include street number or fire number and name of street, or rural route and box number			
City, State, Zip		Phone Number, including area code	
Date of Birth (month/day/year)	Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>		

CERTIFICATION OF VOTER

I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.

Signature of Voter

Date

Signature of Election Inspector

Date

EL-123 Rev 2019-10 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-266-8005 web: elections.wi.gov | mail: elections@wi.gov |



Provisional Ballot Information Sheet EL-123is

Special Voting Procedures: Provisional

PROVISIONAL VOTING INFORMATION SHEET

You are being given a provisional ballot today because one of the following situations applies:

- You are unable or unwilling to list your Wisconsin driver license or identification card number on your voter registration application.
- You are unable or unwilling to present an acceptable proof of identification.

Your provisional ballot number is **PV#** _____.

Your provisional ballot will not count unless you provide the poll workers with the required information before the polling place closes at 8:00 p.m. tonight, or you provide the required information to the municipal clerk by 4:00 p.m. the Friday after the election.

If you need to provide your Wisconsin driver license or identification card number, you may contact the municipal clerk using the information below no later than 4:00 p.m. Friday.

If you need to present an acceptable proof of identification, you must present your proof of identification to the municipal clerk no later than 4:00 p.m. Friday. Acceptable forms of proof of identification may be found on the back side of this handout.

Municipal Clerk Contact information:

(Name of municipal clerk)

(Telephone number)

(Address)

(Fax number)

(Municipality, state, zip code)

(E-mail address)

You may check whether your ballot was counted by contacting the municipal clerk, checking the MyVote WI website at: <https://myvote.wi.gov>, or by contacting the Wisconsin Elections Commission at 866-VOTEWIS (868-3947).

NOTE: Provisional ballots may NOT be issued when a voter is at the wrong polling place or when a person is attempting to register in-person at the polling place and does not provide the required proof of residence.

Provisional Voting Information Sheet EL-123is (Back)

Acceptable Forms of Proof of Identification

The following photo IDs are acceptable for voting purposes, and can be unexpired or expired after the date of the most recent general election:

- A Wisconsin DOT-issued driver license, even if driving privileges are revoked or suspended
- A Wisconsin DOT-issued identification card
- Military ID card issued by a U.S. uniformed service (includes Military ID cards issued to a retired service member)
- A U.S. passport book or card

The following photo IDs are also acceptable for voting purposes, but must be unexpired:

- A certificate of naturalization that was issued not earlier than two years before the date of an election at which it is presented
- A driver license receipt issued by Wisconsin DOT (valid for 45 days)
- An identification card receipt issued by Wisconsin DOT (valid for 45 days)
- A temporary identification card receipt issued by Wisconsin DOT through the Identification Petition Process (IDPP) (valid for 180 days).
- A photo identification card issued by a Wisconsin accredited university or college that contains the following:
 - Date of Issuance
 - Signature of Student
 - Expiration date no later than two years after date of issuance (can still be used if expired).
 - If the university or college ID is expired, the ID must be accompanied by a separate document that proves enrollment.
- A veteran's photo identification card issued by the Department of Veterans Affairs

The following photo ID is acceptable for voting purposes, regardless of the expiration date:

- An identification card issued by a federally recognized Indian tribe in Wisconsin.

NOTE: A photo ID without an expiration date is considered unexpired.

Challenged Voter Information

Challenged Voter

A challenge may be brought by any qualified elector of the state, including an Election Inspector.

The challenge is determined to be reasonable as outlined on the Challenge Documentation of the Inspectors' Statement (EL-104c).

Reasons for a challenge may include:

- ✓ Not a citizen of the US
- ✓ Not at least 18 years old
- ✓ Has not resided in the election district for at least 28 consecutive days
- ✓ Has a felony conviction and their civil rights have not been restored
- ✓ Has been adjudicated incompetent
- ✓ Voted previously in the same election
- ✓ Claims to have a disability that prevents them from signing the poll book but the Election Inspectors disagree.
- ✓ Municipal clerk has instructed the Election Inspectors to challenge because the clerk does not believe the person requesting a replacement ballot is the original voter

Important Information

- All challenges should be made with reasonable and appropriate support.
- If you believe that an individual is abusing the challenge process, you may request that the person leave the polling place.
- Election Inspectors should use discretion when administering a challenge.
- Any challenge **MUST** be brought before a ballot is issued.
- Any challenge to a person's right to vote because that elector is incapable of understanding the objective of the electoral process can **NOT** be determined at the polls. Only a court can disqualify a voter as incompetent for purposes of registering to vote or the right to vote. Such a challenge should be dismissed and an unmarked ballot issued to the elector.
- Any challenge based on an individual's appearance, speech, or inability to speak English is also unacceptable. A notation of the alleged grounds should be made on the challenge documentation form. The challenge should be dismissed and an unmarked ballot issued to the elector.

Challenged Voter Procedure

The challenging elector is questioned by the Election Inspector to provide reasonable support for the challenge and the answers recorded.

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4. Inspector asks the following question(s) of the challenger which are appropriate to determine the qualifications of the challenged elector:
- Why do you believe that the challenged elector is not a United States citizen?
 - Why do you believe that the challenged elector is not at least 18 years of age?
 - Why do you believe that the challenged elector has not, for at least the 28 consecutive days before this election, resided in, or been a resident of, the ward or election district from which he or she seeks to vote?
 - For which of the following reasons, and why, do you believe the challenged elector is currently disqualified from voting:
 - A felony conviction for which the challenged elector is still serving probation or is on parole or extended supervision?
 - A judge's ruling that he or she is incapable of voting?
 - Having made a bet or wager on this election?
 - Having voted previously in this election?

(Inspector challenge only):

- Why do you believe that the challenged elector, who requested a replacement absentee ballot, is not the person who requested the original ballot?
- Why do you believe that the challenged elector is not unable to sign the poll book due to a physical disability?
- Why do you believe this person does not meet the specified voting requirement?

Record Challenger's Answer(s):



*If the challenger refuses to take the oath (or affirmation) of truthfulness, is not a qualified elector of Wisconsin, refuses to give a valid reason to challenge, or refuses to provide information to support the challenge; **the challenge process is terminated, and the challenged elector is allowed to vote.***

5

Place the challenged elector under oath.

Part B. Challenged Elector

(Indicate the challenged elector's answers to your questions by checking "Yes" or "No.")

1. Oath (or Affirmation) of Truthfulness given by the inspector to the challenged elector:
 "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you regarding your place of residence and qualifications as an elector of this election."

Yes No

If "Yes," proceed with challenge process. If "No," see end of this section*.

Challenged Voter Procedure

Special Voting Procedures: Challenges

6

Ask to make a sworn statement in response to the challenge.


2. Inspector asks the challenged elector the following questions which are appropriate to test the person's qualifications based on the cause for the challenge:

- Are you a United States citizen? Yes No
- Are you at least 18 years of age? Yes No
- For at least the 28 consecutive days before this election, have you resided in, or been a resident of, the ward or election district from which you seek to vote? Yes No
- Are you currently disqualified from voting for any of the following reasons?
 - A felony conviction for which you are still serving probation or are on parole or extended supervision? Yes No
 - A judge's ruling that you are incapable of voting? Yes No
 - Having made a bet or wager on this election? Yes No
 - Having voted previously in this election? Yes No

(Inspector challenges only):

- Are you unable to sign the poll book due to a physical disability? Yes No

Record Challenged Elector's Explanation, if any:

 **If the challenged elector refuses to take the oath (or affirmation) of truthfulness, refuses to answer any of the questions in Part B, or the answers given indicate that the challenged elector does not meet voting eligibility requirements; *the challenged elector is not given a ballot.* Indicate the reason for not issuing a ballot to the challenged elector in the box.**

7

The challenging elector has the opportunity to withdraw their challenge.

Part C. Opportunity to Withdraw Challenge
 (Indicate the challenger's answer by checking "Yes" or "No.")

Does challenger withdraw the challenge?

Yes (Challenge process is terminated, and elector is given a ballot.) No (Proceed to part D.)

**if the challenge is withdrawn, a ballot is issued with no special marks, no marks on made in the poll book, a notation is made on the Inspectors' Statement (EL-104)*

		Anything that has impacted your ability to reconcile (balance your voter numbers to your ballots).	a.m. p.m.	
		Any provisional ballots issued for this district.	a.m. p.m.	
		The number of spoiled ballots.	a.m. p.m.	
	1	Challenge to voter WITHDRAWN	10:45 a.m. p.m.	RK

Challenge Documentation

Challenge Documentation

(Inspector should attach this form to the Inspectors' Statement (EL-104))

Name and Address of **Challenged** Elector:

Challenged Elector Voter number _____
(Fill in only if Part D is completed)

Identifying Challenge Participants

Name of Inspector Administering Challenge Process _____

1. Person Challenging Elector who is Present at the Polling Place

(Check the box that applies and provide the information requested.)

Inspector (Who Is a Qualified Elector) *Making Challenge to an Elector who is Present*

Name of Challenging Inspector _____ (Proceed to Part A.)

or

Name and Address of **Electors** *Making Challenge to an Elector who is Present*

(Proceed to Part A.)

2. Person Challenging Elector who is not Present at the Polling Place

(Check the box that applies and provide the information requested.)

Inspector (Who Is a Qualified Elector) *Making Challenge to an Elector who is not Present*

Name of Challenging Inspector _____ (Complete Parts A & E.)

or

Name and Address of **Electors** *Making Challenge to an Elector who is not Present*

(Complete Parts A & E.)

(signature of challenging elector)

(signature of challenged elector)

Part A. Challenger

(Indicate the challenger's answers to your questions by checking "Yes" or "No." Provide any other information requested.)

- Oath (or Affirmation) of Truthfulness given by the inspector to the challenger:
"Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you regarding the challenged person's place of residence and qualifications as an elector of this election."
 Yes No
If "Yes," proceed with the challenge process. If "No," see the end of this section*.
- Inspector asks the challenger if they are a qualified elector of Wisconsin. (Only an elector may challenge.)
 Yes No
If "Yes," proceed with the challenge process. If "No," see the end of this section*.
- Challenger gives the reason(s) for challenge using the following criteria that applies to the person being challenged:
 - The person is not a citizen of the United States.
 - The person is not at least 18 years of age.
 - The person has not resided in the election district for at least 28 consecutive days.
 - The person has a felony conviction and has not been restored to civil rights.
 - The person has been adjudicated incompetent.
 - The person has voted previously in the same election.

Challenge Documentation

Only election inspectors can challenge for the following reasons:

- The person who requested a replacement absentee ballot is not the person who originally requested the ballot.
- The person claims to have a physical disability that prevents them from signing the poll book, but *both* inspectors did not agree.
- The person does not adhere to the following voting requirement (specify alleged violation below):

4. Inspector asks the following question(s) of the challenger which are appropriate to determine the qualifications of the challenged elector:

- Why do you believe that the challenged elector is not a United States citizen?
- Why do you believe that the challenged elector is not at least 18 years of age?
- Why do you believe that the challenged elector has not, for at least the 28 consecutive days before this election, resided in, or been a resident of, the ward or election district from which he or she seeks to vote?
- For which of the following reasons, and why, do you believe the challenged elector is currently disqualified from voting:
 - A felony conviction for which the challenged elector is still serving probation or is on parole or extended supervision?
 - A judge's ruling that he or she is incapable of voting?
 - Having made a bet or wager on this election?
 - Having voted previously in this election?

(Inspector challenge only):

- Why do you believe that the challenged elector, who requested a replacement absentee ballot, is not the person who requested the original ballot?
- Why do you believe that the challenged elector is not unable to sign the poll book due to a physical disability?
- Why do you believe this person does not meet the specified voting requirement?

Record Challenger's Answer(s):

*If the challenger refuses to take the oath (or affirmation) of truthfulness, is not a qualified elector of Wisconsin, refuses to give a valid reason for challenge, or refuses to provide information to support the challenge; the challenge process is terminated and *the elector is allowed to vote.*

OTHERWISE:

5. Proceed to Part B.

Part B. Challenged Elector

(Indicate the challenged elector's answers to your questions by checking "Yes" or "No.")

1. Oath (or Affirmation) of Truthfulness given by the inspector to the challenged elector: "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you regarding your place of residence and qualifications as an elector of this election."
 - Yes No

If "Yes," proceed with challenge process. If "No," see end of this section*.

Challenge Documentation

2. Inspector asks the challenged elector the following questions which are appropriate to test the person's qualifications based on the cause for the challenge:
- Are you a United States citizen? Yes No
- Are you at least 18 years of age? Yes No
- For at least the 28 consecutive days before this election, have you resided in, or been a resident of, the ward or election district from which you seek to vote? Yes No
- Are you currently disqualified from voting for any of the following reasons?
- A felony conviction for which you are still serving probation or are on parole or extended supervision? Yes No
- A judge's ruling that you are incapable of voting? Yes No
- Having made a bet or wager on this election? Yes No
- Having voted previously in this election? Yes No
- (Inspector challenges only):*
- Are you unable to sign the poll book due to a physical disability? Yes No

Record Challenged Elector's Explanation, if any:

*If the challenged elector refuses to take the oath (or affirmation) of truthfulness, refuses to answer any of the questions in Part B, or the answers given indicate that the challenged elector does not meet voting eligibility requirements; *the challenged elector is not given a ballot*. Indicate the reason for not issuing a ballot to the challenged elector in the box at the bottom of Page 4.

OTHERWISE:

3. *Proceed to Part C.*

Part C. Opportunity to Withdraw Challenge

(Indicate the challenger's answer by checking "Yes" or "No.")

Does challenger withdraw the challenge?

- Yes (Challenge process is terminated, and elector is given a ballot.) No (*Proceed to part D.*)
-

Part D. Oath (or Affirmation) of Eligibility

(Indicate the answers to your questions by checking "Yes" or "No.")

1. Inspector administers Oath (or Affirmation) of Eligibility to the challenged elector:
 "Do you solemnly swear (or affirm) that: you are at least 18 year of age; you are a citizen of the United States; you are now and for 28 consecutive days have been a resident of this ward except under Wis. Stat. § 6.02(2); you have not voted at this election; you have not made any bet or wager or become directly or indirectly interested in any bet or wager depending upon the result of this election; you are not on any other ground disqualified to vote at this election."

- Yes No

If "Yes," proceed with 2.

If "No," see end of this section*.

2. If the challenged elector answered "Yes" to question number 1, the challenged elector is given a ballot. **Before issuing the ballot to the challenged elector, the inspectors must:**
- Write the voter number of the challenged elector and "Section 6.95" on the back of the ballot.
- Write the voter number on the front of this form and on the voter list.
- Indicate the reason for the challenge on the voter list.

*If challenged elector refuses to take the oath (or affirmation) of eligibility or refuses to register (where required), the elector may not be given a ballot. Indicate reason for not issuing a ballot to a challenged elector in the box at the bottom of Page 4.

Challenge Documentation

Special Voting Procedures: Challenges

Part E. For Challenged Absentee Elector Only

(Indicate that the following procedures have been accomplished by checking the box next to each procedure.)

Before depositing absentee ballot of the challenged elector in ballot box, inspectors must

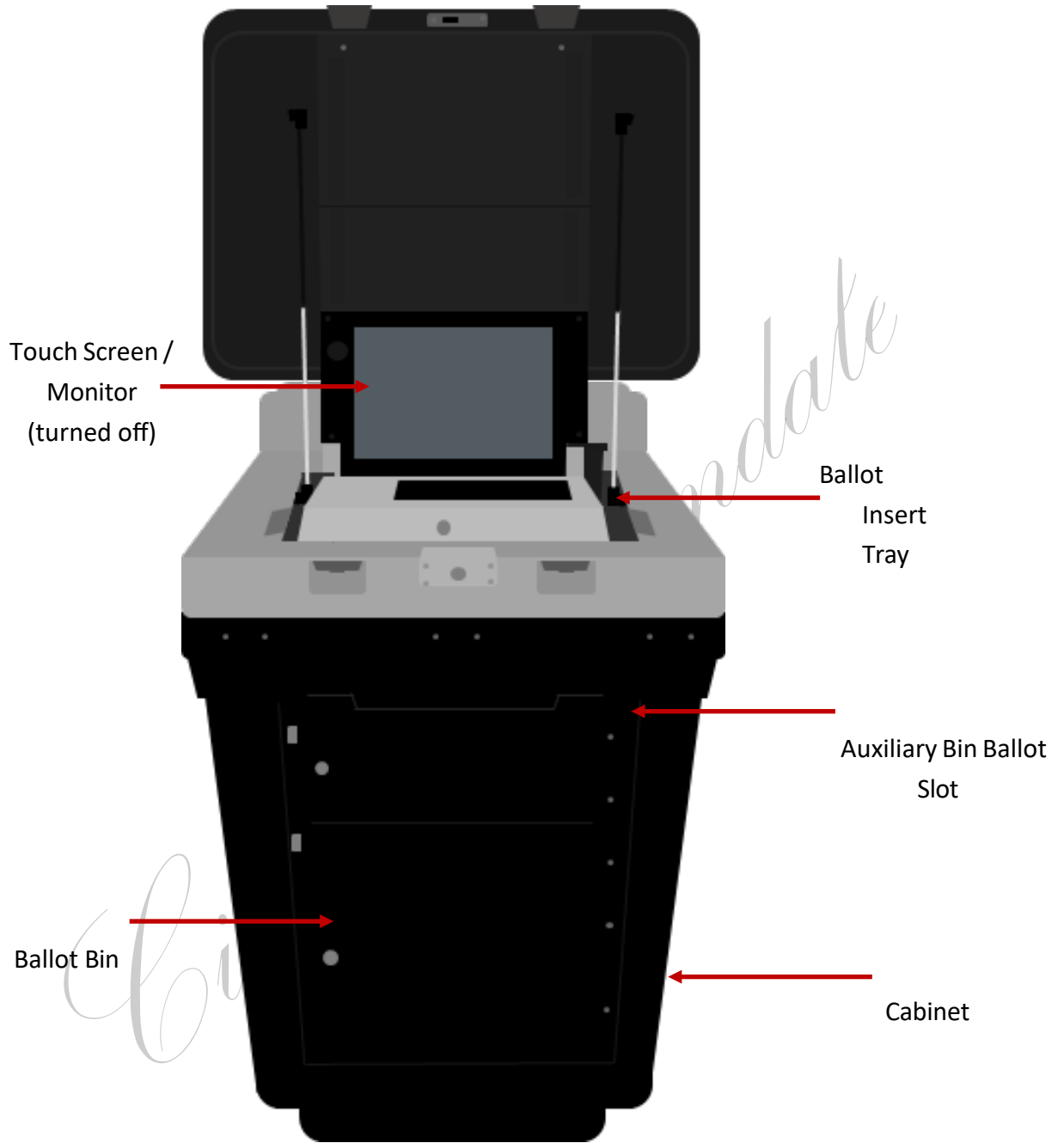
- Write the voter number of the challenged elector and “Section 6.95” on the back of the ballot,
 - Write the voter number on the front of this form and on the voter list,
 - Indicate the reason for the challenge on the voter list.
-

When Ballot Is NOT Issued to a Challenged Elector

(Indicate the reason for not issuing a ballot to a challenged elector by checking the appropriate box.)

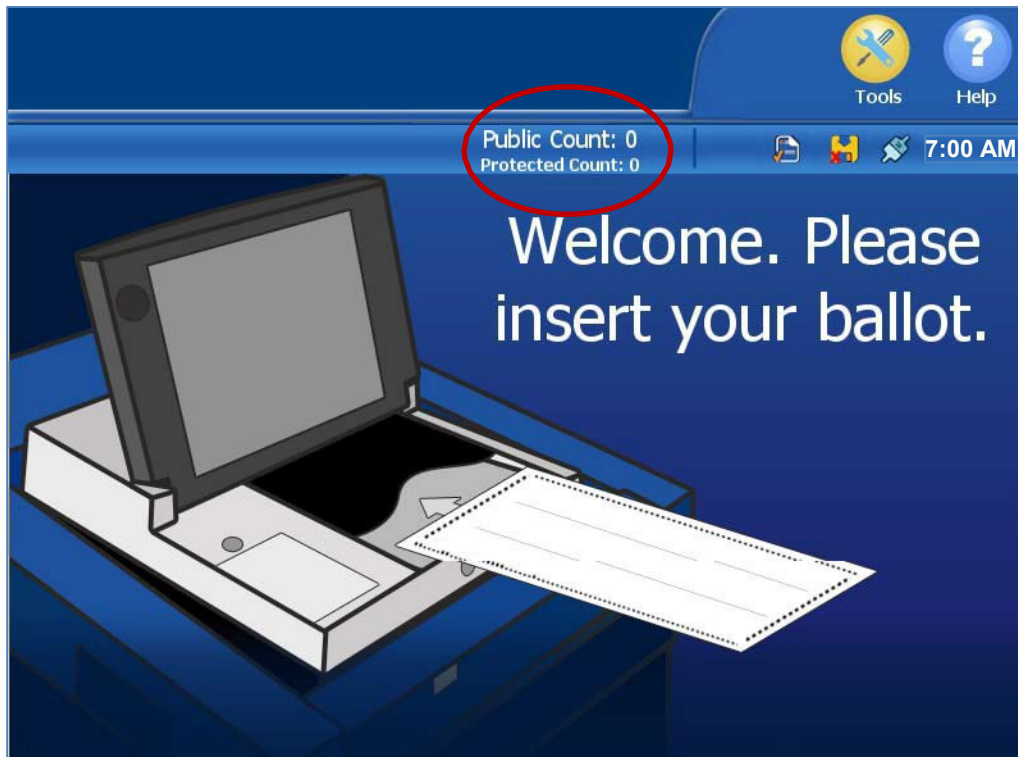
- The challenged elector refused to take the oath or affirmation of eligibility under Part D.
- The challenged elector refused to answer fully any relevant questions put to him or her by the inspector under Part B.
- The answers to the questions given by the challenged elector indicate that they do not meet the voting qualification requirements of Wis. Stat. §§ 6.02 and 6.03. Reason: _____)

DS200 Voting Machine



DS200 Voting Machine

Election Inspector: Machine Attendant



- There is no sound or printed message on the tape when a ballot is accepted.
- The “Public Count” number on the monitor will increase when a ballot is counted.
- Nothing prints on the tape beyond the opening and closing reports.

Helpful Tip: The machine attendant should sort voter numbers by district and keep them in numerical order. If the receivers have trouble reconciling at the end of the night, these voter numbers can help identify an error.

At the end of the night, all voter numbers except the last voter number slip from each district may be thrown away.

Rejected Ballots

Rejected Ballots

- Rejected ballot messages will appear on the monitor, not the tape.
- The message will disappear from the monitor as soon as the rejected ballot is removed from the ballot insert tray.
- Do not remove the ballot until the message has been read and communicated to the voter.
- Remember, voting is private. **DO NOT** touch or look at the voter's ballot.

Reasons for a rejected ballot:

- ✓ Overvoted
- ✓ Damaged
- ✓ Blank
- ✓ Other

State law specifically requires all OVERVOTED or otherwise defective ballots be either spoiled by the voter and to have the voter vote a new ballot, or the ballot must be reconstructed.

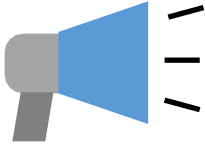
- Chief Inspectors do not have the option to “override a ballot” on the DS200, unless the voter wishes to vote a blank ballot.

City of Glendale

Reconstructed Ballots

If a ballot needs to be reconstructed, two (2) Election Inspectors **must** participate in the procedure. Only races where voter intent can be accurately determined may be remade onto the reconstructed ballot

Follow the steps on this checklist to **Reconstruct (Remake) a Ballot**.

Check	Step #	Task to complete:								
	1	<p>An Election Inspector shall announce to the observers, if present:</p>  <p>“A ballot is being reconstructed for (state the reason).”</p>								
	2	<p>Complete the endorsement section of the original ballot.</p> <ul style="list-style-type: none"> A. Check the reason for reconstruction. B. Issue a serial number using “ROB” (Reconstructed Official Ballot) and a number for the spoiled ballot. C. Initial ballot. <div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> <p style="font-size: 2em; color: red; margin-bottom: 20px;">A</p> <p style="font-size: 2em; color: red; margin-bottom: 20px;">B</p> <p style="font-size: 2em; color: red;">C</p> </div> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: black; color: white; padding: 2px;">For Official Use Only</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="padding: 5px;"> Inspectors: Identify ballots required to be remade: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Overvoted <input type="checkbox"/> Damaged <input type="checkbox"/> Other </td> </tr> <tr> <td style="padding: 5px; width: 50%;"> If this is the Original Ballot, write the serial number here: <u>ROB-1</u> </td> <td style="padding: 5px; width: 50%;"> If this is the Duplicate Ballot, write the serial number here: _____ </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <div style="display: flex; justify-content: space-around;"> <u>GH</u> <u>BT</u> </div> Initials of inspectors who remade ballot </td> </tr> </tbody> </table> </div> </div>	For Official Use Only		Inspectors: Identify ballots required to be remade: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Overvoted <input type="checkbox"/> Damaged <input type="checkbox"/> Other 		If this is the Original Ballot , write the serial number here: <u>ROB-1</u>	If this is the Duplicate Ballot , write the serial number here: _____	<div style="display: flex; justify-content: space-around;"> <u>GH</u> <u>BT</u> </div> Initials of inspectors who remade ballot	
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<div style="display: flex; justify-content: space-around;"> <u>GH</u> <u>BT</u> </div> Initials of inspectors who remade ballot										
	3	<p>Reconstruct the new ballot.</p> <ul style="list-style-type: none"> A. Issue the same serial number as the original ballot. B. Initial ballot. <div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> <p style="font-size: 2em; color: red; margin-bottom: 20px;">A</p> <p style="font-size: 2em; color: red;">B</p> </div> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="padding: 5px; width: 50%;"> If this is the Original Ballot, write the serial number here: _____ </td> <td style="padding: 5px; width: 50%;"> If this is the Duplicate Ballot, write the serial number here: <u>ROB-1</u> </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <div style="display: flex; justify-content: space-around;"> <u>GH</u> <u>BT</u> </div> Initials of inspectors who remade ballot </td> </tr> </tbody> </table> </div> </div>	If this is the Original Ballot , write the serial number here: _____	If this is the Duplicate Ballot , write the serial number here: <u>ROB-1</u>	<div style="display: flex; justify-content: space-around;"> <u>GH</u> <u>BT</u> </div> Initials of inspectors who remade ballot					
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<div style="display: flex; justify-content: space-around;"> <u>GH</u> <u>BT</u> </div> Initials of inspectors who remade ballot										

Reconstructed Ballots

4 Reinsert the reconstructed ballot into the voting machine.

5 Place the spoiled original ballot in the “Reconstructed Ballots (Original)” Envelope.

The diagram shows a spoiled ballot on the left, enclosed in a dashed rectangular border. A large red arrow points from the ballot to an orange envelope on the right. The envelope has a white label at the top right that reads "District: 1 Ward: 1, 7" and the text "Reconstructed Ballots (Original)" centered on the front.

6 Record the reconstruction on the EL-104.

		Anything that has impacted your ability to reconcile (balance your voter numbers to your ballots).	a.m. p.m.	
		Any provisional ballots issued for this district.	a.m. p.m.	
		The number of spoiled ballots.	a.m. p.m.	
	7	Reconstructed Ballot ROB-1, OV	11:59 a.m. p.m.	RK

**At 8:00 PM
Publicly
announce: “Hear
Ye, Hear Ye,
The Polls Are Now Closed”**

Announcement

Closing The Voting Site

Closing Procedure

Closing a polling place requires the leadership of the Chief Inspector and the full participation of ALL Election Inspectors.

As required by Wisconsin election law, Election Inspectors cannot leave until the site closing procedures are complete. (This law exists to protect the integrity of the election by ensuring that all election workers are present to witness the opening, operations, and closing of a voting site.)

Election Inspectors should not hurry a Chief but should cooperate and assist whenever possible. Any Election Inspector who leaves early or does not assist with closing procedures will be docked pay or terminated as an election worker.

The polls close at every voting site in the City of Glendale at 8:00 P.M.

- Any person standing in line at 8:00 P.M. is still allowed to vote.
 - No one is allowed to enter the line after 8:00 P.M.
 - An Election Inspector should stand at the end of the line to prohibit anyone arriving after 8:00 P.M. from entering the line.
 - In larger elections, a Glendale Police Officer will be assigned to each polling place to mark the end of the line.

ALL VOTING SITES MUST REMAIN OPEN TO THE PUBLIC UNTIL POLL CLOSING PROCEDURES ARE COMPLETED

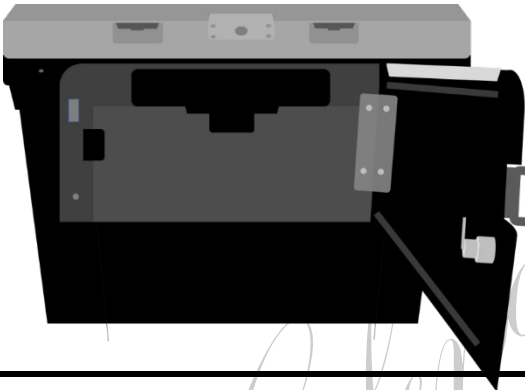

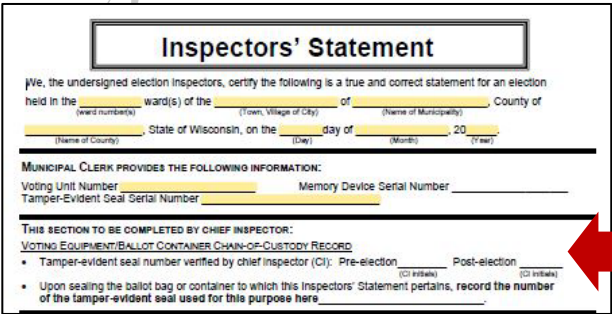
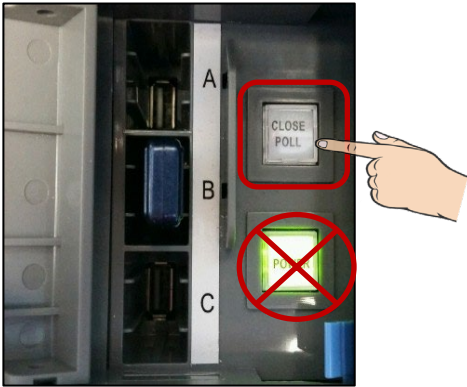
City of Glendale

Closing the DS200 Voting Machine

Closing The Voting Site

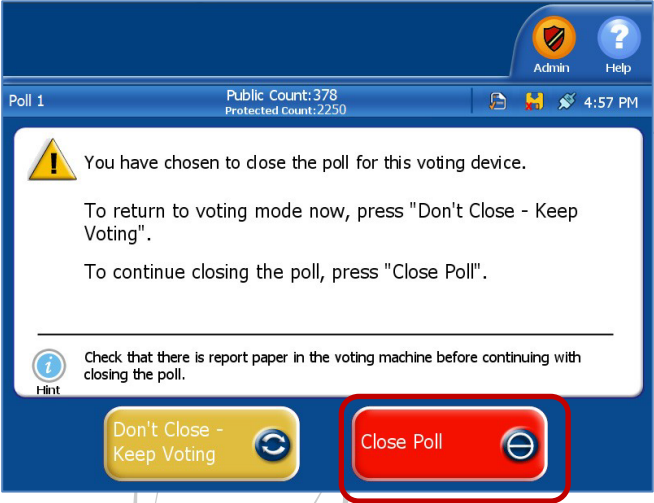

Follow the steps on this checklist to close the DS200 Voting Machine.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	<p>Confirm that all voters have submitted their ballots and that there are no ballots in the auxiliary bin.</p> 
	2	<p>A. Confirm that the seal number appearing on the flash drive door sticker matches the seal number on the EL-104. <u>Initial the EL-104 to confirm the serial number matches.</u></p> <p>B. Peel back the sticker seal on the flash drive access door.</p>  
	3	<p>A. Open the flash drive door.</p> <p>B. Press "Close Poll" button.</p>  <p>DO NOT PRESS THE "POWER" BUTTON.</p>

Closing the DS200 Voting Machine

Closing The Voting Site

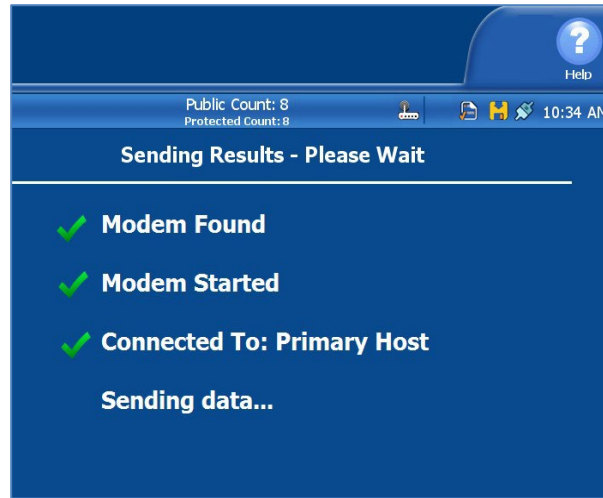
4		<p>A screen prompt will appear on the touch screen. The buttons will ask to:</p> <ul style="list-style-type: none"> ✓ “Don’t Close – Keep Voting” ✓ “Close Poll” <p>Once the Chief Inspector is certain that all ballots have been inserted, select “Close Poll.”</p> <p><i>(You will also be prompted to confirm there is sufficient paper for printing the reports. You do not need to check the paper.)</i></p> 
5		<p>Allow the closing tapes to print.</p> <p><i>*Three duplicate closing tapes will automatically print.</i></p>
6		<p>A screen prompt will appear on the touch screen. The buttons will ask to:</p> <ul style="list-style-type: none"> ✓ “Begin Modem Process” ✓ “Cancel Modem”  <p>Select the button to “Begin Modem Process” to transmit your election results.</p>

Closing the DS200 Voting Machine

Closing The Voting Site

7

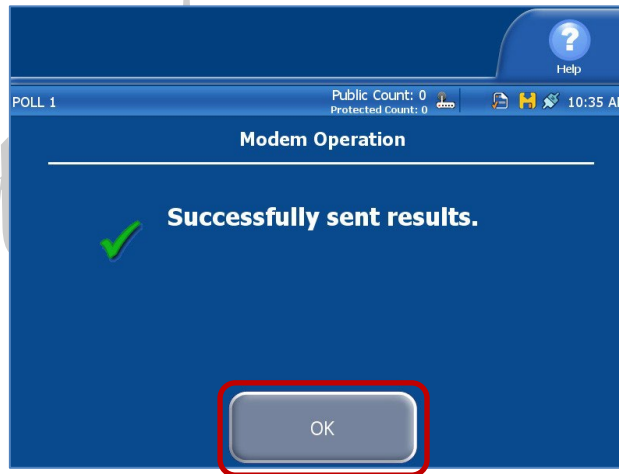
The machine will attempt to connect to the server. Once the DS200 connects, a series of messages will appear stating the machine is connected and the election results are being transmitted.



Note: In rare instances, the DS200 may require up to 10 re-tries to successfully connect to the server and transfer election results. The DS200 automatically performs such re-tries.

8

You will receive a message informing you the results have successfully been sent. Press "OK" to return to the main menu.



If you are unable to successfully send the result, contact the Clerk's Office immediately.

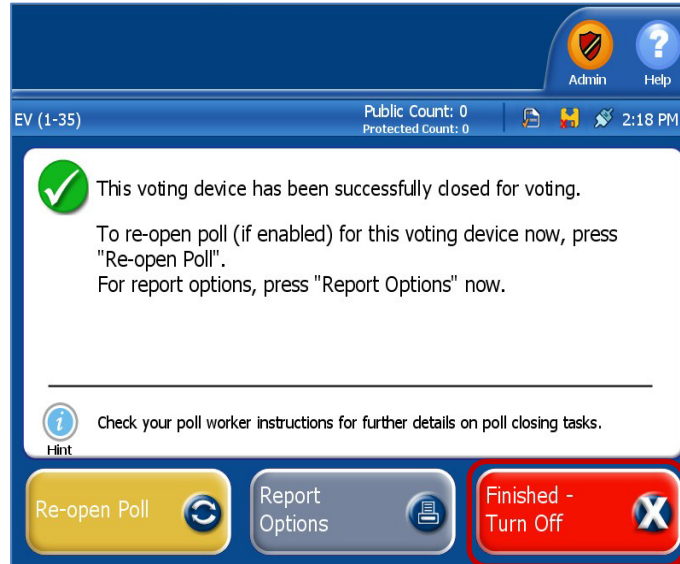
Closing the DS200 Voting Machine

Closing The Voting Site

9

A screen prompt will appear on the touch screen. The buttons will ask to:

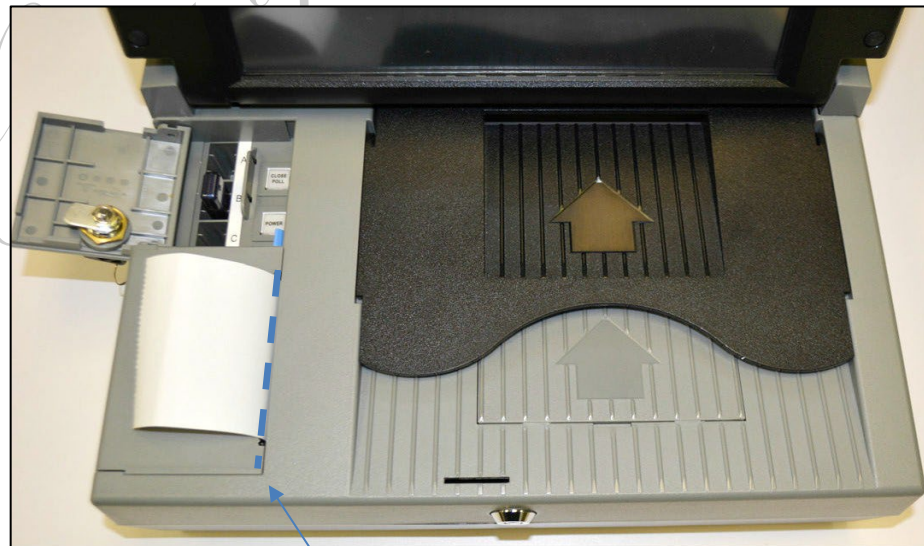
- ✓ "Re-Open Poll"
- ✓ "Report Options"
- ✓ "Finished – Turn Off"



Touch **"Finished - Turn Off"**.

10

Remove (cut or tear) the end of the tape that includes all election results.

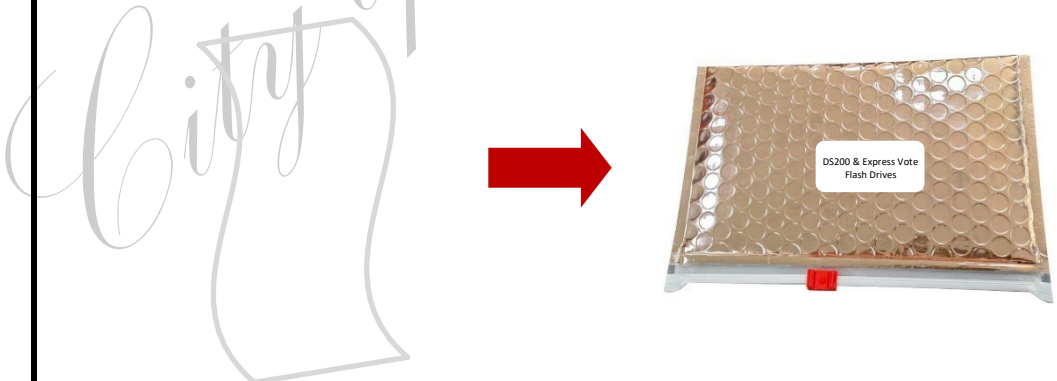


Tear Here

Closing the DS200 Voting Machine

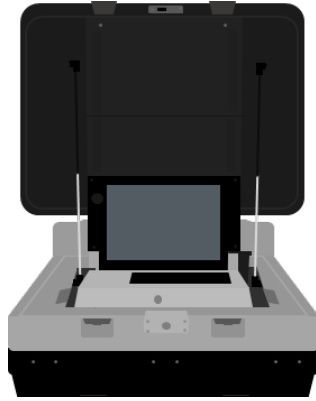
Closing The Voting Site

<p>11</p>	<p>Secure Election Inspector signatures at the bottom of <u>all three</u> results tapes.</p> <div data-bbox="583 342 1248 1098" style="border: 1px solid black; padding: 10px;"><p>QUESTION 1:</p><table data-bbox="630 407 1136 457"><tr><td>FOR</td><td>6</td></tr><tr><td>AGAINST</td><td>4</td></tr></table><p>WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE ACCOUNT OF ALL BALLOTS COUNTED AND THAT ALL COUNTERS WERE ZERO (0) WHEN THE POLLS OPENED AND THAT THE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE.</p><p>ELECTION JUDGE</p><p>ELECTION JUDGE</p><p>ELECTION JUDGE</p><p>01 AnyCounty Po11 Unit Serial Number: 02095350655</p><p>*** END OF REPORT ***</p></div>	FOR	6	AGAINST	4
FOR	6				
AGAINST	4				

<p>12</p>	<p>Place all tapes in the bubble Ziploc pouch labeled DS200 & ExpressVote Flash Drives.</p> <div data-bbox="354 1249 1404 1627"></div>
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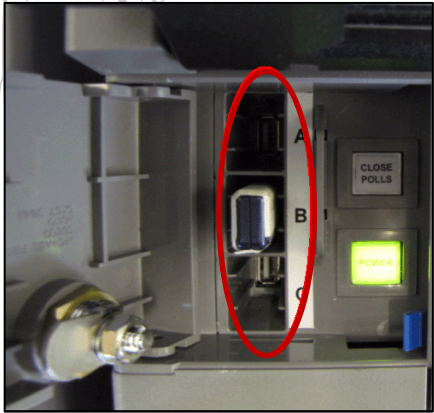
Closing the DS200 Voting Machine

Once the DS200 is fully off, the monitor will be dark.



13

Remove the flash drive from the flash drive compartment.
**Grasp with your thumb and index finger giving a slight tug.*



- A. **Place** the flash drive in the bubble Ziploc pouch.
- B. **Place** the seal on Inspector's Statement (EL-104).

14

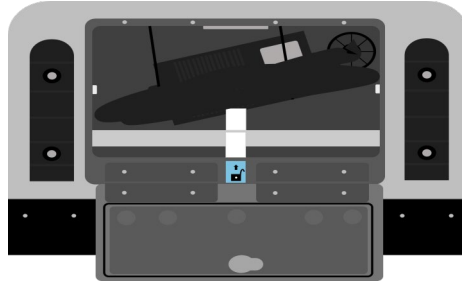


Closing the DS200 Voting Machine

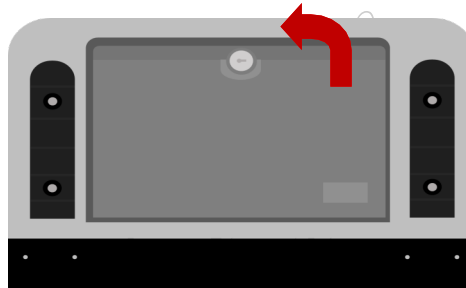
Closing The Voting Site

15

- A. **Unplug** the machine.
- B. **Wrap** the power cord into the back of the door of the DS200.

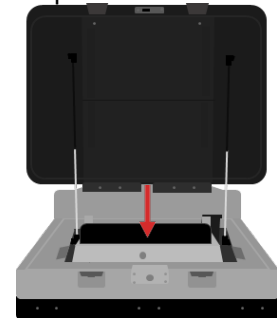


- C. **Use** the silver "J236" key to lock the rear door. (turn the key to the left)



16

- A. **Lower** the monitor. Using the black "fob" key, lock the monitor.
- B. **Insert** the key so that the notch on the key is at a 9 o'clock position.
- C. **Turn** the key to the right to lock.

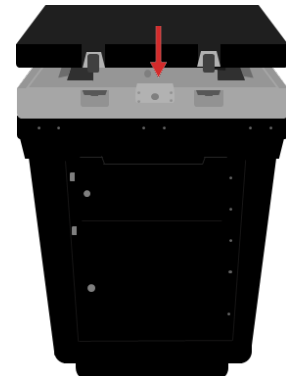


17

- A. **Lower** the DS200 lid.
- B. **Latch** the hatches (you must do this first before attempting to lock the cover).
- C. **Use** the silver "J236" key to lock the front of the DS200 that is positioned on the two suitcase-like latches.



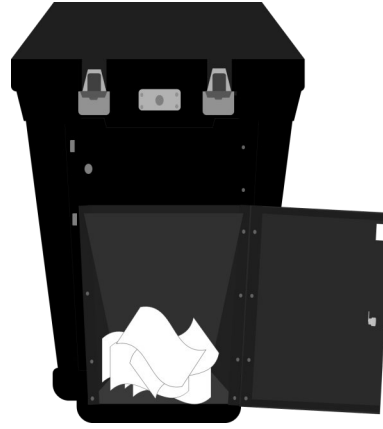
**turn the key to the right*



Closing the DS200 Voting Machine

18

Using the "J236 key", unlock the DS200 cabinet and remove all the ballots.



City of Glendale

Sort & Pack The Ballots

Closing The Voting Site

Follow the steps on this checklist to sort and pack the ballots.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
-------	--------	-------------------

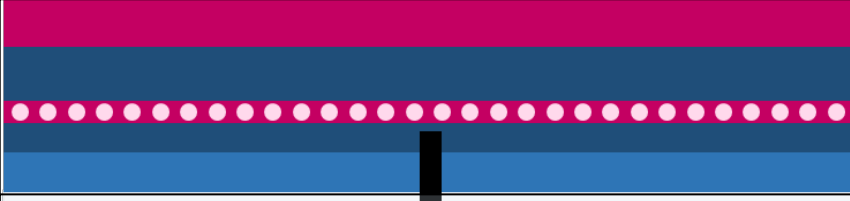
1

- A. Sort the ballots by district (*in the event only one machine is used per polling location*).
- B. Separate ballots with write-in votes.

**Review all ballots from the main bin to ensure there are no write-in votes, only votes for registered write-in candidates are counted. See page 169 on how to process write-in votes.*

Secure the necessary signatures on the outside of each ballot bag.

2



↑ Fold Flap to Here ↑

Do Not Fold Flap Past Dotted Line

BALLOT CONTAINER CERTIFICATE
For Regular and Irregular Ballots

00110293

We, the undersigned election inspectors, certify that we sealed the ballots and other election records required by Wis. Stat. § 7.51(3)(a), (c) and (5), from the _____ Ward(s) of the _____ Town, City or Village of _____ County, State of Wisconsin from the election held on _____ in this container for delivery to the municipal clerk.

The tamper-evident seal used to secure this container is numbered: _____ Wis. Admin. Code Section GAB 5.01(2) This is bag number _____ of _____ bags.

(Please complete if more than one bag is required.)

Instructions for Signing this Certification

...(7)se ballots... shall be secured (sealed in this ballot bag) by the chief inspector, and, if available, one other inspector whose party affiliation is different from the chief inspector's party affiliation... Wis. Stat. § 7.51(3)(a). An inspector is "unaffiliated" unless his or her name was submitted as an inspector nominee by one of the two dominant parties in the county (generally, the Democratic and Republican Parties).

- If all inspectors are unaffiliated, the Chief Inspector (CI) and any other inspector must sign this certification.
- If there is a mix of unaffiliated and affiliated inspectors:
 - If the CI is affiliated, the CI and an inspector affiliated with the other party must sign this certification. If available, Otherwise the CI and an unaffiliated inspector must sign this certification.
 - If the CI is unaffiliated, the CI and an affiliated inspector must sign this certification. If inspectors from both parties are present, the CI and one inspector from each party should sign this certification.

Certification

Signature of Chief Inspector Unaffiliated Affiliated If affiliated, indicate party.

Signature of Inspector Unaffiliated Affiliated If affiliated, indicate party.


Signature of Inspector (only required in the case of 2.b. above) _____ Party _____

Dated this _____ day of _____


This container, secured with a numbered seal with the ballots enclosed, shall be returned immediately to the municipal clerk. Wis. Stat. § 7.51(3)(a) and (5). The municipal clerk shall provide for the delivery of county, state, federal and school ballots to the appropriate clerk. § 7.51(5), Wis. Stat. If the municipality has designated a central counting location pursuant to Wis. Stat. § 7.51(1), the municipal clerk or two inspectors shall transport the container to the central counting location designated by the municipal clerk. Wis. Stat. § 5.5(5C).

ELECTION BALLOTS MAY ONLY BE DESTROYED UNDER THE PROVISIONS OF Wis. Stat. § 7.23(1)(h), (2).
EL-101 | Rev. 2016-09 | Wisconsin Elections Commission, P.O. Box 7864, Madison, WI, 53707-7864 | 608-266-8005 | web: elections.wi.gov | email: elections@wi.gov


BALLOTS AND/OR REMADE BALLOTS ONLY



Fold back middle flap. Grasp lower right hand corner of flap and press left hand right to seal to repeat adhesive.



Make sure that BAG OPENING IS FLAT AND NOT PUCKERED. Sources excess air from bag. Fold FLAP BACK to dotted line. DO NOT FOLD FLAP PAST DOTTED LINE.



Press closed. Bag is now permanently sealed. Flap should cover both sides of bag.

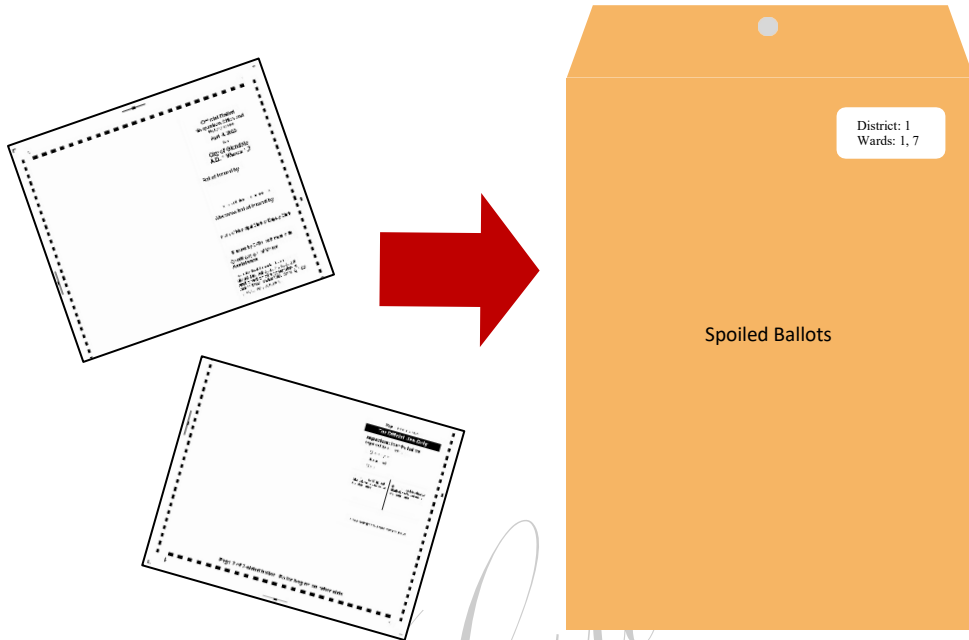
TO REMOVE CONTENTS - CUT ALONG BOTTOM DOTTED LINE

Sort & Pack The Ballots

Closing The Voting Site

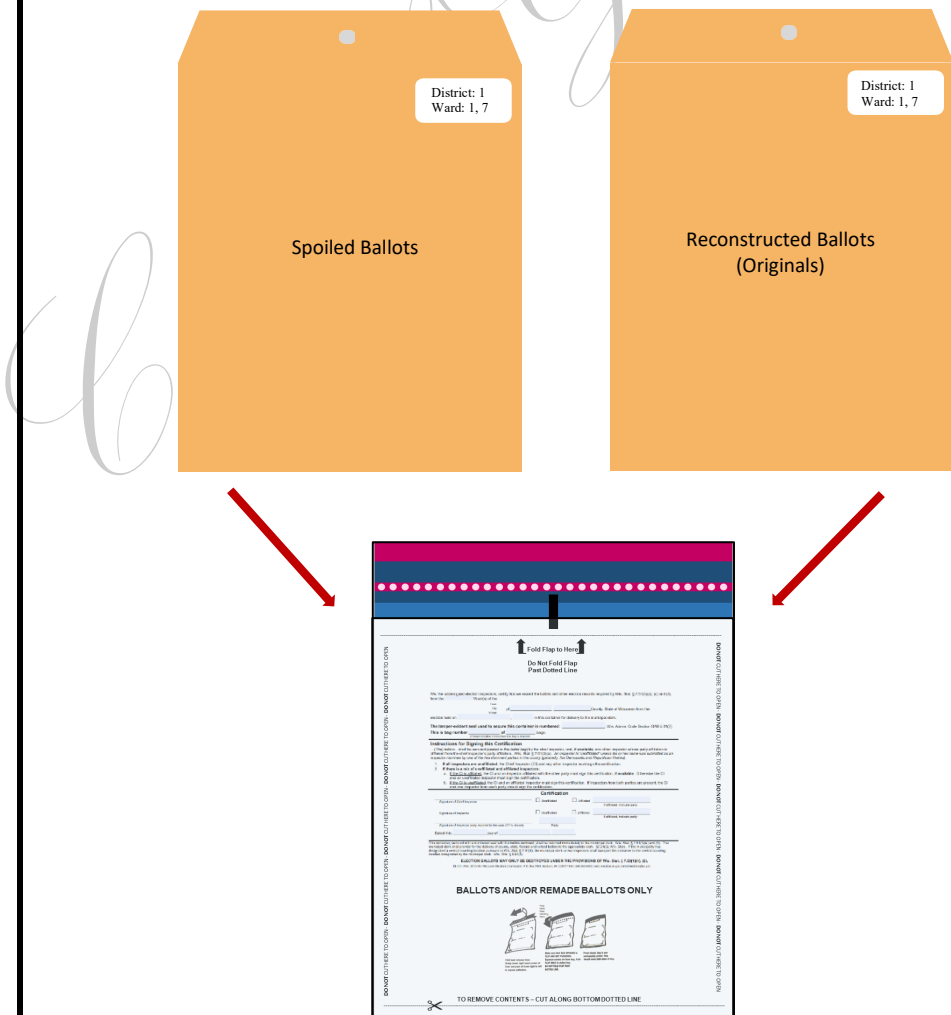
All pre-initialed, but unused must be torn in half and placed in the Spoiled Ballot Envelope.

5



Place the Spoiled Ballot Envelope and the Reconstructed Ballots (Originals) Envelope into a clear ballot bag and seal the bag.

6



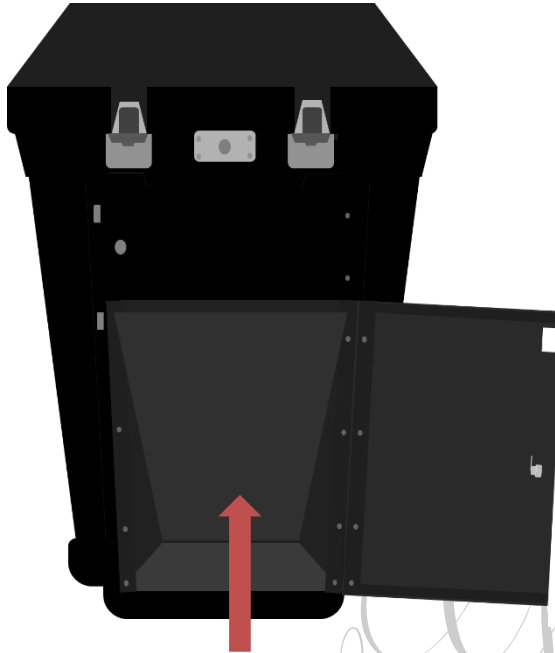
Sort & Pack The Ballots

Closing The Voting Site

All unused ballots should be placed back inside the main compartment of the DS200.

All marked ballots should be placed into the provided mail bins, once they have been sorted, sealed, and certified in the plastic ballot bags.

8



Unused Ballots

Marked Ballots (Including Write-Ins, Challenged, and Reconstructed, as well as "Spoiled" and "Original" carrier Envelopes)



City of

Processing Write-In Votes

Closing The Voting Site

Write-in Votes

- Tally only *registered* write-in votes on the Write-In Votes Form.
- The Clerk's Office will provide a list of any registered write-in candidates for the ward with the following information:
 - ✓ Office/contest titles are pre-printed on the form for every election.
 - ✓ There are no "party designations" in the spring election cycle.
 - ✓ Write the name of the candidate as written on the ballot for each contest.
 - ✓ Use hash-marks to tally multiple votes for the same candidate in the same contest.
 - ✓ Record "blank" if the write-in arrow was connected, but no candidate's name was recorded.
 - ✓ Total the number of hash-marks for each candidate in each contest.
 - ✓ Secure all necessary signatures, including the Chief Inspector's, at the bottom of the form.

****Note - Situations where a voter has:**

- Voted for a candidate written on the ballot (by completing the oval), but has also written a candidate's name into the same contest:
 - The write-in vote should be recorded on the Write-In Votes Form and the incident, including the name of the voted printed candidate, should be recorded on the EL-104.
- Selected "Straight Party" or a political party under "Party Preference" and has also written a candidate name into one of the contests:
 - The write-in vote should be recorded on the Write-In Votes Form and the incident, including the name of the marked printed candidate, should be recorded on the EL-104.

Processing Write-In Votes

Count Write-in Votes When:

1. The name of the person is misspelled, abbreviated (including only the last name), or contains a wrong initial or an initial is omitted but the intent of the voter can be reasonably determined.
2. An "X" or other mark is omitted. An "X" or any other mark is not required in order to cast a write-in vote.
3. A sticker contains only the name of a person and is placed on a ballot. The vote is counted for the person named for the office listed in the space where the sticker is placed.
4. A sticker contains only the name of a person and is placed in the margin. Voter intent must be determined. If the person named on the sticker has filed a campaign registration statement indicating the office sought, the vote should be counted for the person named on the sticker for the office.
5. A sticker contains the name and the office the person is seeking and is placed on the face of the ballot other than in a particular office space. This vote is counted for the person for the office listed on the sticker.
6. A sticker containing the name of a candidate and the office sought is placed under a different office than the one indicated on the sticker. The vote counts for the person named on the sticker for the office under which the sticker is placed.
7. In a nonpartisan election (February or April), a candidate's name is printed on the ballot for an office, and the voter writes in that candidate for another office. The vote is counted for the office where the write-in occurs.
8. The name of a person who has filed a campaign registration statement indicating the office sought is written in under an office other than the one indicated on the campaign registration statement. The vote counts for the person for the office where the name is written.

Processing Write-In Votes

Closing The Voting Site

DO NOT Count Write-in Votes When:

1. A name is misspelled or abbreviated, and the intent of the voter cannot be reasonably determined.
2. A write-in sticker is placed on the endorsement (back) side of the ballot.
3. A write-in sticker is found in the ballot box and is not attached to any ballot.
4. The instructions on the ballot are "Vote for one" and the name of more than one person has been written in for a single office. This is an over-vote, and no votes are counted for that office.
5. The instructions on the ballot are "Vote for one" and the name of more than one person has been written in and a vote has also been cast for a candidate whose name is printed on the ballot for the same office. This is an over-vote, and no votes are counted for that office.
6. In the general election (November) when a candidate's name is printed on the ballot for an office, and the voter writes in that candidate's name for a different office.

City of Glenadale

Write-In Votes Form

WRITE-IN VOTES

Record all Write-In Votes on this form. If the write-in arrow is filled in and there is no name listed, write NONE in the appropriate area. Two ORIGINAL copies are to be completed by two SEPARATE Election Inspectors. Return one copy to the City or Village Clerk and one copy to the Milwaukee County Election Commission.

CITY OR VILLAGE _____ Aldermanic District _____ Ward _____

	OFFICE TITLE	PARTY DESIGNATION	NAME AS WRITTEN IN ON BALLOT	TOTAL VOTES
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

I hereby certify that the foregoing statement is in all respects correct.

Date of Election

Election Inspector Signature

Election Inspector Signature

Milwaukee County Election Commission

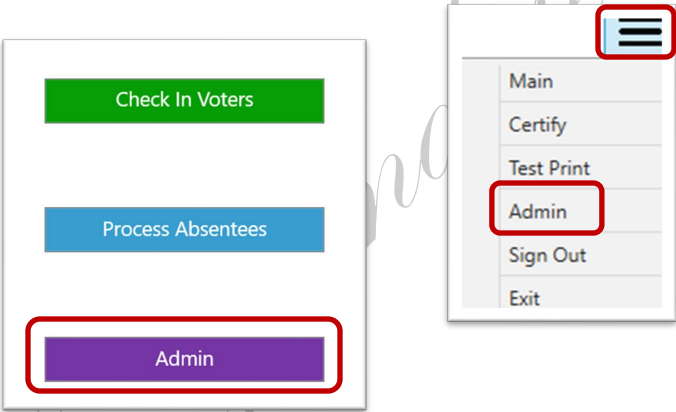
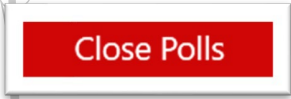
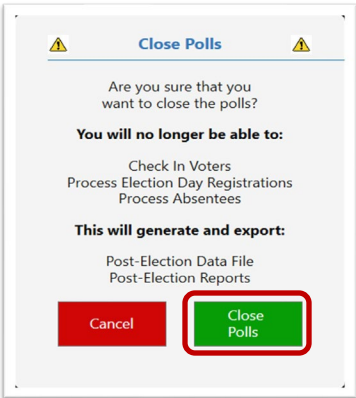
Saved as Write-In Votes - amended 4-11-2012

Closing the Polls on Badger Books

Closing The Voting Site

Follow the steps on this checklist to Close the Polls on Election Night on Badger Books.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	<p>Badger Books is not voting equipment, but an electronic version of the poll book and as such, can be opened and closed multiple times without an issue. This process is done by an Admin User only.</p> <p>Go to the Admin menu by clicking on the “hamburger menu” in the upper right corner and clicking on Admin, or by clicking on the Admin button on the main screen.</p> 
	2	<p>Click the “Close Polls” button.</p> 
	3	<p>Click “Close Polls” on the pop-up warning.</p> 

Closing the Polls on Badger Books

[Closing The Voting Site](#)

	4	<p>Reenter your username and password and click “Close Polls.”</p> <div data-bbox="672 296 1130 625"><p>Please re-enter login credentials to close polls</p><p>Enter Username <input type="text"/></p><p>Enter Password <input type="password"/></p><p><input type="button" value="Cancel"/> <input type="button" value="Close Polls"/></p></div>
	5	<p>Click “Continue” on the confirmation window.</p> <div data-bbox="699 726 1127 1161"><p>Polls Successfully Closed</p><p>The Badger Book post-election data file was generated.</p><p>The following reports were generated as PDFs:</p><ul style="list-style-type: none">Participation List & CountConfidential Participation List & CountElection Day RegistrationsElection Day Registrations - DetailName MisspellingAddress MisspellingPoll Book Certification<p><input type="button" value="Continue"/></p></div>

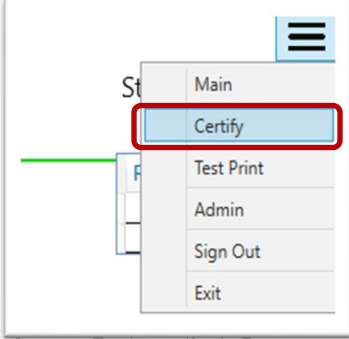
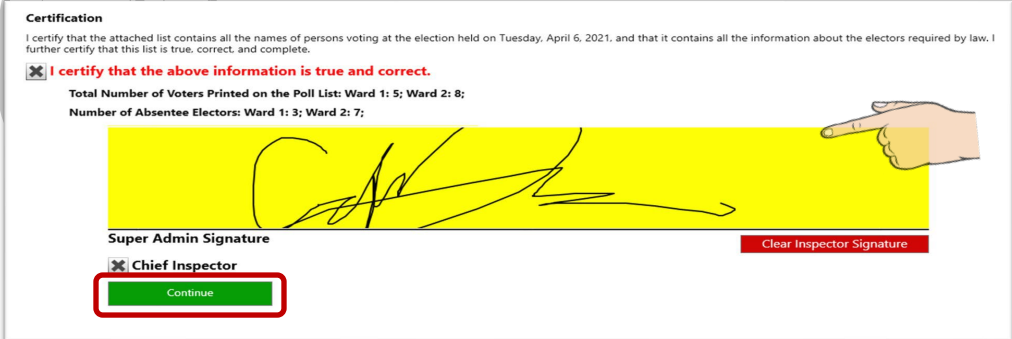
City of

Election Inspector Certification

Closing The Voting Site

Follow the steps on this checklist to Sign the Certification Page on Badger Books.



Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	<p>Each Election Inspector will have their own unique credentials for the Badger Books application. Each inspector will need to sign the certification once, either at the end of their shift or after the polls close, and all inspectors who worked the election must sign for the certification to be valid.</p> <p>From the hamburger menu dropdown in the upper righthand part of the screen, select “Certify.”</p> 
	2	<p>From there, a new screen will appear with the same certification language that is printed on the paper version of the document. Each inspector will read the attestation, confirm that the total number of voters and total number of absentee electors for each reporting unit are correct, sign the signature field, and click the “I certify that the above information is true and correct.”</p> <p>If applicable, the inspector may also check the box indicating they are the Chief Inspector.</p> <p>After signing and checking the boxes, click “Continue.”</p> 
	3	<p>A pop-up window will display indicating the certification was recorded successfully. Click “OK” to close the window and you will be redirected to the main screen.</p>

Generating Reports on Badger Books

Follow the steps on this checklist to Generate Reports on Badger Books.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	<p>An Admin user can generate a Badger Book report detailing information to be used to assist with completing the Inspector’s EL-104 form. To access the report, click on the Admin tile and then select the EL-104 Voter Statistics Report by clicking on “View Report.” The report will provide data for the total number of voters, the total number of EDRs, and the total number of absentee voters.</p> 
	2	<p>An Admin user can view and generate a Badger Book Exception Report to be used for identifying any exceptions or errors during Election Day. These may include Election Day Registration (EDR) without participation, duplicate participations, and name fields with numeric values.</p>
	3	<p>As each inspector signs and certifies, their signatures will be appended to the same PDF version of the certification page, which an Admin can view in the Report tab. A separate certification page will be generated for each reporting unit active in the election.</p> 
	4	<p>An Admin user can provide access to Election Observers from the Report tab to the Participation List & Count Report and the Election Day Registration Report. This is the equivalent to viewing a paper poll book. The Confidential Participation Report CANNOT be viewed by anyone.</p>

Reconcile The Poll Books (Paper)

Closing The Voting Site


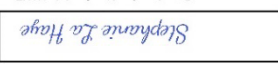
Follow the steps on this checklist to reconcile the poll books.



Check the box next to the item as it is completed.

Please note, this process is **ONLY** followed in the event of a Badger Books failure when paper poll books must be used.

Check | **Step #** | **Task to complete:**

- A. **Conduct** a page-by-page comparison of each poll book to ensure that both poll books for each ward are identical at the end of the night. Only one poll book will contain all the voter signatures.
- B. **Count** the total number of voters assigned in each poll book (**the number must equal the other**).
- C. **Use** the Tally Form in the Supply Box to cross off the number of voters.
**This should be done whenever there is down time throughout the day.*

Ballot, Ward, District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature
BS 02 WD-001 41231-001-2184-1 AL-01 CG-04 2184 TC-09 2177 AS-10 Notes:	701704721 	Names beginning with the letter [L] LA HAYE, Stephanie Marie 4629 N RIVER PARK BLVD GLENDALE, WI 53209	55	Stephanie Marie LA HAYE 

Ballot, Ward, District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature
BS 02 WD-001 41231-001-2184-1 AL-01 CG-04 2184 TC-09 2177 AS-10 Notes:	701704721 	Names beginning with the letter [L] LA HAYE, Stephanie Marie 4629 N RIVER PARK BLVD GLENDALE, WI 53209	55	Stephanie Marie LA HAYE 

1

1	51	101	151	201	251	301	351	401	451	501	551	601	651
2	52	102	152	202	252	302	352	402	452	502	552	602	652
3	53	103	153	203	253	303	353	403	453	503	553	603	653
4	54	104	154	204	254	304	354	404	454	504	554	604	654
5	55	105	155	205	255	305	355	405	455	505	555	605	655
6	56	106	156	206	256	306	356	406	456	506	556	606	656
7	57	107	157	207	257	307	357	407	457	507	557	607	657
8	58	108	158	208	258	308	358	408	458	508	558	608	658
9	59	109	159	209	259	309	359	409	459	509	559	609	659
10	60	110	160	210	260	310	360	410	460	510	560	610	660
11	61	111	161	211	261	311	361	411	461	511	561	611	661
12	62	112	162	212	262	312	362	412	462	512	562	612	662
13	63	113	163	213	263	313	363	413	463	513	563	613	663
14	64	114	164	214	264	314	364	414	464	514	564	614	664
15	65	115	165	215	265	315	365	415	465	515	565	615	665
16	66	116	166	216	266	316	366	416	466	516	566	616	666
17	67	117	167	217	267	317	367	417	467	517	567	617	667
18	68	118	168	218	268	318	368	418	468	518	568	618	668
19	69	119	169	219	269	319	369	419	469	519	569	619	669
20	70	120	170	220	270	320	370	420	470	520	570	620	670
21	71	121	171	221	271	321	371	421	471	521	571	621	671
22	72	122	172	222	272	322	372	422	472	522	572	622	672
23	73	123	173	223	273	323	373	423	473	523	573	623	673
24	74	124	174	224	274	324	374	424	474	524	574	624	674
25	75	125	175	225	275	325	375	425	475	525	575	625	675
26	76	126	176	226	276	326	376	426	476	526	576	626	676
27	77	127	177	227	277	327	377	427	477	527	577	627	677
28	78	128	178	228	278	328	378	428	478	528	578	628	678
29	79	129	179	229	279	329	379	429	479	529	579	629	679
30	80	130	180	230	280	330	380	430	480	530	580	630	680
31	81	131	181	231	281	331	381	431	481	531	581	631	681
32	82	132	182	232	282	332	382	432	482	532	582	632	682
33	83	133	183	233	283	333	383	433	483	533	583	633	683
34	84	134	184	234	284	334	384	434	484	534	584	634	684
35	85	135	185	235	285	335	385	435	485	535	585	635	685
36	86	136	186	236	286	336	386	436	486	536	586	636	686
37	87	137	187	237	287	337	387	437	487	537	587	637	687
38	88	138	188	238	288	338	388	438	488	538	588	638	688
39	89	139	189	239	289	339	389	439	489	539	589	639	689
40	90	140	190	240	290	340	390	440	490	540	590	640	690
41	91	141	191	241	291	341	391	441	491	541	591	641	691
42	92	142	192	242	292	342	392	442	492	542	592	642	692
43	93	143	193	243	293	343	393	443	493	543	593	643	693
44	94	144	194	244	294	344	394	444	494	544	594	644	694
45	95	145	195	245	295	345	395	445	495	545	595	645	695
46	96	146	196	246	296	346	396	446	496	546	596	646	696
47	97	147	197	247	297	347	397	447	497	547	597	647	697
48	98	148	198	248	298	348	398	448	498	548	598	648	698
49	99	149	199	249	299	349	399	449	499	549	599	649	699
50	100	150	200	250	300	350	400	450	500	550	600	650	700

Reconcile The Poll Books (Paper)

Closing The Voting Site

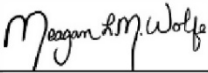
Complete the Certification Statement on the first page of the poll book.

Election: 2023 Spring Election - 04 Apr 2023 WI_PL_ELE_POLL-LN
 District(s): Wards 1,7

CITY OF GLENDALE - MILWAUKEE COUNTY **The Bavarian Bierhaus**

Certification of Administrator

I certify that the attached list is a true and complete registration list of the municipality or the ward or the wards for which the list is prepared.

Meagan Wolfe

 Wisconsin Elections Commission Administrator

Certification

We certify that the attached list contains all the names of persons voting at the election held on, April 4th, 2023, and that it contains all the information about the electors required by law. We further certify that this list is true, correct and complete.

Total Number of Voters Printed on the Poll List: 1291

Last Voter Number: 55
 Page Number of Last Voter: 42
 Number of Absentee Electors: 5

Last Voter Number = Pink Slip Number

If the Last Voter is an EDR, write EDR instead of the Page #.

Absentee Elector Number Should Match Absentee Processors

Election Inspector Signatures:

1. Chief Inspector
 Chief Inspector
2. _____
3. Election Inspector
4. _____
5. _____
6. _____
7. _____
 Election Inspectors

Signatures of Chief and ALL Election Inspectors working with the poll book, including those covering breaks and lunches.

The information on this form is required by ss.6.79(1m)(4)(6), 6.82(1)(a),2(d),6.88(3)(a), Stats.
 EL-107 (WisVote 2016)
 Printed 3/31/2023 5:29:03 PM Page 1 of 143
 2023 Spring Election - 04 Apr 2023

2

Reconcile The Poll Books (Paper)

Closing The Voting Site

- A. **Complete** the Supplemental Election Day Reconciliation Form.
- B. **Attach** the last voter number (pink slip) with a paper clip. The pink slip should include the district, ward number, and 2 (two) Election Inspector initials.

CITY OF GLENDALE
Supplemental Election Day Reconciliation Form
April 4, 2023 - Spring Election

ATTACH YOUR LAST VOTER NUMBER (PRINTED OR PINK SLIP) TO THE UPPER RIGHT CORNER OF THIS FORM.
THIS FORM MUST BE COMPLETED FOR EACH DISTRICT

Voting Site: Bavarian Bierhaus
 District: 1 Wards: 1, 7
 Chief Inspector: Chief Inspector

Section A - Voter Number

A1 What was the last assigned voter number (last printed slip) for this District? 55

Section B - Total Voters

B1 How many in-person voters are counted in the poll book who were issued ballots/voter numbers? (If paper poll books, do a hand count.) 45

B2 How many absentee voters are counted in the poll book who were issued voter numbers? (Hand count of envelopes should match Badger Books or paper poll books.) 5

B3 How many people completed an Election Day Registration AND voted? 5

Total (Add B1, B2, and B3 together): 55

Section C - DS200

C1 What is the number of ballots cast for this District as printed on the DS200 voting machine tape? 55

The TOTALS in the shaded boxes listed in Sections A, B, and C should be equal. If they are not equal, you MUST provide an explanation.

Chief Inspector Signature: Chief Inspector

Ald District 1 Ward 1

Voter Number: **55**

VOTER: Please give this number to the Machine Attendant when you insert your ballot.

MM BT

Certified: Initials of Election Inspectors on LAST VOTER NUMBER (only).

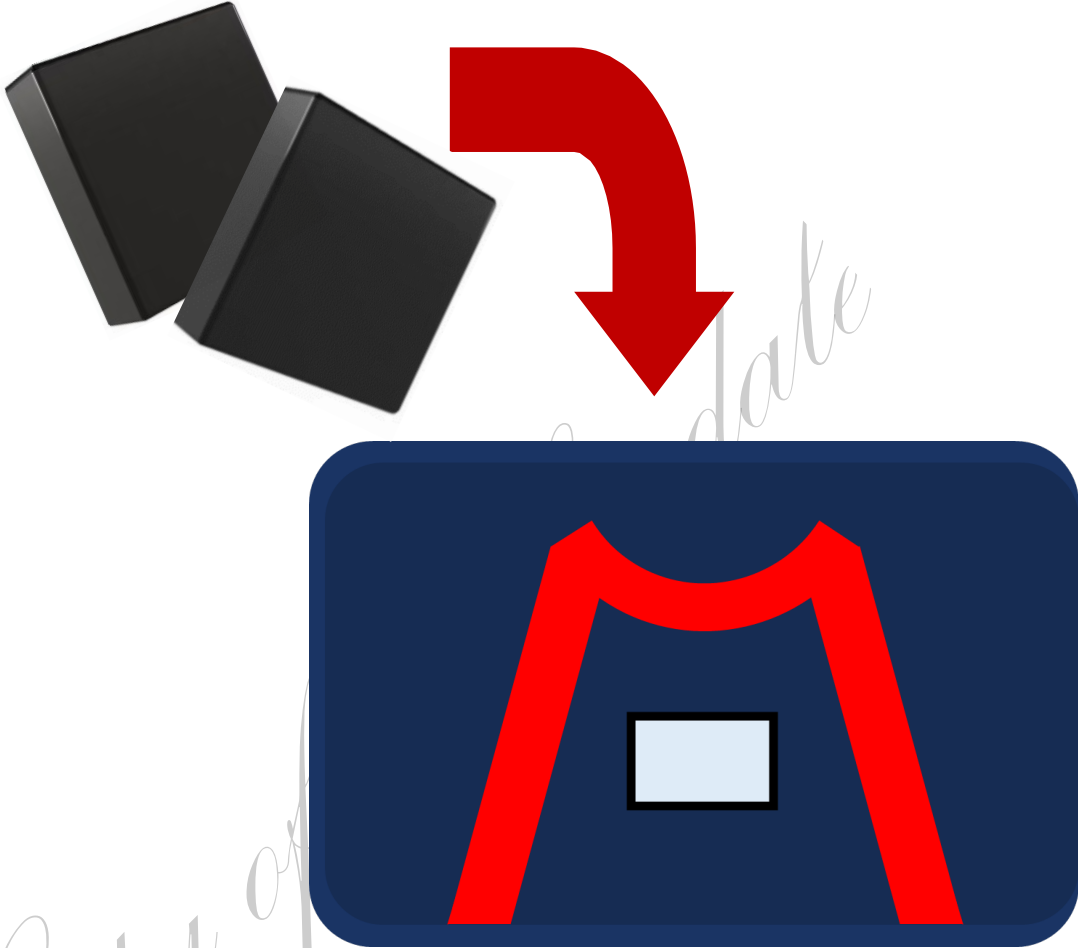
3

Reconcile The Poll Books (Paper)

Closing The Voting Site

Once reviewed, both poll books should remain in the black binders and be packed inside the blue canvas closing bag for each individual ward.

4



City of

Voter Reconciliation Tally Form

Closing The Voting Site

CITY OF GLENDALE VOTER RECONCILIATION TALLY

1	51	101	151	201	251	301	351	401	451	501	551	601	651
2	52	102	152	202	252	302	352	402	452	502	552	602	652
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45	95	145	195	245	295	345	395	445	495	545	595	645	695
46	96	146	196	246	296	346	396	446	496	546	596	646	696
47	97	147	197	247	297	347	397	447	497	547	597	647	697
48	98	148	198	248	298	348	398	448	498	548	598	648	698
49	99	149	199	249	299	349	399	449	499	549	599	649	699
50	100	150	200	250	300	350	400	450	500	550	600	650	700

Poll Book Certification Page (Paper)

Closing The Voting Site

Election: 2023 Spring Election - 04 Apr 2023

WI_PL_ELE_POLL-LN

District(s): Wards 1,7


CITY OF GLENDALE - MILWAUKEE COUNTY

The Bavarian Bierhaus

Certification of Administrator

I certify that the attached list is a true and complete registration list of the municipality or the ward or the wards for which the list is prepared.

Meagan Wolfe



Wisconsin Elections Commission Administrator

Certification

We certify that the attached list contains all the names of persons voting at the election held on, April 4th, 2023, and that it contains all the information about the electors required by law. We further certify that this list is true, correct and complete.

Total Number of Voters Printed on the Poll List: 1291

Last Voter Number: _____

Page Number of Last Voter: _____

Number of Absentee Electors: _____

Election Inspector Signatures:

1. _____
Chief Inspector

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Election Inspectors

The Information on this form is required by ss.6.79(1m)(4)(6), 6.82(1)(a),2(d),6.88(3)(a), Stats.

EL-107 (WisVote 2016)

Supplemental Reconciliation Form

Closing The Voting Site

Attach Last Voter Number
(printed slip)


CITY OF GLENDALE
Supplemental Election Day Reconciliation Form
April 4, 2023 - Spring Election

**ATTACH YOUR LAST VOTER NUMBER (PRINTED OR PINK SLIP) TO THE
UPPER RIGHT CORNER OF THIS FORM.**

THIS FORM MUST BE COMPLETED FOR EACH DISTRICT

Voting Site: _____
District: _____ Wards: _____
Chief Inspector: _____

Section A - Voter Number

A1 What was the last assigned voter number (last printed slip) for this District? 

Section B - Total Voters


B1 How many in-person voters are counted in the poll book who were issued ballots/voter numbers? (If paper poll books, do a hand count.) _____

B2 How many absentee voters are counted in the poll book who were issued voter numbers? (Hand count of envelopes should match Badger Books or paper poll books.) _____

B3 How many people completed an Election Day Registration AND voted? _____

Total (Add B1, B2, and B3 together): 

Section C - DS200

C1 What is the number of ballots cast for this District as printed on the DS200 voting machine tape? 

The TOTALS in the shaded boxes listed in Sections A, B, and C should be equal. If they are not equal, you MUST provide an explanation.

Chief Inspector Signature: _____

Completed EDR Applications (Paper)

Closing The Voting Site

Follow the steps on this checklist to secure all completed EDR Applications.

Check the box next to the item as it is completed.

Please note, this process is **ONLY** followed in the event of a Badger Books failure when paper registration forms books are used.

Check	Step #	Task to complete:
-------	--------	-------------------

	1	<p>Complete a final review of all Election Day Registration Applications for legibility and completeness, including Registrar's signature.</p>
--	----------	---

- A. **Confirm** that all Election Day Registration Applications have been logged on to the Election Day Registered Voter List.
- B. **Sign** and write the date on the bottom of the form.

	2	<p>Milwaukee County Election Commission Form 6729-06 ELECTION DAY REGISTERED VOTER LIST</p> <p>This voter list should be used for recording specified information from voters who register on Election Day. Fill out in duplicate - paper is carbonized. Return one copy to the City or Village Clerk and one copy to the Milwaukee County Election Commission.</p> <p>CITY OR VILLAGE: <u>Glendale</u> Aldermanic District: <u>1</u> Ward: <u>1</u></p> <table border="1"> <thead> <tr> <th>Voter Number</th> <th>Voter Name</th> <th>Address</th> <th>Signature of Voter</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>42</td> <td>Mary E Jones</td> <td>5909 N Milwaukee River Pkwy</td> <td><i>Mary E Jones</i></td> </tr> <tr><td>2</td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td><td></td><td></td></tr> <tr><td>9</td><td></td><td></td><td></td><td></td></tr> <tr><td>10</td><td></td><td></td><td></td><td></td></tr> <tr><td>11</td><td></td><td></td><td></td><td></td></tr> <tr><td>12</td><td></td><td></td><td></td><td></td></tr> <tr><td>13</td><td></td><td></td><td></td><td></td></tr> <tr><td>14</td><td></td><td></td><td></td><td></td></tr> <tr><td>15</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>I hereby certify that the foregoing statement is in all respects correct: 1/4/2023 <i>Julia Lange</i> Election Inspector Signature <i>Alan Rojas</i> Election Inspector Signature</p>	Voter Number	Voter Name	Address	Signature of Voter	1	42	Mary E Jones	5909 N Milwaukee River Pkwy	<i>Mary E Jones</i>	2					3					4					5					6					7					8					9					10					11					12					13					14					15				
Voter Number	Voter Name	Address	Signature of Voter																																																																														
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Required Signatures Checklist

Closing The Voting Site

Sign or initial all required election documents and certifications.
Check off each document and certification.

Document / Certification	
Inspector's Statement EL-104	<input type="checkbox"/> Signed by Chief & Inspectors
Supplemental Election Day Reconciliation Form <i>(With last voter number printed slip clipped to corner)</i>	<input type="checkbox"/> Signed by Chief
Write-In Votes Form	<input type="checkbox"/> Signed by Chief and at least two (2) Inspectors
Original Supplemental Poll List EL-107 <i>(if any)</i>	<input type="checkbox"/> Voter Signatures Required Only
Voter List Corrections Form <i>(only if Badger Books fail)</i>	<input type="checkbox"/> No Signatures Required
Wisconsin Election Observer Log	<input type="checkbox"/> Observer Signatures Required Only
Provisional Ballot Reporting Form EL-123r <i>(if any)</i> <i>(If none, write NONE across one Form EL-123r)</i>	<input type="checkbox"/> Signatures Required Per Form Only
Election Inspector Official Oath	<input type="checkbox"/> Signed by Chief & Inspectors
Challenge Document Forms <i>(If challenges issued, include Challenge Forms EL-104c)</i>	<input type="checkbox"/> Signatures Required Per Form Only
Election Day Voter Registration Applications and Election Day Registered Voter List <i>(only if Badger Books fail)</i>	<input type="checkbox"/> Signed by Chief and Registration Inspectors
DS200 Printer Tapes – One Shore Tape, One Long “Zero” Tape <i>(Both tapes must have ALL signatures; in some elections, a third tape will print. Tapes should be sent in Bubble Ziploc Pouch with Flash Drives)</i>	<input type="checkbox"/> Signed by Chief & Inspectors
Election Inspector Payroll Data Sheet	<input type="checkbox"/> Signed by Chief & Inspectors
Poll List with Voters' Signatures <i>(in printed form only if Badger Books fail)</i>	<input type="checkbox"/> Signed by Chief & Inspectors
Badger Books Certification Page	<input type="checkbox"/> Signed by Chief & Inspectors
Bubble Ziploc Pouch Containing Flash Drive & ExpressVote Flash Drive	<input type="checkbox"/> No Signatures Required
Ballot Bags Containing ALL Marked Ballots <i>(Includes Write-Ins, Challenged and Reconstructed, as well as “Spoiled” and “Original” Carrier Envelopes). All Ballot Bags MUST be secured, labeled, and signed.</i>	<input type="checkbox"/> Signed by Chief & Inspectors
“Used Certificate Envelopes of Absentee Electors” EL-103 Carrier Envelope	<input type="checkbox"/> Signed by Chief & Inspectors
“Certificate of Rejected Absentee Ballots” EL-102 Carrier Envelope	<input type="checkbox"/> Signed by Chief & Inspectors
Wisconsin Inspectors' Certificate of Provisional Ballots EL-108 <i>(if any)</i> <i>Envelope containing ballots should be secured in plastic ballot bag</i>	<input type="checkbox"/> Signed by Chief & Inspectors
Closing Checklist	<input type="checkbox"/> No Signatures Required

Repacking Polling Place Supplies

Closing The Voting Site

Follow the steps on this checklist to repack voting site supplies.

Check the box next to the item as it is completed.

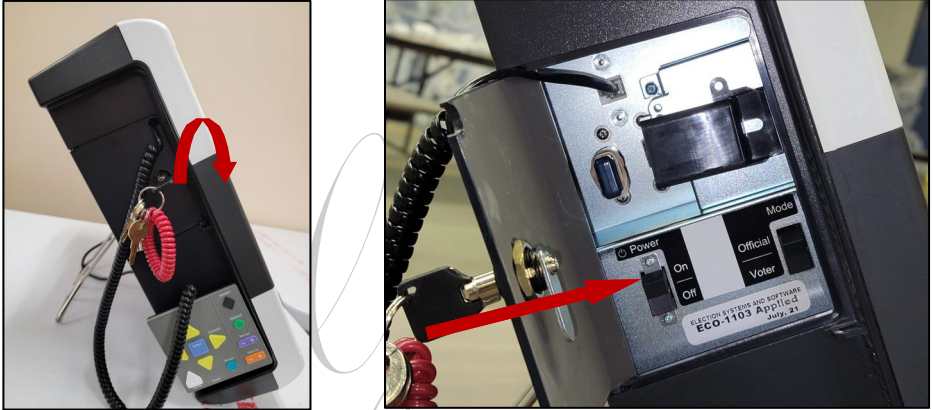
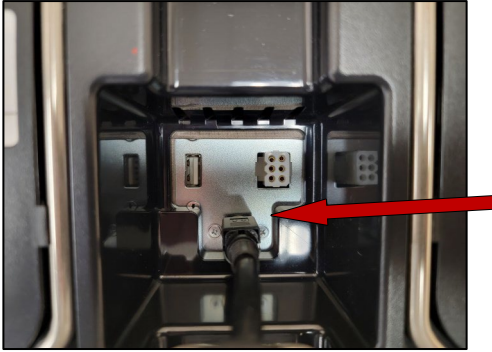
Check	Step #	Task to complete:
	1	Organize and repack the supply box with all unused supplies.
	2	Complete all required forms for the Black Folder (County) and Red Folder (Clerk), and repack the blue canvas bags.
	3	Remove all signage from around the polling location and disassemble the easels. Do not remove the postings from the bulletin boards.
	4	Power off the Badger Books. If assisting with disassembly, be sure to pack all materials for each system together.
	5	Pack all extension cords inside the DS200. Using the "J236" key, lock the ballot compartment of the DS200.
	6	Power off the ExpressVote. Pack all cords and headphones inside the bag.
	7	Disassemble the voting booths. Tables and chairs can be left assembled, except for the City Hall location.
	8	Place all supplies in a central location in the polling place, to ensure the Department of Public Works crew members can easily locate and pick up materials.

Shutting Down The ExpressVote

Closing The Voting Site

THE EXPRESSVOTE DOES NOT COUNT VOTES – THERE IS NO CLOSING PROCEDURE AND NOTHING THAT PRINTS.

Follow the steps on this checklist to close the ExpressVote.

Check	Step	Task to complete:
	1	<p>A. Open the left side door of the ExpressVote using the black fob key and turning right (downward).</p> <p>B. Turn the unit off by using the on/off switch.</p> <p>C. Remove the flash drive and place it in the bubble Ziploc pouch labeled DS200 & ExpressVote flash drives.</p> 
	2	<p>Unplug the machine from the wall outlet. Detach the headphones from the front of the machine.</p>
	3	<p>Lay the ExpressVote screen side down on the table and detach the cord from the back of the machine by grasping the base of the cord.</p> 
	4	<p>Place the cords, headphones, and machine inside the ExpressVote bag.</p>
	5	<p>Place the ExpressVote bag with the DS200.</p>

Closing Checklist

Closing The Voting Site

CLOSING CHECKLIST APRIL 4, 2023 – SPRING ELECTION

DIST: WARDS:
 POLLING LOCATION NAME:

- ✓ Complete one checklist for each District.
- ✓ Please place forms into the RED FOLDER for the City of Glendale Clerk or BLACK FOLDER for the Milwaukee County Election Commission.
 - Be sure that all forms and envelopes are complete.
 - Write “NONE” on any forms where there is no information to record.

<u>FORM/ITEM</u>	<u>Chief Initials</u>
Inspectors’ Statement EL-104 – <u>MUST BE COMPLETE</u>	_____
Supplemental Election Day Reconciliation Form <i>Form with last voter number printed slip clipped to the upper right corner</i>	_____
Write-In Votes Form	_____
Original Supplemental Poll List EL-107 (if any)	_____
Voter List Corrections Form (only used if Badger Books fails)	_____
Provisional Ballot Reporting Forms EL-123r (if any) <i>(If none, write “NONE” across one (1) EL-123r)</i>	_____
Wisconsin Election Observer Log	_____
Election Inspector Official Oath	_____
Challenge Document Forms <i>If any challenges were issued, include Challenge Documentation EL-104c</i>	_____
Election Day Voter Registration Applications and Election Day Registered Voter List (only used if Badger Books fails)	_____
DS200 Printer Tapes - One Short Tape, One Long Tape with “Zero” Tape <i>Both tapes must have <u>ALL</u> election worker signatures.</i>	_____
Poll List with Voters’ Signatures (Poll Books) <i><u>Make sure Certification Pages are complete with numbers and signatures.</u></i> <i>(only used if Badger Books fails)</i>	_____
Badger Books Certification Page <i>Each Election Inspector must complete their own certification.</i>	_____
Election Inspector Payroll Data Sheet	_____
Bubble Ziploc Pouch containing the FLASH DRIVE & EXPRESS VOTE STICK	_____
Plastic Ballot Bags containing <u>ALL</u> marked ballots including Write-Ins, Challenged, & Reconstructed, as well as “Spoiled” and “Original” carrier envelopes. <i>All ballot bags <u>MUST</u> be secured, labeled, and signed.</i>	_____
“Used Certificate Envelopes of Absentee Electors” EL-103 Carrier Envelope	_____
“Certificate of Rejected Absentee Ballots” EL-102 Carrier Envelope	_____
Wisconsin Inspectors’ Certificate of Provisional Ballots EL-108 (if any) <i>Envelope containing ballots should be secured in plastic ballot bag.</i>	_____

Closing Checklist – Black Folder (County)

Closing The Voting Site

Inspectors' Statement
EL-104

Write-In Votes Form

Original Supplemental
Poll List EL-107 (if any)

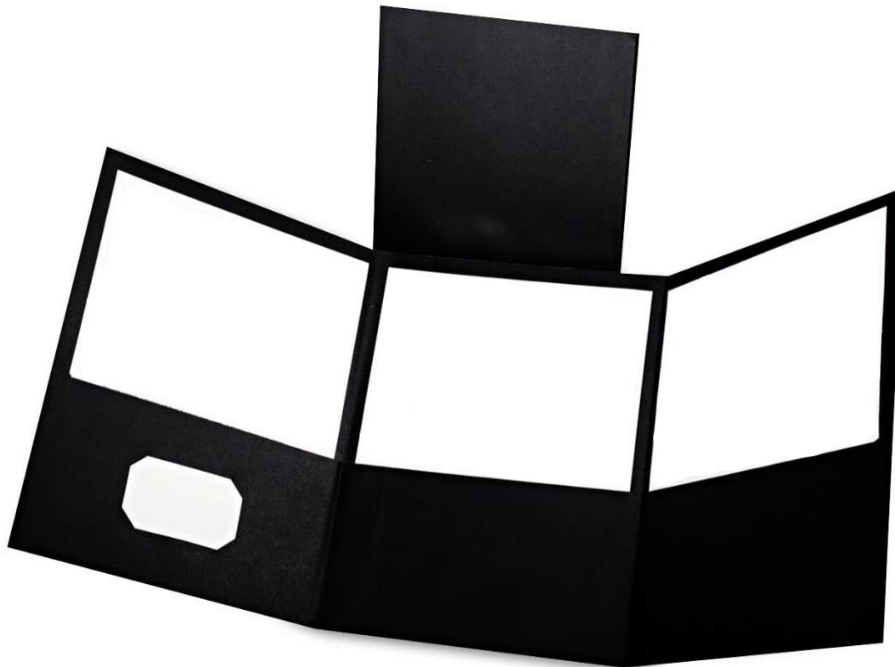
Supplemental Election
Day Reconciliation Form
with Last Voter Number
Attached

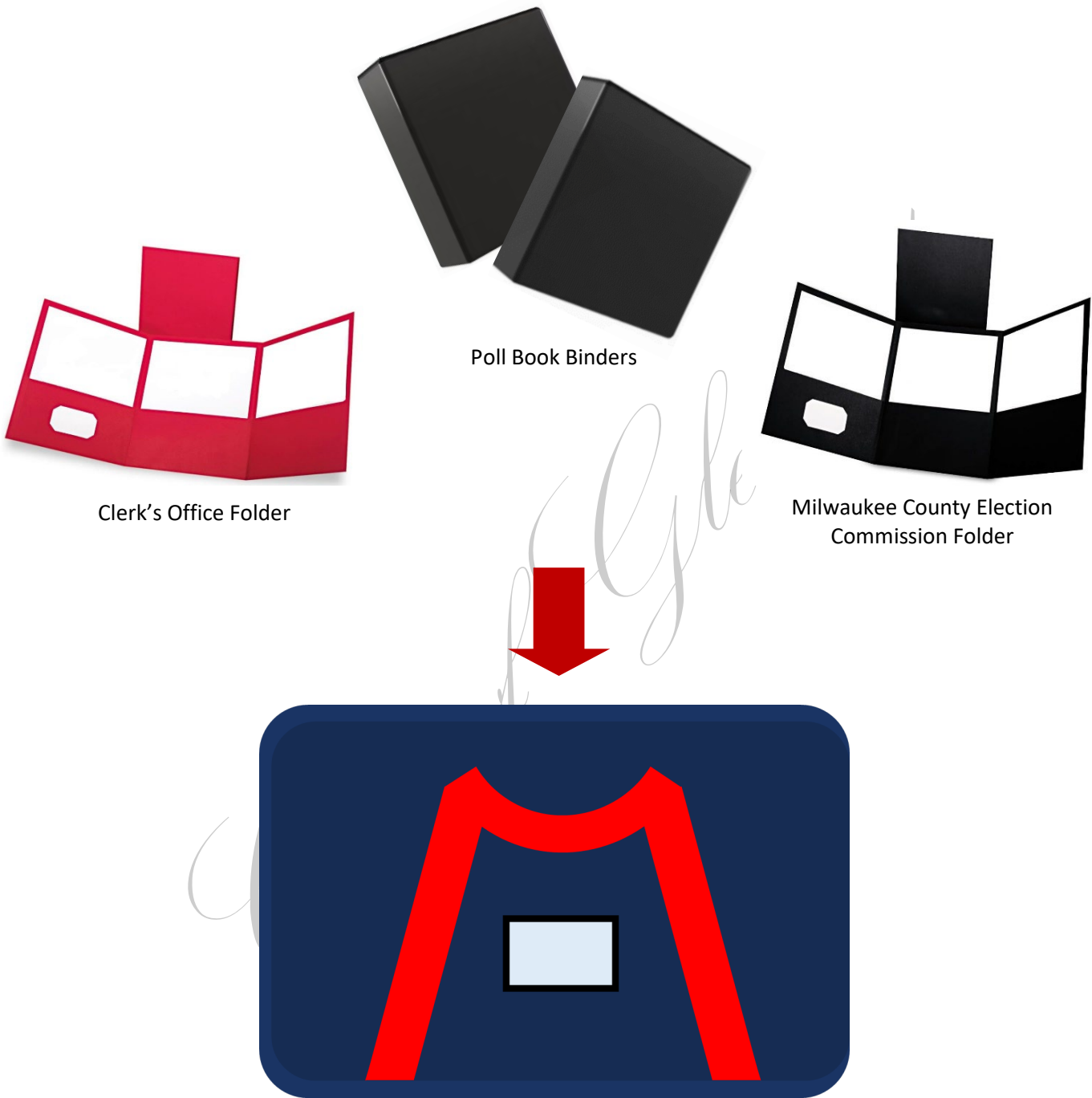
Provisional Ballot
Reporting Form EL-123r



Poll List with Voters' Signatures
(Used Only if Badger Books fail;
Removed from Binder)

Election Day Registered Voter List
(Used Only if Badger Books fail)





Blue Canvas Bag

Closing The Voting Site



- Bubble Ziploc Pouch
- ✓ DS200 Flash Drive
- ✓ ExpressVote Flash Drive
- ✓ All DS200 Printer Tapes

PROVISIONAL BALLOTS

↑ Fold Flap to Here ↑
Do Not Fold Flap Past Dotted Line

WISCONSIN INSPECTOR'S CERTIFICATE OF PROVISIONAL BALLOTS

BALLOT CONTAINER, CERTIFICATE OF PROVISIONAL BALLOTS

00110293

TO REMOVE CONTENTS - CUT ALONG BOTTOM DOTTED LINE

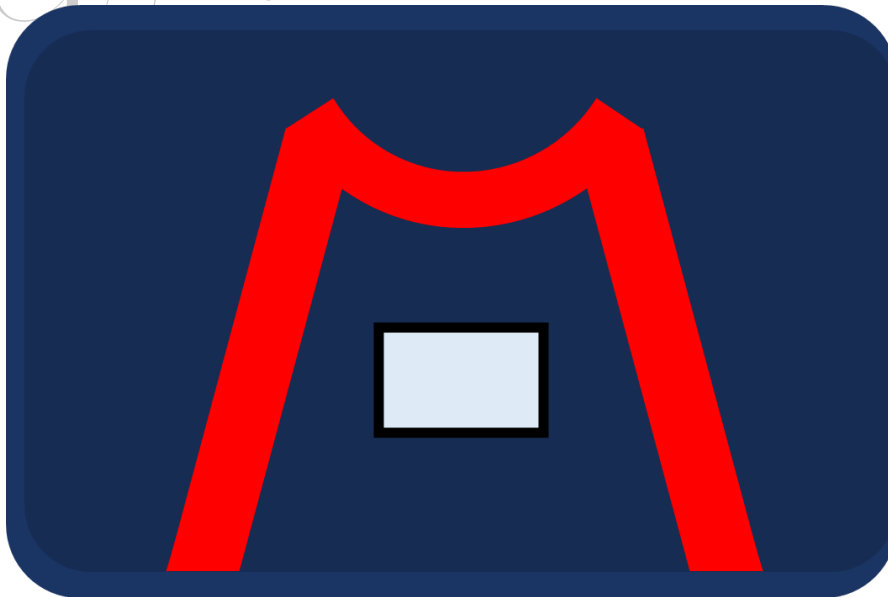
✂



Machine Keys

Provisional Plastic Ballot Bag (Sealed)

- ✓ Including ALL completed Provisional Certificate Envelopes (EL-123) which have been placed inside the Inspectors' Certificate for Provisional Ballots Envelope (EL-108)



Acceptable Forms of Photo ID

Acceptable Forms of ID



VOTERS MUST SHOW AN **ORIGINAL COPY OF AN ACCEPTABLE PHOTO ID.**

AN ACCEPTABLE PHOTO ID **DOES NOT** HAVE TO INCLUDE A CURRENT ADDRESS.

Can be Unexpired or Expired Since the Last General Election (the last November Election)

ID Type	Requirements
Wisconsin DOT issued Driver License	Even if driving privileges are revoked or suspended
Wisconsin DOT issued Identification Card	
Military ID Card issued by U.S. Uniformed Service	
U.S. Passport Book	
U.S. Passport Card	

Other Forms of Acceptable IDs

ID Type	Requirements
Certificate of Naturalization	Not issued more than 2 years before date of the Election
Unexpired Driver License or Identification Receipt issued by Wisconsin DOT	Valid for 45 days
U.S. Department of Veteran Affairs ID	Unexpired or has no expiration date
ID Card issued by a Federally Recognized Indian Tribe in WI	Expired or unexpired
Photo ID issued by a WI accredited university or college	Date of issuance, signature of student, valid for 2 years. If expired, proof of current enrollment is needed.

Acceptable Identification Documents Without Photos

ID Type	Requirements
Citation or Notice of Intent to Revoke or Suspend a Driver License	Dated within 60 days of the date of the Election (If a driver license has been taken away by law enforcement or a court, the voter may present written documentation of that fact to vote without a photo ID)
Wisconsin DOT issued Driver License or ID without a photo	Issued to voters with a religious objection to being photographed

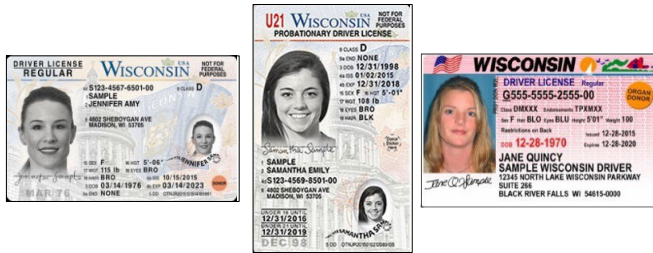
Photo IDs NOT Acceptable for Voting Purposes

State or Federal Government Employee IDs	Out-of-State Driver License
Employment IDs	Out-of-State Identification Card
Membership or Organization IDs	Certificates of Citizenship

Acceptable Forms of Photo ID

Acceptable Forms of ID

State of Wisconsin Driver License



**Can be expired since the last General Election (the last November Election)*

State of Wisconsin ID Card



**Can be expired since the last General Election (the last November Election)*

Wisconsin Driver License or State ID Card Receipt OR WI DMV ID Petition Process Photo Receipt



**Valid for 45 days from the date was issued OR 180 days for the ID Petition Process Receipt*

Veterans Affairs ID



**Must be unexpired or have no expiration*

U.S. Passport Book or Card



**Can be expired since the last General Election (the last November Election)*

Student ID Card

+

Enrollment Verification (only if Student ID is expired)



**Valid for voting if the expiration date is no more than 2 years from the date the card was issued. If expired, must be accompanied by current enrollment verification*

Tribal ID Card



**Still valid for voting if expired*

U.S. Uniformed Services



**Can be expired since the last General Election (the last November Election)*

Certificate of Naturalization



** Only valid for voting if Certificate was issued not more than 2 years before the date of the election*

Acceptable Proof of Residence Documents

Acceptable Forms of POR

Acceptable Proof of Residence documents must include:



- ✓ A current and complete name, including both the first and last name of the voter.
- ✓ A current and complete residential address, including a numbered street address in the City of Glendale. A **post office box is NOT an acceptable address.**

If an individual cannot provide Proof of Residence, they **CANNOT** register to vote and therefore **CANNOT VOTE.**

- Forms which have an expiration date must be valid on Election Day to constitute acceptable Proof of Residence.
- Electronic versions of these documents may be presented to election officials as Proof of Residence on smartphones, tablets, or other electronic devices.

Valid Proof of Residence Documents

Document Type	POR Type	Requirement/Example(s)
Wisconsin Driver License or receipt of license	WIDL	Current with voter's current address.
Wisconsin Identification Card or receipt of ID	DOTID	Current with voter's current address.
Utility Bill	UTIL	Any form of utility bill, including cell phone, cable, internet, electric, gas, and water for the period commencing not earlier than 90 days before the Election.
Bank/Credit Card Statement	BANK/CC	Bank or credit card statement with a visible account number. An offer to open a credit card is NOT acceptable Proof of Residence document.
Paycheck or Paystub	PYCK	Paycheck or paystub or documentation of direct deposit.
Student Fee Statement / Student ID	STDNT ID	A University, College or technical Institution student ID that includes a photo (address not required). The registrant must provide either: <ol style="list-style-type: none"> 1. A fee payment by the university, college or technical college dated no earlier than 9 months before the date of the election. The fee payment receipt must include the name and address of the student. 2. Or be on the Certified Student Housing List. This list is provided to the Clerk's Office to the specific polling places that serve students in housing sponsored by universities, colleges, or technical institutions.

Acceptable Proof of Residence Documents

Acceptable Forms of POR

Document Type	POR Type	Requirement/Example(s)
Residential Lease	LSE	A residential lease containing the landlord name, tenant name, address subject to lease, term, rent, landlord signature, and tenant signature. The lease should be effective on date of registration.
Document Issued by any unit of government	GOVDOC	Any government-issued document. Examples include (not an exhaustive list; *issued by government agency): <ol style="list-style-type: none"> 1. Vehicle Registration 2. BadgerCare/Medicare statements* 3. Social Security statements* 4. Public school correspondence 5. Tribal ID or Tribal issued mail 6. Change of address from USPS 7. Federal student loan notices* 8. Mail from publicly owned medical facilities
Wisconsin Identification Card or License	GOV ID	DNR-issued fishing license, motor vehicle registration, or any identification card or license issued by a federal, state, county, or city government that includes the voter's name and current address.
Employer Identification Card or License	EMPL ID	Issued by an employer that contains a photograph of the cardholder or license holder, includes the voter's name and current address, but not a business card.
Residential Care	RES	A contract or intake document from an occupant of a residential care facility that specifies the occupant currently resides in the facility.
Real Estate Tax Bill or Receipt	TAX	City of Glendale tax bill, or paid receipt, for this or last year.
Homeless Persons	HMLSS	A letter on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes. Homeless individuals may designate a fixed location for their residence for voting purposes if it is an identifiable location in the City of Glendale. This location may be a homeless shelter, a park bench, or other location where a homeless individual may spend time or return to after an absence; for voting purposes, the location need not have a valid mailing address. P.O. Boxes are not acceptable.

Acceptable Proof of Residence (Not a Comprehensive List)

Acceptable Forms of POR

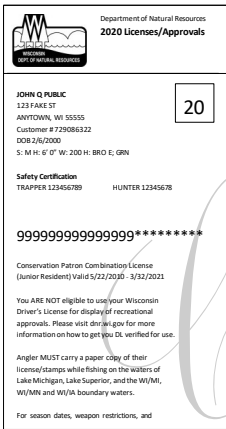
Wisconsin Driver License Or State ID



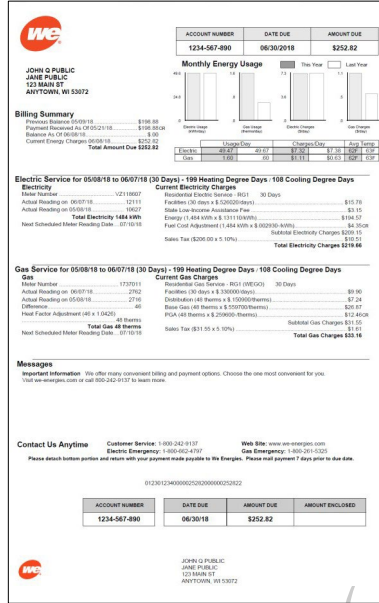
Conceal Carry License



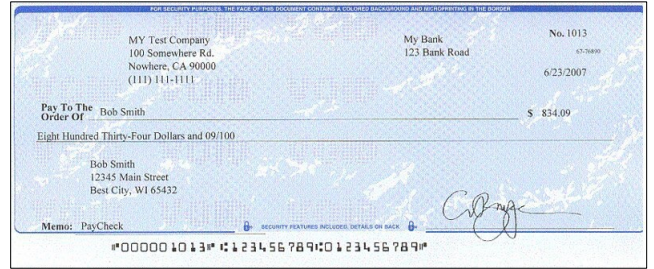
Hunting License



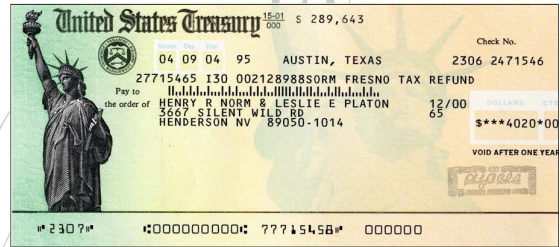
Utility Bill



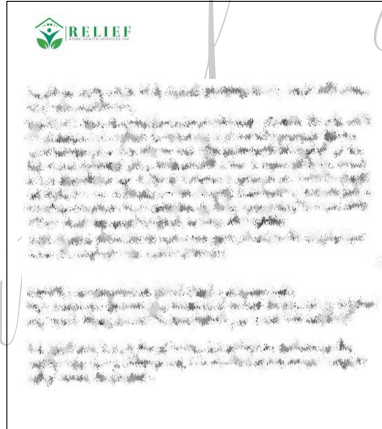
Paycheck



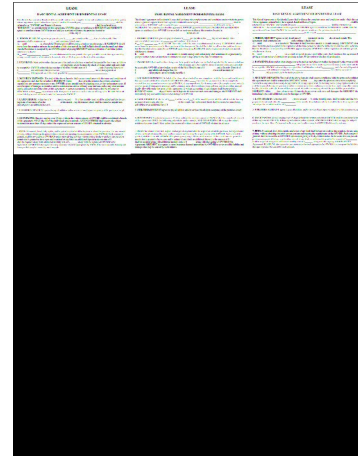
IRS Check



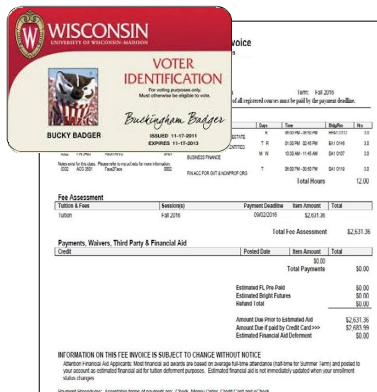
Homeless Shelter Affidavit



Residential Lease



Student ID & Fee Receipt



Bank or Credit Card Statement



Unacceptable Proof of Residence Documents

Acceptable Forms of POR

Items that DO NOT meet the Proof of Residence Requirements

Any document or ID that does NOT reflect the voter's complete name and current address	An auto or home insurance bill or proof of private insurance coverage
Piece of mail or magazine subscription	Piece of mail with a forwarding sticker from the post office showing their current address
Sales offer of ANY kind: credit card offer, loan offer, cable offer, etc.	Personal check
Passport or Passport Card (no address appears on these)	

City of Glendale

Absentee Ballots

Ballots that are completed by voters who are often unable to go to their polling place on Election Day. Voters may complete an absentee ballot through the mail or in-person at City Hall. Absentee ballots are processed on Election Day at each polling location and counted in the election results.

Auxiliary Bin (DS200 Voting Machine)

The bin at the front of the DS200 voting machine where ballots are placed in the event the DS200 is not functioning properly. This is the secure holding site until the DS200 is functioning.

Challenged Voter

A voter's qualifications to vote are subject to public challenge. The Chief Inspector determines if the challenge is based on valid information. If it is, the challenger and the challenged voter complete the necessary challenge documentation. The challenged voter is still able to complete a ballot; however, the voter's ballot is marked as challenged before it is inserted into the DS200.

Chief Inspector

The election worker who supervises the voting site.

Curbside Voting (CV)

The practice of delivering a ballot to an individual's vehicle for voting purposes.

District

A designated geographic area, such as an Aldermanic or school board district.

DS200 Voting Machine

The machine used to count – or tabulate – ballots at a voting site on Election Day.

EL-104

The form that is primarily used by the Chief Inspector to record incidents and other notable occurrences on Election Day.

Election Day Voter Registration Application (EDR)

The application completed and submitted by all individuals registering to vote on Election Day.

Election Inspector (also known as “poll worker”)

The election workers at a polling place that complete the duties of Receiver, Registrar, Machine Attendant, Ballot Table Attendant, Absentee Processors and Greeter. Election Inspectors report to the Chief Inspector.

Electioneering

Any activity intended to influence voting at an election site on election day.

ExpressVote

A touchscreen and keypad machine used to mark a ballot. This machine is particularly helpful to a person who is visually or hearing impaired. Every voting site has an ExpressVote.

Flash Drive (or Jump Drive)

A storage device of the DS200 that records the votes from every ballot inserted and generates the election results.

Greeter

An Election Inspector assigned to greet voters as they enter the polling place and direct them to the proper tables, e.g., registration table, and answer voting procedure questions.

Jump Drive

See “Flash Drive.”

Machine Attendant

The Election Inspector assigned to monitor activity at the DS200 voting machine.

MyVote.WI.gov Website

A website accessed on the provided tablet to verify the correct polling place or a voter's registration status.

Observers

Public observers of an election. All elections are open to the public.

Payroll

The document that election workers are responsible for signing at the end of Election Day or at the end of their shift. The document determines the payment to an election worker.

Photo ID

A term used to describe the document a person provides on Election Day to prove their identity.

Poll Book

See "Voter List."

Polling Place

See "Voting Site."

Polls or Polling

The process of conducting voting.

Poll Worker

See "Election Inspector."

Proof of Residence (POR)

A term used to describe the document a person provides during an Election Day Registration as proof of their name and residence.

Provisional Ballot (PV)

A ballot completed by an individual who does not meet all the residency requirements to vote or complete the registration process. Provisional ballots are not inserted into the DS200 but are held until the individual provides the necessary documentation no later than 4:00 P.M. the Friday following the election. If the documentation is provided, the voted ballot is added to the election results.

Receiver(s)

The two (2) Election Inspectors assigned to work at a district table and check-in ("receive") registered voters, assign voter numbers, and issue ballots.

Reconciliation Form

A form used to determine that every voter number has been properly assigned.

Reconciliation Process

The process of ensuring that the total of the three (3) categories of Election Day voters (Registered Voters from the poll books, Election Day Registrants, and Late Registered Voters) equal the number of "voter numbers" given to voters as well as the number of ballots cast (DS200 tape total).

Reconstructed Ballot

A ballot that must be completed by an Election Inspector in the event a voter's ballot is rejected by the DS200 and the voter is not present to correct the ballot. Two (2) Election Inspectors MUST be involved in the process of determining the voter's intent (how the voter intended to vote).

Registered Voters

Individuals that were registered to vote prior to the election whose names appear on the poll books.

Registrar

The Election Inspector(s) assigned to register voters on Election Day and secure voter numbers and ballots from the Receivers.

Rejected Ballots

Ballots that are rejected by the DS200 voting machine, usually due to an error in the completion of the ballot by a voter.

Spoiled Ballot

A ballot where the voter has made an error, and a new ballot must be issued. Spoiled ballots (ONLY) are torn once in half (into two (2) pieces only) and placed in the “spoiled ballots” carrier envelope. Leftover pre-initialed ballots are also considered “spoiled ballots.”

Voter (or Elector)

A person qualified to vote in the City of Glendale.

Voter Intent

The process for determining how an absent voter intended to vote if their ballot is rejected.

Voter List

The printed list in a black binder of all registered voters residing in a District. Also called a “Poll Book.”

Voter List Correction Form

A form that the Receivers and Registrars use to record changes to be made in the poll books.

Voter Numbers (or Pink Slip Numbers)

The sequence of numbers issued to every voter receiving a ballot. (Exception: Provisional Ballots)

Voting Booth

The privacy booth where voters complete their ballots.

Voting Location Map

A map of the City of Glendale polling locations by District and Ward.

Voting Rights Act

Federal law prohibits any jurisdiction from denying a qualified voter the right to vote based on race or color.

Voting Site

The site that all residents of a designated ward MUST use for voting purposes.

Ward

Every address in the City of Glendale is assigned to a ward. Glendale is divided into 12 wards. Wards are divided by streets and are based on census population. Every ward is assigned to a specific Voting Site and residents of that ward may only vote at that site, unless casting an absentee ballot.

Write-In Ballots/Votes

A voter may write in the name of a person for a contest (on the “write-in” line of each contest) instead of selecting from the printed list of candidates. Only registered write-in candidates are counted.

Write-In Votes Form

The form that must be completed at the end of Election Day for recording and tabulating the ballots with the registered write-in candidates (after reviewing ballots).

Badger Books FAQ's and Troubleshooting

Badger Books

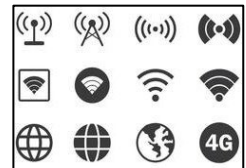
- **I can't remember the password/I don't know the password to log in.**
Do you mean to log into the machine or to log into the Badger Book Application?
 The machine: Check with your Chief Inspector or the Clerk to get the password.
 The application: Are you a Chief Inspector or Election Inspector?
 EI: Have your Clerk or Chief Inspector log in and they can help you see your username and change your password if you don't remember it.
 CI: Contact the Clerk.

- **The password isn't working.**
Is caps lock on?
 Yes. Problem solved.
 No. Try again. Passwords are case sensitive.
 Still no. **Has the clerk changed the username/password from the original one the machines came with?**
 Yes. If no one knows the password the machine will need to be imaged by PDS. You won't be using it today.
 No. Call WEC and ask for a Badger Book team member.

- **The application won't open at all, or it opens and an error message pops up.**
 Make sure it is connected to the network. In the lower right corner of the screen find the internet icon that looks like a globe or fan. Click on it.
Do you see EPollBook as a network option?
 No. The router may not be plugged in. Find the router and check to make sure it is plugged in to a working outlet. Then restart the server machine first, get the application running, followed by each of the client machines (Order of Operations). Call WEC and ask for a Badger Book team member if you continue to have issues.
Yes. Does the button below it say Disconnect or Connect?
Connect. Click that and once it changes to Disconnect, try opening the application again.
Disconnect. Click on the windows icon in the lower right corner and begin typing badger (probably only need to type 3 or 4 letters). If you see multiple Badger Book applications, you will need to try opening each one until one works. If none work, call WEC and ask for a Badger Book team member.

- **Server screen frozen.**
 1. Control-Alt-Delete
 2. Task Manager
 3. Select Badger Books
 4. End task
 5. Re-open Badger Books

- **The scanner isn't working for absentee barcodes.**
 1. Did you try recalibrating the scanner? Use the Master Barcode to do so, unplug the scanner and plug it back in.
 2. Is the cursor in the correct field? For Absentee barcodes, it needs to be in the Mailing ID field.
Nothing worked: Switch to hand keying (using the keyboard).

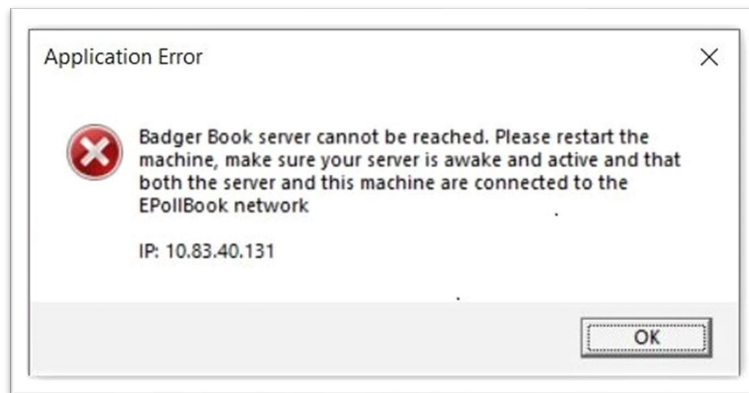


TERMID130.
USB Serial

Badger Books FAQ's and Troubleshooting

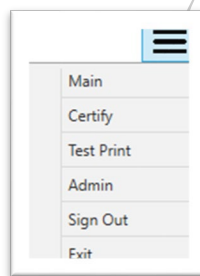
- **Badger Book not connected to the network**

You will receive the following message:



Verify as directed and click OK.

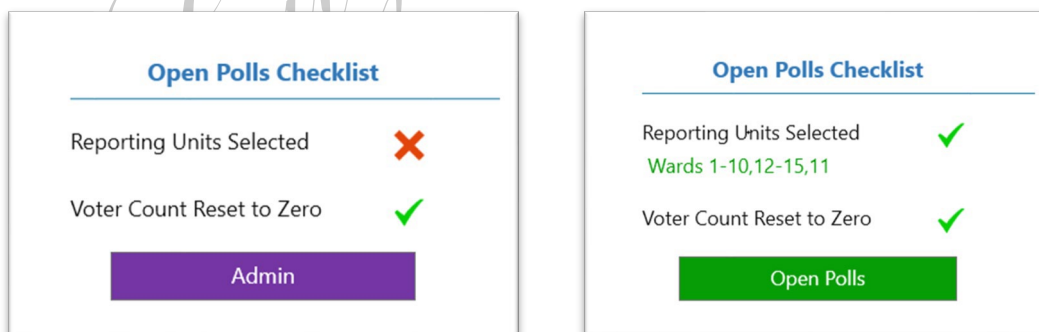
- **I selected my reporting units and opened the polls, but the screen didn't update.**



In the upper right corner, click on the hamburger menu and select sign out. You will need to sign out and sign back in.

If that didn't fix it, call WEC and ask for a Badger book team member.

- **The election file is loaded on the server, but I can't open the polls.**



On the main screen you should see two items with either a green checkmark or red X by each and a purple Admin button underneath. **What do you see?**

Red X by Voter Count is Zero = Contact the clerk

Red X by Reporting Units = Go to the Admin screen; Go to the tab called Reporting Units and select the reporting units that are in your polling place by clicking the blue select button for each one. When you are done, go back to the main screen to open the polls.

Badger Books FAQ's and Troubleshooting

Badger Books

- **The printer won't print.**

1. Check for paper and make sure it is in the printer correctly.

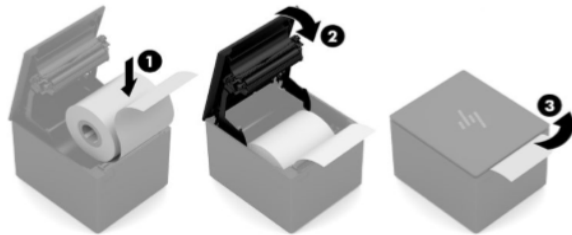
If you use the DS200 as your accessible voting machine, make sure you didn't put that paper in your Badger Book printer.

2. Check to make sure the cable is plugged in to the base of the badger book and both connections are secure to the printer.
3. Are your keyboard and mouse connected to the Badger Book with cables? Yes. Are they working? No. There is a small black button on the bottom of your Badger Book. Press that and see if things start working.

Nothing worked: Check your Badger Books Manual in your supply box. There are several common printer problems listed with solutions. If none of these seem to be the cause of your issue, call your clerk. There is a troubleshooting guide for the printer in the Learning Center that your clerk can access for you. For now, you will need to give out paper voter number slips.

- **How do I change the printer paper?**

1. Remove the used paper.
2. Tear a clean edge on the new paper roll, making sure the tape has been completely removed.
3. Place the paper into the paper compartment so it unrolls from the bottom (1). Leave a few inches of paper sticking out of the printer.
4. While holding the paper in place, close the receipt cover (2). To test the paper is loaded correctly, advance the paper with the paper feed button.
5. Tear the excess paper off against the blade in the cover (3).



- **Need to change the paper in the printer but the lid won't open.**

1. Make sure the power switch on the bottom of the printer is on.
2. Press and hold the open button on the side of the printer box.

- **I went to check-in a voter, and they have already been checked in/issued a voter number.**

Do you have an explanation for how this happened?

Yes, **someone else signed as the voter by mistake.** Have them sign the Original Supplemental Poll List (EL-107) and document it on the Inspectors Statement (EL-104)

Yes, **the voter already voted** (this includes by absentee ballot). They can't vote again.

No. Call WEC and ask for a Badger Book team member.

- **The machine keeps restarting when I power it down.**

Unplug the scanner from the machine and it should stay turned off when you power it down after that.

Training Certification (Clerk Copy)

This Election Day Training Manual has been prepared for your information and understanding of the policies and procedures to be followed as an Election Inspector/Chief Inspector on Election Day. Please take the time to read it carefully. Upon completion of your review of this handbook, please sign the certification below, and return this page to the City Clerk's Office. A reproduction of this acknowledgement appears after this page for your records.

I, _____, certify that I have received and read the Election Day Training Manual for the City of Glendale. I understand the goals, policies, expectations, duties, and responsibilities of my position as an Election Inspector/Chief Inspector (circle one).

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in the Election Day Training Manual provided to me by the City of Glendale. I understand this handbook is not intended to cover every situation which may arise during my position as an Election Inspector/Chief Inspector.

I understand that this Manual is not a contract of employment and should not be deemed as such, and that my position as an Election Inspector/Chief Inspector is at will.

(Signature)

(Date)

By acknowledging you have reviewed the contents of this Training Manual, the City of Glendale will pay for training time. New Election Inspectors will receive 3.0 hours of pay for training time; returning Election Inspectors will receive 1.5 hours of pay for training time. New Chief Inspectors will receive 3.0 hours of pay for training time; and returning Chief Inspectors will receive 2.0 hours of pay for training time.

Training Certification (Inspector/Chief)

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