



**Beloit**  
WISCONSIN

# **Election Day Training & Duties**

**For the February 16, 2021  
Primary Election**

- Intro to being an Election Official
- COVID-19 Safety Protocol to limit exposure
- Getting around the Polling Place
- Chiefs and Incident Logs
- Understanding the Ballot
- Greeting Voters
- Checking Voter ID
- Working at the Poll Book (Badger Book) Table
- Working at the Ballot Table
- Casting a Ballot
- Spoiling a Ballot
- Assisting a Voter
- Ineligible Voters



- Provisional Voting
- NO Electioneering
- Observers at the Polls
- Challenging an Elector
- Processing Absentees - (*MBAC Municipal Board of Absentee Canvassers*)
- Closing the Polls and returning to City Hall

## **Badger Book Review**

# 2020 Review – Areas to address

- It was so busy
  - **14685** Voters (8,075 Absentee/6,620 in person)
- So many new workers
  - (57% were new in 2020)
- Lots of new equipment
  - Badger Books rolled out Citywide
  - Spanish options on EV
- Communication barriers
  - Plexiglass, masks...
- Political Pressures (media)
- Recipe for disaster?
  - But ya'll did a **GREAT JOB!**

## WHAT WE LEARNED

- **GARBAGE IN = GARBAGE OUT**
- Document, document, document!
- Be patient, kind and smile – Be **YOU**, not them 😊
- Voters may not trust us because they don't know what we do - Take the time to make sure they understand.

# 2021 Primary By the Numbers!

- February 2021 – State Superintendent of Public Instruction 1,153 absentee ballots issued to date with only 333 returned
  - Expecting to see roughly ~ 1,000 in person and 400 absentee for total turnout
- February 2020 – Justice of the Supreme Court = 1,427 in person and 209 absentees
- February 2019 – no primary
- February 2018 – Justice of the Supreme Court and SDB School Board = 1,468 in person and 176 absentees
- **February 2017 – State Superintendent of Public Instruction = 816 in person and 161 absentees**
- February 2016 – Justice of the Supreme Court = 1,290 in person and 218 absentees



# Intro to being an Election Official

- Prepare yourself by attending training, packing necessary medications and planning dietary needs
- You must wear a mask – no exceptions (**OVER YOUR NOSE AND MOUTH**)
- Dress in layers – it's cold and hot sometimes 😊
- Wear comfortable shoes – it's a long day
- Show up on time (6:30am or 2:30pm)
- Must train – never assume (I don't know, let me find out)
- Must take an oath
- Must meet requirements; **NOT** guaranteed to be appointed
- Read the resources:
  - Election Day Manual
  - QUICK Guides
  - WEC Videos

**POLL WORKERS  
ARE CIVIC  
SUPERHEROES.**



# Who ya gonna call?

## POLLING PLACE CONTACT LIST:

### Beloit Public Library

Jennifer Laatz  
605 Eclipse Boulevard  
608-364-2908  
[ilaatz@beloitlibrary.org](mailto:ilaatz@beloitlibrary.org)

### Beloit School District Offices

Michelle Shope	Ryan Turner
1633 Keeler Avenue	Safety/Security
608-361-4160	608-361-4165
<a href="mailto:mshope@sdb.k12.wi.us">mshope@sdb.k12.wi.us</a>	<a href="mailto:tendl@sdb.k12.wi.us">tendl@sdb.k12.wi.us</a>
<a href="mailto:Swinters@sdb.k12.wi.us">Swinters@sdb.k12.wi.us</a>	Shawn Winters
608-361-3304	

### Beloit Historical Society

Donna Langford ED @ 608-365-7835  
845 Hackett Street  
[info@beloithistoricalsociety.com](mailto:info@beloithistoricalsociety.com)

### Central Christian Church

Pastor Craig Zastrow  
2460 Milwaukee Road  
608-362-7663 ext 18  
[craigzastrow@centralwired.com](mailto:craigzastrow@centralwired.com)

### River of Life UMC

Bonnie Moore – Receptionist  
2345 Prairie Avenue  
608-362-8866  
[bmoores@rolumcwi.com](mailto:bmoores@rolumcwi.com)

### First Congregational Church

Robin Prestil (Admin Assist)  
801 Bushnell Street  
608-362-4821  
[info@firstcon.org](mailto:info@firstcon.org)  
Gene VanGalder 295-2141

### Central Christian Church

Joel Purdy-Lead Custodian  
2460 Milwaukee Road  
Cell 608-751-0771  
[joelpurdy@centralwired.com](mailto:joelpurdy@centralwired.com)

## POLLING PLACE SET UP CONTACTS:

- **Bob Pokorney 207-5862**
- **Doug Gilbank 289-8555**
- **Sabrina Zickert 751-3079**

Mark Edwards (Sup)  
Bruce Slagoski (Sup)

U-Haul: 361-9670

Lori Stottler, City Clerk Treasurer  
608-364-6684

**Election Phone: 608-289-3148**

Jelene Ahrens, Deputy City Clerk  
364-6682

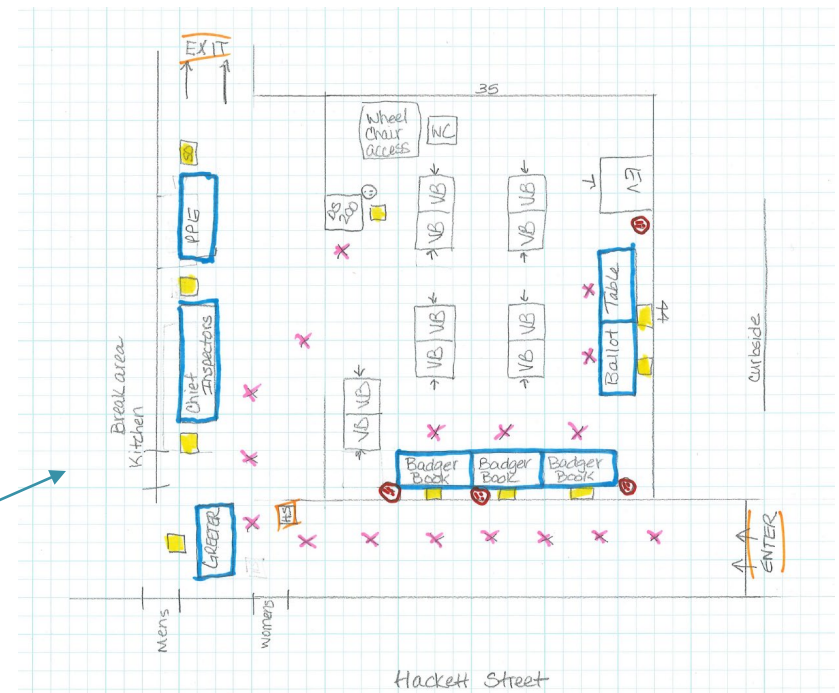
Lisa Mianecki, Clerk Specialist  
364-6681

Updated 10.22.2020 LRS

# COVID-19

## Safety Protocol to limit exposure

- Behind the plexiglass
- Wear your mask
- Wash your hands
- Stand back (6 ft)
- Clean often
- Limit clutter
- Follow the plan
- Don't work if you have ANY symptoms



# Chiefs and Incident Logs

- Chief is in charge (Co-chiefs ok)
- EVERYONE does their job – report issues to the Chief – get their lead on unusual voter issues.
- Keys and seals are the responsibility of the Chief – make sure security gets documented
- Laptop must be “checked out” from the chief so they know who has it and return to secure area when finished using
- Chief initiates Emergency Plan and contacts Clerk, Building Personnel and Police/Fire

# Getting around the Polling Place

- GREETER STATION
- VOTER CHECK IN
- THE BALLOT TABLE
- VOTING BOOTHS
- DS-200 (ballot tabulator)
- EXPRESS VOTE (ADA machine)
- BADGER BOOK (Electronic Poll Book and Registration)
- SUPPLY TOTES
- TACKLE BOX





# Polling Place Checklist



## Supplies:

- Poll Book
- Supplies (107)
- Proposals
- Ballots
- Pencils
- Ballot Envelopes (EL-141)
- Envelopes with Spoiled Ballots
- Envelopes with Spoiled Ballots
- Inspection Documents
- General Supplies
- General Supplies
- Envelopes
- Election Orders
- Election Orders
- Provisional Ballots (123)
- Provisional Ballots
- Provisional Ballots
- Absentee Ballots
- FOR PRESIDENTIAL ELECTIONS, Application of New Wisconsin Resident for Presidential Ballot (EL-141)
- Election Day Manual
- Copy of Wisconsin Statutes Chapters 5-12
- Original Ballots Envelope
- Spoiled Ballots Envelope

## Posted Notices:

- Type B Information to Electors
- Type C Notice of Referendum
- Type D Polling Place Hours and Locations
- Two samples of each ballot type

# Arrive on time



CO  
S

ay  
g, contact the Clerk's  
Visit the polling  
and building  
n. Remember that  
for free! It is  
facility staff.  
esignate that person  
ing the poll. Record  
cheduled to work at your  
which entrance to  
confirm the workers'

- Separate area for voters to register at the polling place
- Table inside door for poll book (enough room for 2 election inspectors)
- Accessible Voting Equipment powered on

- a contact number to reach you at the polling place on Election Day.
- Weekend before the Election: Locate and review the various task sheets to be handed to the election officials as they are assigned to specific set up activities at the start of the day.

### Election Morning Set-Up

# GREETING VOTERS

“Hi. This is the polling place for wards X, X, & X; do you know whether you are registered in one of these wards?”

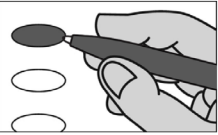
- If no, ask “what is your address and I will look it up on our **street address listing**.”

If yes, “do you know if you are currently registered?” (Voters are generally active for four years at a time and as long as they vote in one election in that cycle, they remain active. They may be made inactive by the state voter maintenance process).

- If no, ask “what is your name? I can check our **alpha voter list** to make sure you are in the right location before we have you proceed into line.”
- Please double check the alpha voter list AND the Badger Book if the voter thinks they are registered before sending them away to another polling. If there is a smart device with wi-fi or a smart phone with data handy, you can do a statewide check at <https://myvote.wi.gov/en-us/MyVoterInfo> and enter the name (as listed on their ID) and date of birth.
- If a voter does not appear to be registered, ask if they have with them their photo ID and their Proof of Residence in order to register. If yes, direct them to the Badger Book Table to register and vote. If no, assist them explaining what they need to register and vote today.
- Once you know the voter is ready to go, direct them to the line to be served at the next available Badger Book station.

# Understanding the Ballot

- **Primary** means there are more candidates running for a seat than 2x the number of seats available.
- Primaries are **required** by state law and we are not allowed to skip them unless excepted by law.
- **VOTE FOR ONE!**
- **Top two** vote getters advance to the April Ballot.
- Sample ballots should be posted!
- 2 workers must initial

Official Primary Ballot Nonpartisan Office February 16, 2021		S1
<b>Notice to Voters:</b> If you are voting on Election Day, your ballot must be initialed by two (2) election inspectors. If you are voting absentee, your ballot must be initialed by the municipal clerk or deputy clerk. Your ballot may not be counted without initials. (See right column of ballot for initials.)		
<b>General Instructions</b>		
		
If you make a mistake on your ballot or have a question, ask an election inspector for help. (Absentee voters: Contact your municipal clerk.)		
To vote for a name on the ballot, fill in the oval next to the name like this: ●		
To vote for a name that is not on the ballot, write the name on the line marked "write-in" and fill in the oval next to the name like this: ●		
<b>State Superintendent of Public Instruction</b>		
State Superintendent Vote for 1		
<input type="radio"/> Jill Underly		
<input type="radio"/> Deborah Kerr		
<input type="radio"/> Steve Krull		
<input type="radio"/> Shandowlyon Shawn Hendricks-Williams		
<input type="radio"/> Troy Gunderson		
<input type="radio"/> Joe Fenrick		
<input type="radio"/> Sheila Briggs		
<input type="radio"/> write-in		
<b>Official Primary Ballot Nonpartisan Office February 16, 2021</b>		
for		
Town of Avon		
Town of Beloit		
Town of Bradford		
Town of Center		
Town of Clinton		
Town of Fulton		
Town of Harmony		
Town of Janesville		
Town of Johnstown		
Town of LaPrairie		
Town of Lima		
Town of Magnolia		
Town of Milton		
Town of Newark		
Town of Plymouth		
Town of Porter		
Town of Rock		
Town of Spring Valley		
Town of Turtle		
Town of Union		
Village of Clinton		
Village of Footville		
Village of Orfordville		
City of Beloit Ward 1		
City of Brodhead		
City of Edgerton Wards 1-6		
City of Evansville		
City of Janesville Ward 1		
City of Milton		
<b>Ballot issued by</b>		
_____		
Initials of election inspectors		
<b>Absentee ballot issued by</b>		
_____		
Initials of Municipal Clerk or Deputy Clerk		
If issued by SVDs, both SVDs must initial.		
<b>Certification of Voter Assistance</b>		
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		
<b>For Official Use Only</b>		
<b>Inspectors:</b> Identify ballots required to be remade:		
<input type="checkbox"/> Overvoted		
<input type="checkbox"/> Damaged		
<input type="checkbox"/> Other		
If this is the Original Ballot, write serial number here:	If this is the Duplicate Ballot, write serial number here:	
_____	_____	
Initials of inspectors who remade ballot		



# State Name and Address

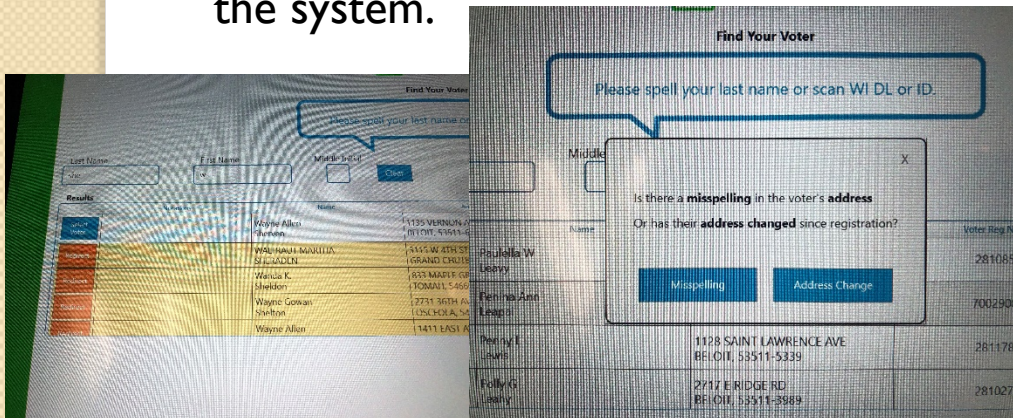
- Voters must **state** their name and address in accordance with Wis. Stat. § 6.79 (2).
- ▶ WI 2019 Act 48: Creates an exemption for voters who cannot state their name and address and allows an election worker or assistor do so on their behalf.
- ▶ If a voter is unwilling to state their name and address, the election inspector can read it from their photo ID.

# Working at the Badger Book Table

## REGISTRATION TABLE & POLL BOOK are now one station and requires only ONE PERSON (although 2 are ok)

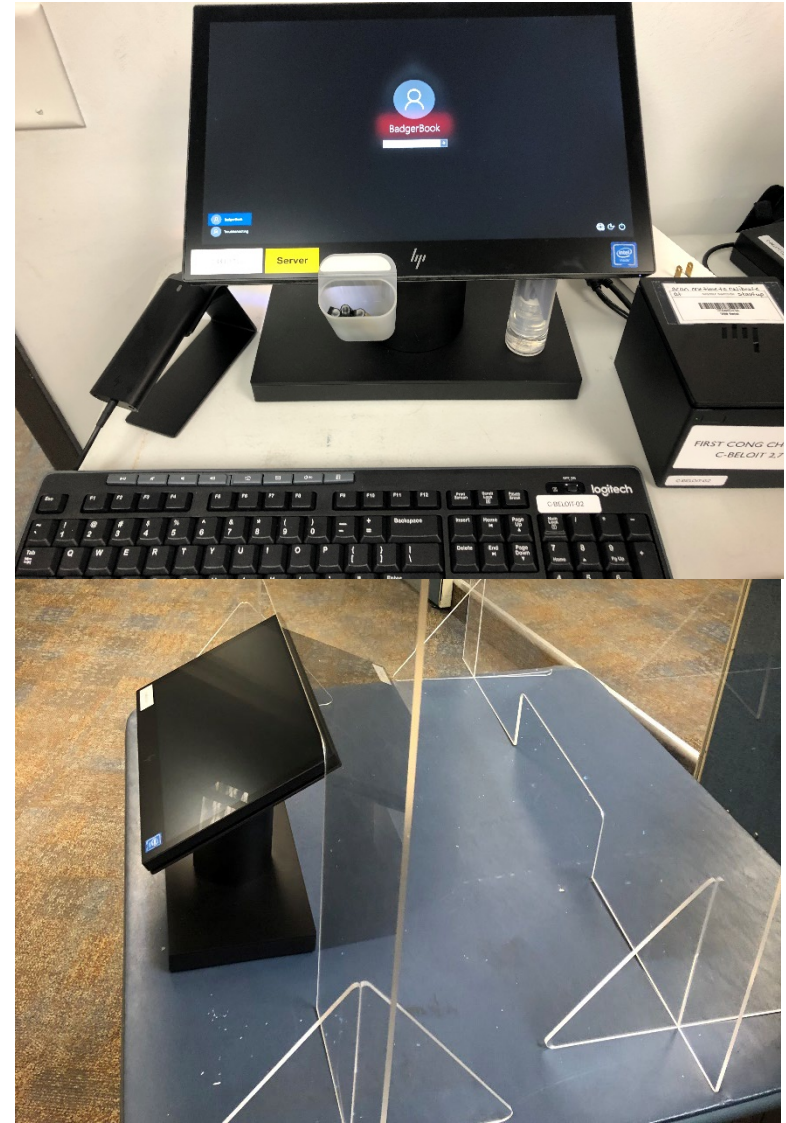
- “Hello, can you please state your full name and address please?”  
Proceed to find the voter in the Badger Book per instructions. If you don’t see their names right away, look in the alpha voter directory to check that they are indeed registered and in the system.

- If the voter tells you to just use their ID for the name and address, please state, “while we both might agree that reading it off the ID is sufficient, the law requires every voter to announce his or her name and address verbally.”
- Once found the worker should ask, “**may I please see your Photo ID by holding it out to the glass?**”
- Worker checks for three things: Does the name conform (doesn’t need to be an EXACT match) to the name in the poll book? Does the photo reasonably resemble the voter? Is the ID not expired or expired AFTER November 8, 2020.



# Working at the Badger Book Table

- Once ID has been reviewed, let the voter know you are finished and they can put their ID away. Bring up the signature box on the Badger Book and swivel the screen to face the voter. Tell the voter, **“Please use your finger to sign the screen – it doesn’t have to be perfect – do the best you can. When you are finished, press confirm.”**
- Proceed to issue the voter the next consecutive tally slip and record the number in both books. Tell the voter, **“please take this slip to the ballot table and surrender the ticket to receive your ballot. Thank you.”**



# Residency Requirements

## Voter Qualifications

In order to register to vote, an individual must:

1. Be a U.S. citizen
2. Be age 18 or older on or before Election Day
3. Have resided in an election district or ward for 28 consecutive days with no present intent to move, before any election where the citizen offers to vote.

Wis. Stat. § 6.02(1).

## *Residency*

An individual's residency in a ward or municipality is determined by the individual's physical presence and present intent to reside in that location for voting purposes. In order to initially claim residency, a voter must establish a physical presence in a location with the intent to make that location his or her residence for voting purposes.

A person who has not resided in any ward in Wisconsin for at least 28 days should be advised to check with their former state of residence to inquire as to any voting options they may have as former residents of that state. Alternatively, in Presidential elections, new residents of



# Residency Situations

Voter Situation	Voting Location
Has moved from one ward to another in the same municipality at least 28 consecutive days before an election	In the new ward. Wis. Stat. § 6.02(2).
Has moved from one municipality to another at least 28 consecutive days before an election	In the new municipality. Wis. Stat. § 6.02(2).
Has moved from one ward to another in the same municipality less than 28 consecutive days before an election	In the old ward. Wis. Stat. § 6.10(3).
Has moved from one municipality to another less than 28 consecutive days before an election	In the old municipality. Wis. Stat. § 6.10(3).
Has moved to a different ward, or state temporarily, with intent to return	In the ward or municipality from which they moved. Wis. Stat. § 6.10(8).
Lives in one ward or municipality and conducts business in another	In the ward or municipality where the individual lives. Wis. Stat. § 6.10(6).
Lives in a public or private facility, such as a federal or state institution, county home or hospital, nursing home or group home	In the municipality where the facility is located <i>or</i> in the municipality of residence before entering the facility. Wis. Stat. § 6.10(7m).

# Working the Ballot Table & Issuing the Ballot

- **“Hi. May I have your tally slip please?”** Both workers should assure that the correct ballot style is selected from the ballot rack and both place their initials on the ballot in the issued by box.
- Instruct the voter: **“Ok, here is your ballot signed by two election inspectors, making it a live ballot. Also, here is your own pen to mark the ballot. Please do NOT leave the pen in the booth – it is yours to keep. Proceed to one of the empty voting booths to mark your ballot. If you make a mistake or need assistance, please let one of us know so we can help you. Do you have any questions?”**

# Casting a Ballot

## MACHINE

**“Hi. Please enter your ballot on top of the green arrow in the machine and wait for the screen to show ‘THANK YOU FOR VOTING’.”**

- If the ballot goes in no problem, say “Thank you for voting – would you like a sticker today? The exit is that way – have a nice day.”

If the ballot does not record and the screen shows one of two errors:

- **BLANK BALLOT:** “The machine is stating that you’ve inserted a blank ballot. Did you mean to record a blank ballot?”
  - If yes, tell them to “Push the cast ballot button and wait for the screen to say THANK YOU FOR VOTING.”
  - If no, return to the Ballot Table to be issued another ballot.

# Casting a Ballot

- **OVERVOTED BALLOT:** “It appears as though you’ve voted for more candidates than allowed in one of the contest. Do you mind if I assist you in returning your ballot and helping you receive a new ballot to fill out?” If the voter agrees to assistance, proceed to assist. If the voter doesn’t agree to assistance, tell them to read the instructions on the screen and make a selection.
  - If the machine malfunctions at any time during voting, call the chief inspector over immediately to open the auxiliary bin and say, “I’m not sure what the problem is currently, but we are contacting the City Clerk immediately to rectify the issue. In the mean time you can place your ballot in the secured auxiliary bin here and we will count it into the machine when the clerk arrives and corrects the problem. Of course you’re welcome to stay and wait, but we were given this instruction by the clerk and we are working on fixing the issue as quickly as possible.”
- If the voter wants to record the ballot with an overvoted contest, they can press the cast ballot button and the machine will not record a vote for the overvoted contest.
- Once the ballot issue is corrected, say “Thank you for voting – would you like a sticker today? The exit is that way – have a nice day.”



# SIGN, SIGN everywhere a SIGN

- Quick Guides
- OK to Assist
- Voter Directions
- Observer Area
- Curbside Voting



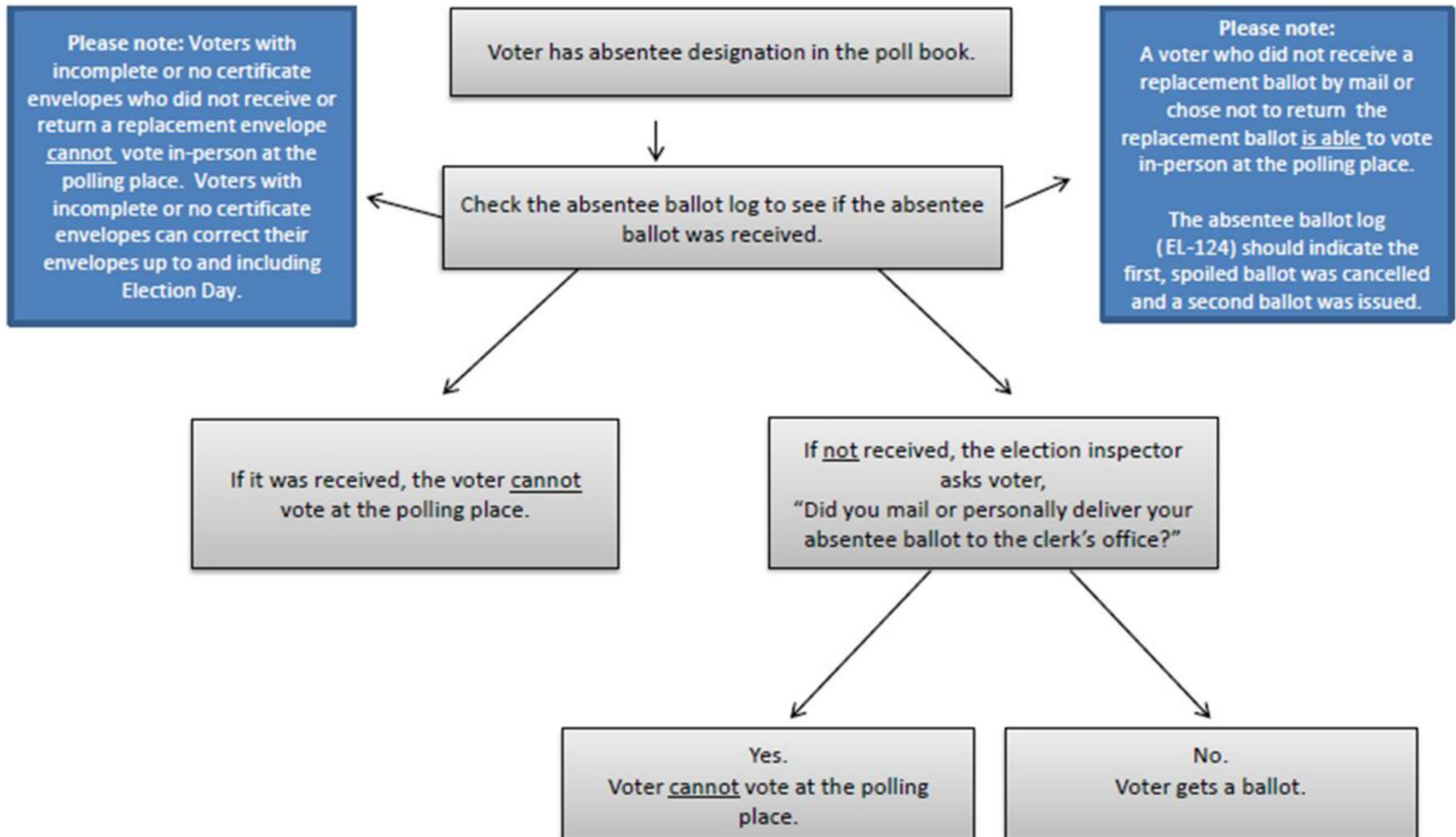
# Cell Phones, Videos & Selfies

- **Voters**
  - Voters may silently use cell phones
  - Voters may take photos or videos of themselves if not disruptive
  - Voters may not take photos/videos of others without their consent
  - Chief inspectors may prohibit if disruptive
- **Election Observers**
  - Observers may silently use cell phones, but not take or make voice calls
  - Observers may not take photos or videos of themselves or others
  - Chief inspectors may prohibit if disruptive
- **Media**
  - Permitted to use photography/videography if not used to record how an elector has voted and not disruptive
  - Contact with voters should be limited
  - Interviews should be held outside of the voting area

# What If...?

- A voter was issued and cast the wrong ballot?
- A voter makes a mistake on their ballot?
- A ballot won't go through the voting equipment, or is marked in red ink?
- A voter has an "absentee issued" notation on the poll book and wants to vote at the polls on Election Day?
- A voter arrives with their Absentee Ballot in hand?

## Absentee Voters at the Polling Place





# The Life of an Absentee Ballot

## Register

Make sure you're registered to vote.

Check [www.myvote.wi.gov](http://www.myvote.wi.gov) or call your clerk's office



## Request

You can make your request by mail, or online at [www.myvote.wi.gov](http://www.myvote.wi.gov). Don't forget to include a copy of your photo ID!



## Process

Within 24 hours of receiving your request, a staff member will enter into the statewide voter database all the information needed to update your record and prepare your absentee ballot.



## prepare

Staff will print labels, prepare you a blank ballot, enclose instructions on how to vote your ballot and prepare for the daily mail



## Mail

The Clerk will mail all ballots via USPS using unique tracking capability through [www.myvote.gov](http://www.myvote.gov)



## Complete

When you receive your ballot, promptly open, complete in front of a witness, place in return envelope. Sign the envelope in front of the witness who then signs and adds their address. Seal and place back in the mail.



## Return by mail or Drop Box

USPS needs 3-7 business days to return your ballot to the Clerk's office for check-in. Mail your ballot timely to ensure we receive it by the deadline. There are 2 drop boxes at City Hall.



## Check in

Each day we receive mail, we check all absentee ballots for completeness and proper return to the right municipality and record receipt of ballot into the statewide voter database.



## Secure for election day

Your ballot is stored in locked and secured cabinets by ward, Alphabetically until Election Day.



## Process at MBAC

On election day, volunteer election inspectors gather at the City Central Count to process all absentees received by the clerk and they are placed in the ballot tabulator for results.



# 2020

# NO Absentee Ballots

- NEVER process an absentee ballot at the polling place
- OK to accept between 7am-4pm and secure in White Absentee Envelope (log into incident log voter name and time delivered)
- Contact the clerk's office at 608-364-6680 to notify the clerk you have ballots to pick up
- After 4pm, voters must deliver their absentee ballot to City Hall MBAC to be counted by 8pm

# Provisional Ballots

## ▶ What's changed?

- “POR Required” no longer appears on the poll list
- Only two situations in which a voter may be issued a provisional ballot

## ▶ Who must be offered a provisional ballot?

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

## ▶ Who may not be issued a provisional ballot?

- A voter who does not have acceptable proof of residence
- A voter in the wrong polling place
- A voter in a situation that doesn't have a “neat resolution” to give the voter the opportunity to cast a ballot



# Draw Downs

- If there are more ballots than voters, inspectors may face a draw down situation.
- Before drawing down ballots, be certain that there is no alternative reason for the ballot overage. For example:
  - The issuance of the same ballot number to two or more voters.
  - For two or more reporting units, there are more ballots than voters for one reporting unit and less ballots for the other reporting unit, but the total is equal to or less than the total number of voters.
  - Known inspector error such as allowing a voter to vote more than once.
  - Process outlined in Election Day Manual.
- Note the reason for difference on the Inspectors Statement (EL-104)

# End of Night process

- End of line officer
- Check to ensure all ballots have been cast into DS-200
- Close polls – do not lock doors
- Follow close out instructions
- Stick together – don't leave until the job is done
- Return required items to City Hall and place all other items in central location for pick up Wednesday

# Forms and Signature Requirements

All items below return to Clerk on election night

- Inspector Statements and Incident Logs
- Poll Book Certification Pages (all who worked the Badger Books – ok to sign ahead)
- Tally Sheets (NA if none, then sign)
- Provisional ballot docs if applicable
- DS-200 tapes (3 in Feb – 4 in Apr)
- Sealed Ballot Bags
- Observer Logs if applicable
- Timesheets
- Chain of Custody Seal Document

# Post-Election Checklist



## Poll Lists:

Two identical poll lists must be completed

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

## Tally Sheet Preparation

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

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

## Inspectors' Statement:

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

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

## Provisional Ballots

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

## Absentee Ballots

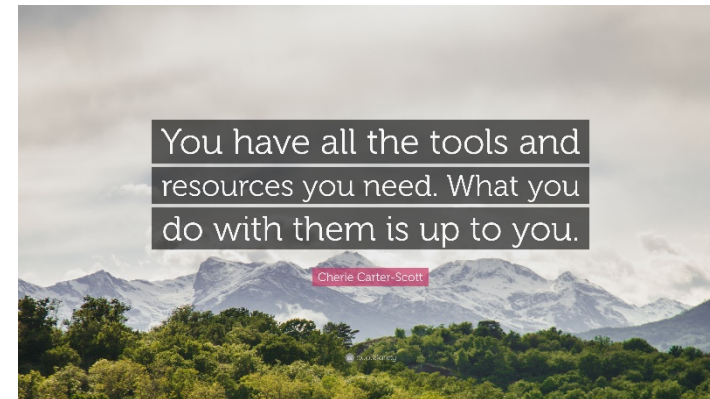
Materials for absentee ballots must be placed in the proper envelope

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

## Ballot Security

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

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



## Chief Inspector Checklist for Closing the Polls

*If you are still working on closing your polling place at 9 p.m., call the City Clerk's Office at 364-6680. Additional help may be available.*

### Assign Closing Roles and Responsibilities ahead of time \_\_\_\_\_

- Confirm who is helping you return materials to City Hall (\_\_\_\_\_)
- Confirm with workers that they understand their initial closing responsibilities and associated task sheets, and when their responsibilities are done, who to see for another work assignment.**
- Confirm workers understand the first priority is to assure all ballots are tabulated, and tabulator results are **promptly produced (modemed to the County Clerk)**. The voting booths can wait and tear down can wait until results are modemed.
- Review payroll and signature procedures. (leave name badges in supply toolbox)

### Close the Polls \_\_\_\_\_

- At 8 p.m.
- The election official designated as the End of Line Officer is responsible to follow the last voter into the polls. No one else is **permitted** to enter the line. **Every eligible voter in line at 8 p.m. is allowed to vote.**
- Make the following proclamation: "Hear ye! Hear ye! The polls of this election are now closed!"
- Read the Local Canvass announcement at the bottom of the Town D Notice of \_\_\_\_\_

# CITY HALL – 100 State Street

## Must have 2 workers deliver

### Routing Materials

All materials are delivered to the municipal clerk. Materials should be separated into the following categories:

#### *Municipal Clerk*

1. Municipal ballots (if hand-count paper ballots are used) sealed in the ballot bag unless they are returned to the ballot box and sealed.
2. Provisional ballots sealed in a separate ballot bag with a tamper-evident seal.
3. Original Tally Sheets (EL-105).
4. A copy of the voting equipment results tape, if any.
5. Original Inspectors' Statement (EL-104) and any attachments. The municipal clerk keeps the original form and makes copies for the School District Clerk and County Clerk.
6. Statement of the Board of Canvassers (EL-106), if required.
7. One original poll list and one original supplemental poll list (EL-107s). The poll list that contains electors' signatures is routed to the county clerk.
8. Absentee Ballot Log (EL-124).
9. Provisional Ballot Reporting Form (EL-123r).

*Do voters have to remove campaign buttons or t-shirts?*

Unless the election inspectors receive a complaint about someone's attire or it is disturbing the conduct of the election, it is best to permit the voter to cast his or her ballot and leave. If someone is planning to stay as an observer, he or she must remove the campaign attire if the attire is intended to influence voting at the election.

# Questions?

The HAND OFF of election materials between the clerk and workers is critical to continued success. You can tell us anything on the incident log and we promise to review.

**WE WANT TO HEAR FROM YOU!**



# **Thank You!**

**Questions?**

**Email: [stottlerl@beloitwi.gov](mailto:stottlerl@beloitwi.gov)**

**Elections Day Phone: 608-289-3148**