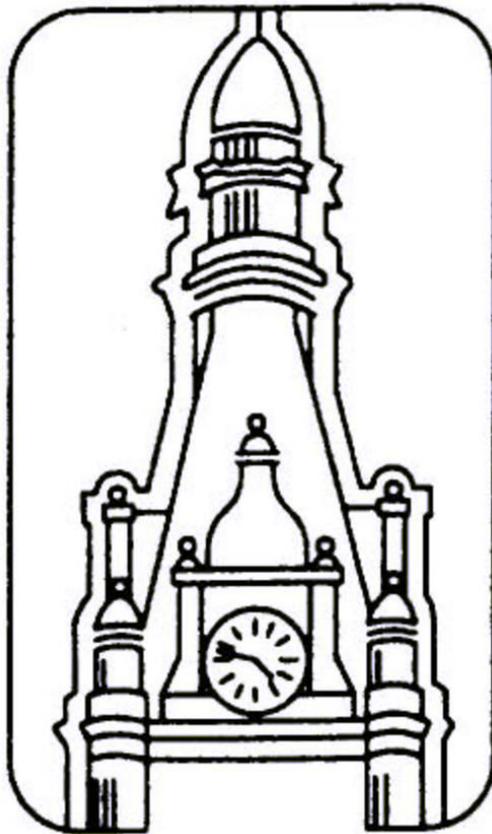


CITY OF MILWAUKEE ELECTION COMMISSION



ELECTION INSPECTOR TRAINING MANUAL

Revised Edition November 2012



Board of Election Commissioners

Commissioners
Stephanie Findley
David H. Redemann
Robert F. Spindell, Jr.

Executive Director
Neil V. Albrecht

Dear Community Member:

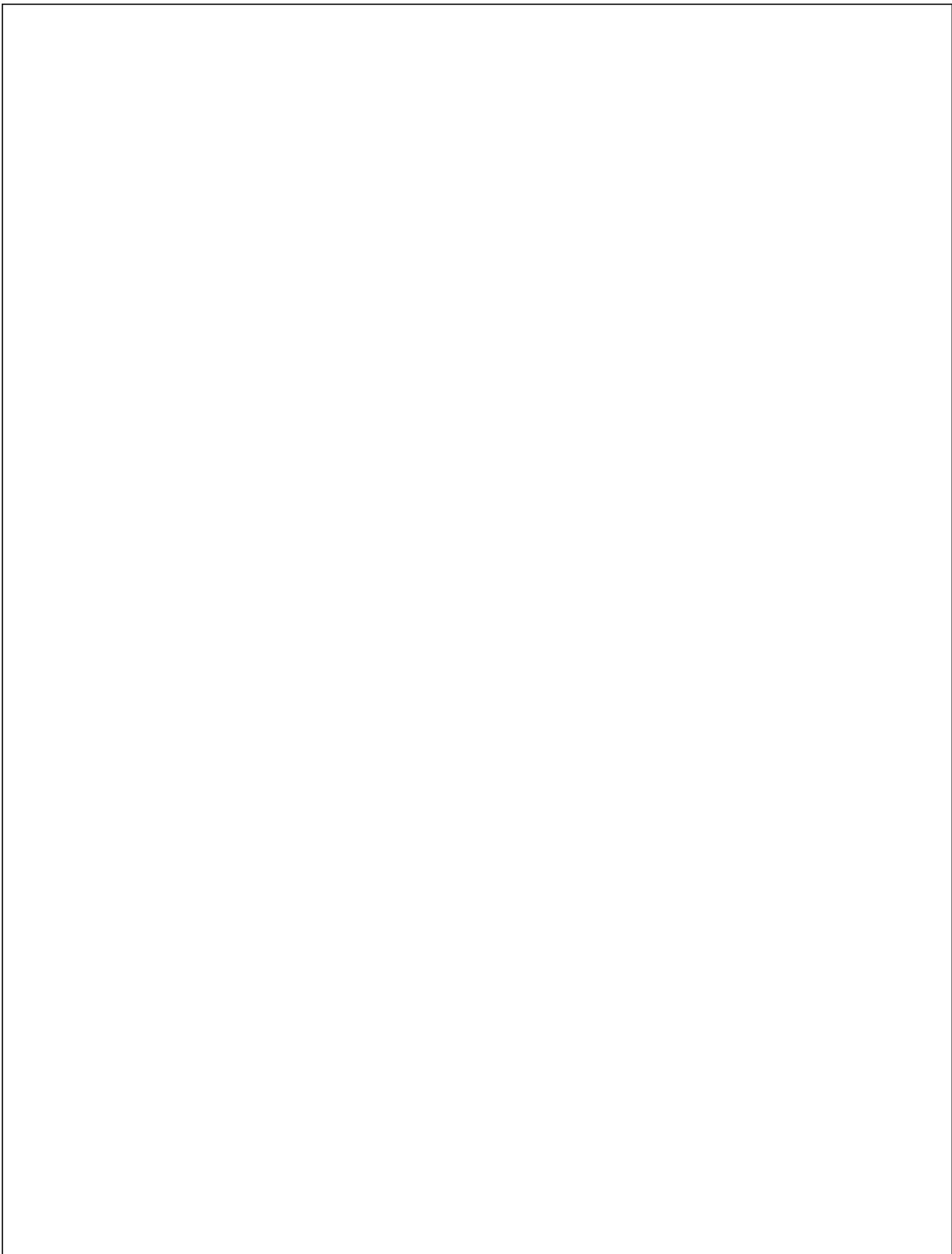
Please accept my sincere gratitude for your willingness to assume the role of an Election Inspector for the City of Milwaukee. Your demonstration of civic responsibility is to be commended and is greatly and sincerely appreciated.

The full participation of citizens and the dedication of election workers to fair, accurate and transparent elections are at the foundation of democracy.

I hope you will find your election work experience to be positive and rewarding.

Best Regards,

Neil Albrecht
Executive Director



**City of Milwaukee Election Commission
Chief Inspector Training Manual
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Thank you for serving as a City of Milwaukee Election Inspector!

**City of Milwaukee Election Commission
200 East Wells Street, Room 501-A
Milwaukee, WI 53202**

414-286-3491

INTRODUCTORY CONCEPTS AND TERMS FOR THIS SECTION:

AUTOMARK – A touch-screen ballot marking device designed for use by persons with disabilities so that they may cast their ballot privately and independently.

OPTECH EAGLE VOTING MACHINE – The machine that tabulates election results as voters insert their ballots.

ELECTION INSPECTOR – An election worker. Depending on their assignment, may also be referred to as a “Receiver,” “Registrar,” or “Machine Attendant.”

CHIEF INSPECTOR – The person at a voting site responsible for supervising the Election Inspectors and all election-related activity.

GAB-104 CHIEF INSPECTOR STATEMENT – A form maintained by the Chief Inspector to “log” activity that relates to the election process on Election Day. Chiefs are required to note certain occurrences on a GAB-104 throughout the day.

REGISTERED VOTER – Every person must be registered to vote before casting a ballot in an election. A registered voter is someone already registered to vote prior to an Election Day. Registered voters are listed in alphabetical order in the poll book.

ELECTION DAY REGISTRATION – The process of registering a person (who is not already registered) to vote on Election Day.

WARD – Every residential address within the City of Milwaukee falls within the boundaries of a ward. Milwaukee is geographically divided into 327 wards.

DISTRICT – The City of Milwaukee is divided into 15 Aldermanic Districts. Each district contains approximately 20-22 wards.

VOTING SITE – Every ward – or every person with a residential address within that ward – is assigned to vote at a specific voting site.

MULTIPLE WARD VOTINGSITE – A voting site that serves voters from more than one ward.

Please note that a more comprehensive list of election terms can be located at the end of this manual.

OPENING THE VOTING SITE

OPENING THE POLLS

As an Election Inspector, you are REQUIRED to arrive at your designated voting site by 6:30 a.m (6:00 a.m. for busier elections). Election Inspectors have approximately 30 minutes (from 6:30 a.m. until 7:00 a.m.) to complete set-up of the voting site on Election Day.

The supervisor of your assigned voting site is referred to as a “Chief Inspector.” The Chief Inspector is responsible for supervising Election Inspectors, following all voting site policies and procedures (quality assurance), completing all opening and closing procedures, and maintaining ballot control.

Begin your day by introducing yourself to the Chief Inspector and confirming:

- Your name as it appears on the payroll data form.
 - Record your current address on the form.
 - If other changes are needed, complete the “*Change of Information*” form attached to the payroll roster.
 - For Election Inspectors Hired on Election Day Only: You must complete an I-9 form and present documents that establishes both identity and employment authorization (i.e., DL or WI State ID and Social Security Card or Birth Certificate).
- The hours you will be working.
- You will be sworn in by the Chief Inspector as an Election Inspector for the election.

Throughout the day, the Chief Inspector will assign Election Inspectors to specific assignments and tasks.

ACCEPTING YOUR ASSIGNED ELECTION INSPECTOR POSITION

There are three (3) positions or roles assumed by Election Inspectors:

Receiver:

Checks in pre-registered voters, assigns voter numbers and issues ballots.

Registrar:

Conducts Election Day voter registration, secures voter numbers, and issues ballots.

Machine Attendant:

Monitors the acceptance or rejection of ballots inserted into the Optech Eagle voting machine. Accepts voter numbers and issues “I Voted” stickers.

Election Inspectors must be competent and able to assume all of these roles. Assignments are made by the Chief Inspector. Chief Inspectors are encouraged, whenever possible, to rotate their Election Inspectors into each of the different positions throughout the day. This provides Election Inspectors with experience in all areas and relief from repetitive duties.

When opening the voting site on Election Day, Election Inspectors should assist the Chief Inspector in completing the following assignments:

Voting Room Set Up

Review the set-up of the voting room to ensure there is a place for lines to form and for people to safely maneuver around during a high voter turnout. See sample room set-up diagram on page 7.

- Assemble and set up tables and chairs.
- Assemble and plug in the voting booths – turn on lights, attach sharpened pencils, post voting instructions in every voting booth.

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.*

Distribute the Supplies Packed in the Voting Machine

- Assist the Chief Inspector in unloading the voting machine bins and distributing supplies to the appropriate work stations – ward table(s), registration table, and the bundle of signs for the bulletin board.

NOTE: *Only a Chief Inspector should unpack and distribute ballots from the voting machine during the set-up process.*

Election Inspector Receivers assigned to a ward table should unpack the large plastic envelope containing the supplies for their ward.

- Confirm that the ward number that appears on the supply envelope is the same as the ward number on the voter lists (a black binder, also known as a “poll book,” that includes the names of every registered voter in that ward) and the ballots (the ward number appears about midway down on the right side of the ballot).
- Confirm all of the items listed on the outside of the supply envelope have been included. If not, notify the Chief Inspector.

- ☑ Insert the alphabet tabs (in the goldenrod envelope) into the voter lists.
- ☑ Highlight any notations (“ABSENTEE” or “POR REQUIRED”) that may appear under the signature box for a person on the voter list.
- ☑ The supplies include a summary sheet on the procedures for checking in a registered voter. Post these nearby to assist with questions.

Election Inspector Registrars assigned to registering voters should unpack the box of voter registration materials.

- ☑ Confirm all of the items listed on the outside of the registration box have been included.
- ☑ The supplies include a summary sheet of the procedures for registering a voter and a list of acceptable forms of proof of residence documents. Post these nearby to assist with questions.

Post Signage

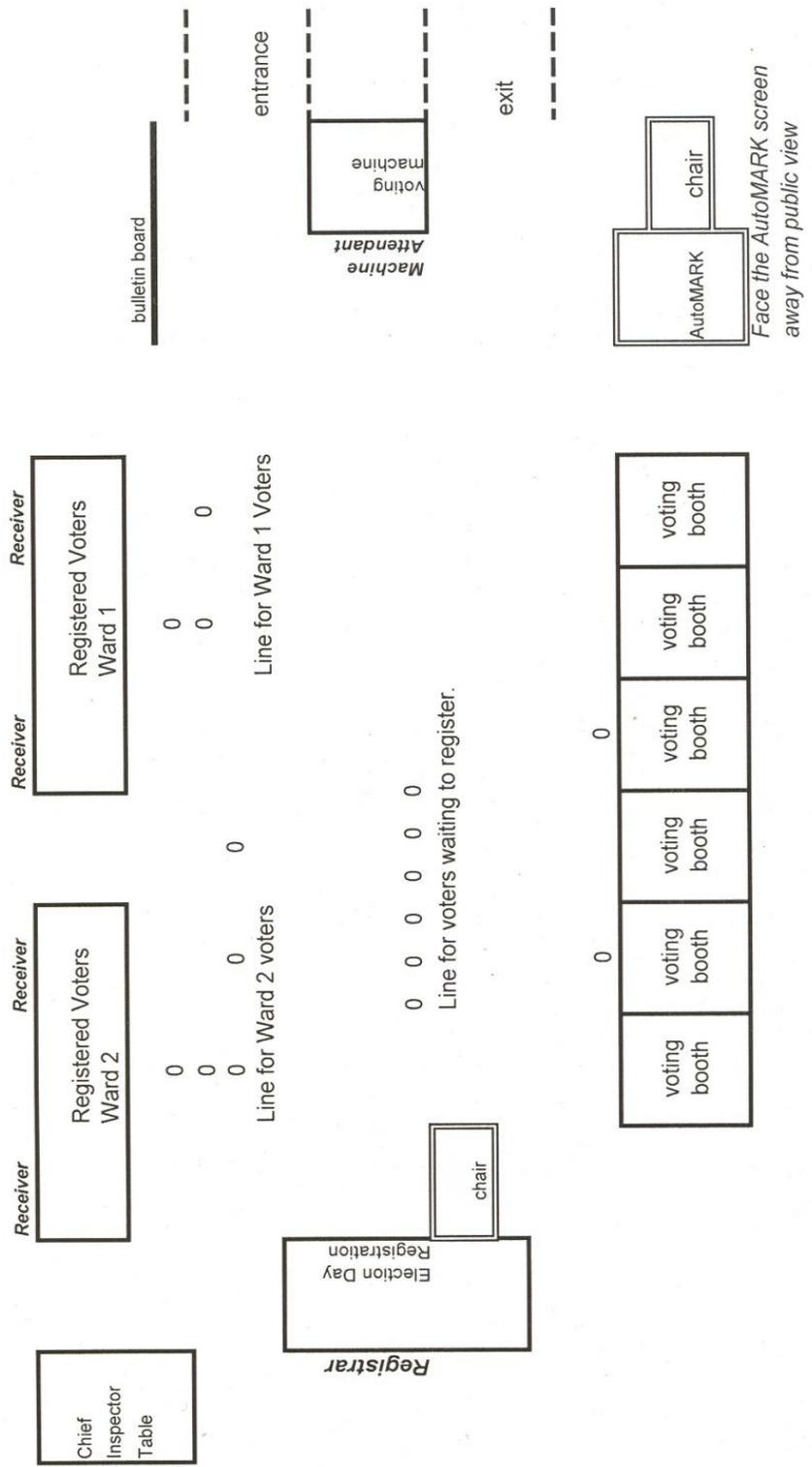
- Assemble (if necessary) the bulletin board and post all notices from the “Election Day Signs” packet. All notices appear in English and Spanish. ALL SIGNS MUST BE POSTED.
- Confirm the large “VOTE HERE” sign has been set up outside the main voter entrance and interior directional signs are posted marking the pathway to the voting room.
- Confirm the “ACCESSIBLE ENTRANCE” sign is posted at the accessible entrance to the building (if different than the main voter entrance) and interior directional signs are posted marking the pathway to the voting room.

Assist with Optech Eagle and AutoMARK Equipment Set-Up

- Assist the Chief Inspector with preparing the Optech Eagle voting machine to accept ballots.
- Assemble the AutoMARK table (stored in a gray cardboard box).
- Assemble the AutoMARK. Be certain the screen of the AutoMARK faces away from the public to ensure privacy for the voter. The AutoMARK must be set-up by 7:00 a.m. and operating properly.

CITY OF MILWAUKEE
ELECTION COMMISSION

POLLING ROOM SET-UP FOR A TWO-WARD SITE



Optech Eagle Voting Machine Set-up Instructions

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

1. Verify the name of the voting site on the tag posted on the Optech Eagle.
2. Use the RED key to unlock the back panel of the voting machine and unpack the power cord.
3. Look inside the compartment where the power cord is stored. A closed metal lid should be visible. This lid is covering the voting results memory pack, known as the “*Prompak*.” There should be a plastic seal connected through the top, right-hand corner of the metal lid. **DO NOT BREAK THIS SEAL.**
 - Verify the plastic seal is on the Prompak compartment.
 - Confirm the seal number by initialing “pre-election” on the GAB-104.
 - Contact the Election Commission if the seal is not present or is broken.
4. Using an extension cord when necessary, plug the voting machine into an electrical outlet. **NOTE:** *The voting machine should be located near the exit to the room to allow for the easy flow of voter traffic. Make sure the cord does not cross a pathway for voters.*
5. Once the machine is plugged in, a message will begin to print on the tape (located on the top of the Optech Eagle) within 5-10 seconds. Make sure the paper tape extends through the slot on the top of the machine. Review the printed information on the tape to make sure it reads:

“-0- Counted, -0- Not Counted...”
6. Verify the offices and candidates printed on the tape match those printed on the ballot. All candidates should have -0- votes.
7. Once you have reviewed the offices, candidates, and verified that all counts are -0-, **all** Election Inspectors must sign their names on the lines printed at the end of the tape. Multiple signatures per line are allowable and may be necessary. If you are working at a multiple-ward site, the tape will print offices, candidates, and signature lines for each ward. Inspectors should sign on the lines for EACH WARD. The Prompak seal number should also be recorded on the tape after the signature lines. When complete, begin folding the tape (into 6” lengths) so it does not get caught or stepped on during the day.
8. Confirm the digital counter on the front of the machine reads -0- and both lights are lit. **NOTE: BOTH LIGHTS WILL BE RED UNTIL 7:00AM, THE TIME FOR OPENING THE POLLS.**
9. Relock the rear compartment (the cord must exit the machine cover through the small tab cut into the bottom of the compartment door).

AutoMARK Set Up Instructions

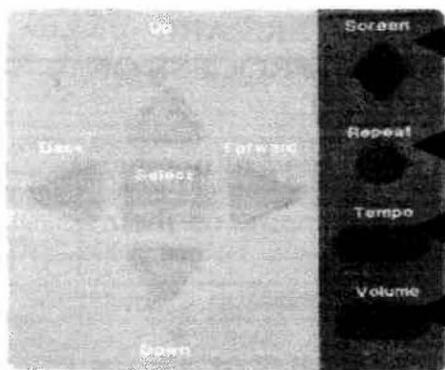
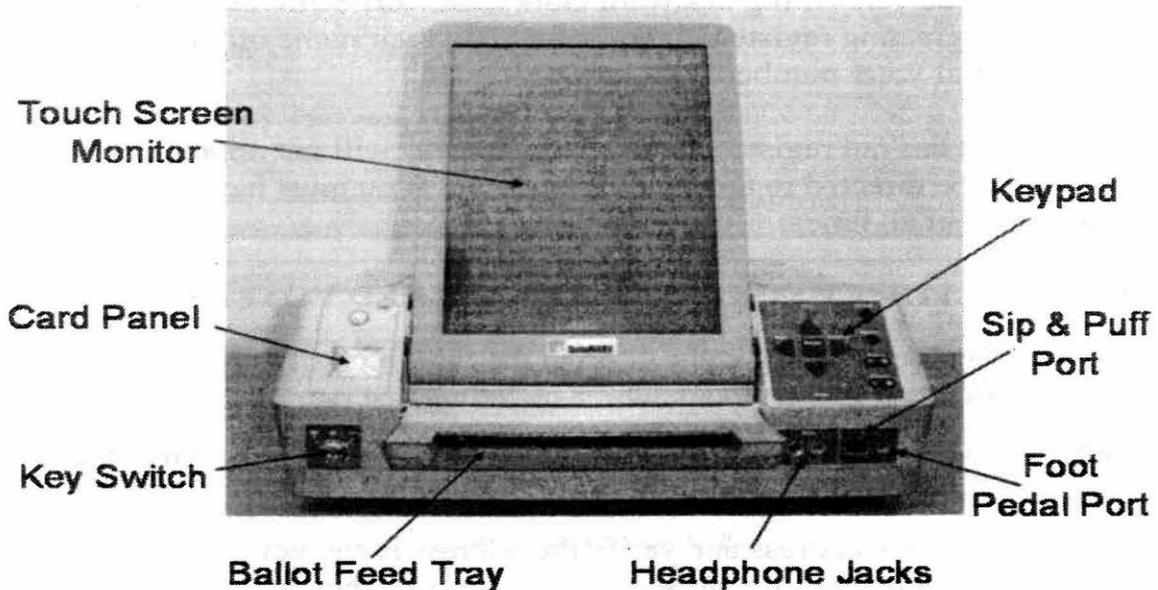
The AutoMARK must be assembled and operational for EVERY election.

1. Assemble the AutoMARK table (packed in a grey cardboard box) by inserting the four legs into the table top.
2. Remove the AutoMARK (machine) from the carrying case and place it on the table. NOTE: The AutoMARK weighs approximately 40 pounds and will require the support of at least two (2) people to lift. Remove the power cord, ear phones, and ink cartridge from the front storage compartments in the carrying case.
3. Plug the power cord into the back of the AutoMARK and into an outlet.
4. Locate the latches to the lid on the top, front of the machine. Slide the latches toward the outer edges to open the front lid. Once the latches have been opened, lift the front lid flap up and back so that it rests on the top of the back lid.
5. Locate the ballot feed tray on the bottom front of the machine. Pull the tray out towards you. Lower the tray into position.
6. Lift the top rear lid and raise the touch screen monitor into position at an easy-viewing angle. Close the rear lid behind the monitor.
7. **INSTALL THE INK CARTRIDGE DURING SET-UP.** Open the lid to the small compartment located on the back, left-hand side of the machine where the ink cartridge must be installed. Open the small plastic bag containing the ink cartridge.

Remove the small piece of protective tape from the bottom of the ink cartridge. Hold the ink cartridge by the small tab on the top of the cartridge. The printing on the ink cartridge should be facing away from you. Lower the cartridge bottom first into the small black case at the right rear of the ribbon compartment. Snap the top of the cartridge into place.

8. Insert the round, gold-plated key (“Illinois” is printed on the face of the key) into the on/off key slot next to the ballot tray. Switch the key slot to “ON.” Make sure you do NOT switch the key slot to “TEST.” Remove the key once the machine has been turned on. Allow approximately two (2) minutes for the machine to start. During this time, the screen should read: “Application Boot in Progress. Please Wait...” Then: “Ready to Accept Ballots.” **DO NOT TURN THE AUTOMARK OFF UNTIL THE END OF ELECTION DAY.**

GENERAL OVERVIEW OF AUTOMARK PARTS



CHANGE TO BLACK & WHITE SCREEN

REPEAT

SPEECH SPEED

SPEECH VOLUME

Navigation

The AutoMARK has been designed for a maximum amount of flexibility. Although it features a touch screen, for sight impaired voters, a keypad is included that allows users to input votes, including write-ins, as well as adjust volume and tempo, repeat, or turn off the display screen for privacy.

At 7:00 a.m., publicly announce:

**“Hear Ye,
Here Ye,
The Polls Are Now Open.”**

ELECTION INSPECTOR: RECEIVER

Role:

- ☑ Checks in pre-registered voters.
- ☑ Records appropriate notations on the voter lists.
- ☑ Issues ballots and voter numbers (on pink slips) to pre-registered and Election Day registered voters.
- ☑ Works closely with the other Receiver to ensure complete accuracy and the maintenance of the ward's two identical voter lists.
- ☑ Assists Chief Inspector as assigned.

Two IDENTICAL lists of the registered voters in each ward – often known as “poll books” - are included in the ward table supplies. Two Receivers are assigned to each ward table and each receives one of the registered voter lists. Receivers are responsible for greeting registered voters, locating names and addresses on the voter list, assigning sequential voter numbers and issuing ballots. **There must be two election Receivers at each ward table whenever a voter is being issued a ballot. The information recorded on each voter list by each Receiver must be identical.**

ELECTION INSPECTOR: RECEIVER

Procedure for Checking In Registered Voters

1. VOTING PROCEDURE. Wis. Stat. s. 6.79 (2)(a) requires that each eligible elector shall state his or her full name and address when appearing at a ward table to vote. One Receiver should politely ask for their name and address and locate their name in the poll book. Once you have located the voter's name in the poll book, make sure that the name and address provided by the person FULLY matches the name and address that appears in the poll book.

CONFIRM THE OTHER RECEIVER HAS IDENTIFIED THE SAME VOTER ON THEIR VOTER LIST. Receivers are encouraged to assist each other to ensure the process of locating a voter is accurate and efficient.

NOTE:

- If the voter **does not** appear in the poll book, they must complete a new voter registration application before they can be issued a ballot.
- If the voter's name appears, but with a **different address**, the voter must complete a new registration application before they can be issued a ballot.

If there are any spelling errors or transposed numbers in addresses, record the error on the yellow **Voter List Correction Form**. Do not make corrections on the voter list.

2. Identify if there are any notations related to the voter's record. These notations – either “POR Required” or “Absentee” would appear underneath the voter's signature box.
 - **“POR Required” (POR = Proof of Residence)** refers to a voter who has registered by mail but fails to include a copy of a “proof of residence” document with their registration application. Voters who fail to provide this document are notified by mail that they will be required to provide a proof of residence document the next time they vote.

These voters must produce one of several forms of proof of residence documents before receiving a ballot. A listing of acceptable proof of residence documents is included in the pocket of your poll book or can be secured from the registration table. The type of document and the number (DL number,

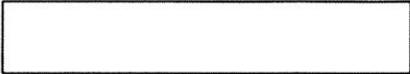
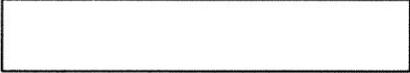
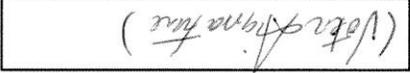
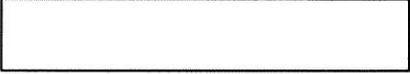
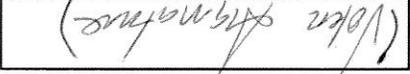
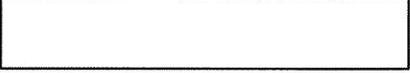
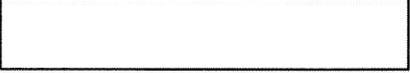
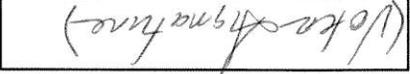
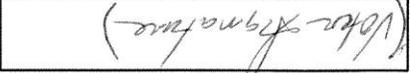
account number etc.) must be recorded next to the voter's name in the poll book. Contact your Chief Inspector if a voter has a "POR Required" notation but is unable to provide the required proof of residence. The Chief Inspector will issue a Provisional Ballot, a ballot that will not be counted in the election until the voter provides this document.

- **Absentee.** When this notation appears, politely notify the voter that you can see they were issued an absentee ballot by mail. Ask if they returned the ballot? If no, allow the person to vote. If yes, remind the voter that voting absentee counts as voting in the election and they may not vote twice.

NOTE: During the Election Day, you will receive a list of additional absentee voters. This list should be compared to the voter list and the additional names should be highlighted. Follow the same procedure with these voters as with the persons with absentee notations listed above.

3. Once you have reviewed the voter's record, inform the voter that they are required to sign their name the signature box next to their name. 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.
 - ALL ELECTORS MUST SIGN THE DESIGNATED POLL BOOK BEFORE RECEIVING THEIR BALLOT UNLESS THEY ARE PHYSICALLY DISABLED.
 - **IF THEY REFUSE TO SIGN THE POLL BOOK, THEY MAY NOT RECEIVE A BALLOT or VOTE IN THE ELECTION**
 - If a voter claims to be physically unable to sign the poll book, both receivers must agree on their inability to vote. If both receivers agree, the receiver handling voter signatures shall write the word "exempt" in the voter's signature block.
 - If both of the receivers do not agree on the voter's physical inability to meet the signature requirement, the voter is still allowed to vote but must be processed as a **challenged elector**. The challenged voter may then provide evidence of his or her physical disability to the board of canvassers prior to the completion of the initial canvass. **Your chief inspector will handle the challenged elector.**

4. Assign the voter a number (as printed sequentially on the pink pad of numbers – starting with No. 1). Once the voter has signed their name in the poll book, tear the voter number off the pad.
5. Both Receivers **MUST** record the voter number next to the voter’s name on their respective voter lists. **CHECK ACCURACY!**
6. Ask the voter if they will be receiving any assistance in voting and marking their ballot. (NOTE: 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.) If the voter will be receiving ballot voting assistance, explain to the voter the “Certification of Assistance” section that appears in the lower right corner of the ballot. Anyone may assist a voter in marking their ballot (except the voter’s employer or agent of that employer or an officer or agent of a labor organization which represents the voter). You must also record the name and address of the person providing the assistance next to the voter’s name in the voter list.
7. Record any required notations next to the voter’s name or voter number. These notations may include:
 - “**CV**”: Written next to the voter’s name to indicate the person received their ballot through a **Curbside Vote** (See “Special Types of Voters” at the end of this section for additional information on Curbside Voters.)
 - “**CHALLENGED**”: Written next to the voter’s name when the CHIEF INSPECTOR has issued a voter a **Challenged** ballot.
 - “**PV#**”: Written next to the voter’s number when the CHIEF INSPECTOR has issued a **Provisional Ballot** to the voter.
8. Take one ballot from the stack of ballots assigned to the ward table. Confirm the ward number on the ballot. Both receivers **MUST** initial the ballot. Do **NOT** pre-initial ballots with both sets of initials.
9. Issue the ballot and voter number (pink slip) to the voter. Offer the voter a ballot privacy sleeve (a cardboard folder included in the supplies that ensures ballot privacy by covering a voted ballot). Tell the voter to give their pink voter number slip (and privacy sleeve, if applicable) to the machine attendant when inserting their ballot into the voting machine.

Ballot, Ward, District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature	
NP-5 WD7 41251-007-3619-1 AL9 CG04 3619 AS12 Notes:	0009010203 	SHORTRIDGE, Marlene C 8425 N 106TH ST MILWAUKEE,WI 53224		Marlene C SHORTRIDGE 	1 1
NP-5 WD7 41251-007-3619-1 AL9 CG04 3619 AS12 Notes:	0009281299 	SHORTRIDGE, Sheri Ann 8425 N 106TH ST MILWAUKEE,WI 53224		Sheri Ann SHORTRIDGE 	2 2
NP-5 WD7 41251-007-3619-1 AL9 CG04 3619 AS12 Notes: CV	0706081000 	SHUMAKE, Nikeya J 10617 W WABASH AVE APT 2 MILWAUKEE,WI 53224	3	Nikeya J SHUMAKE  ABSENTEE	3 3
NP-5 WD7 41251-007-3619-1 AL9 CG04 3619 AS12 Notes:	0712695640 	SILAS, Leah D 8569 N GRANVILLE RD APT 105 MILWAUKEE,WI 53224		Leah D SILAS 	4 4
NP-5 WD7 41251-007-3619-1 AL9 CG04 3619 AS12 Notes: W/DL #54032 6933 4618 0000	0713938160 	SILVERIO, Teena L 10330 W DEAN RD APT 103 MILWAUKEE,WI 53224	18	Teena L SILVERIO  POR REQUIRED	5 5
NP-5 WD7 41251-007-3619-1 AL9 CG04 3619 AS12 Notes:	0009269781 	SIMMONS, Dawn M 8392 N CELINA ST MILWAUKEE,WI 53224		Dawn M SIMMONS 	9 6
NP-5 WD7 41251-007-3619-1 AL9 CG04 3619 AS12 Notes:	0009214151 	SIMMONS, Lakesha P 8569 N GRANVILLE RD APT 105 MILWAUKEE,WI 53224		Lakesha P SIMMONS 	7 7
NP-5 WD7 41251-007-3619-1 AL9 CG04 3619 AS12 Notes:	0009043084 	SIMPSON, Barbara J 10319 W DONNA DR MILWAUKEE,WI 53224		Barbara J SIMPSON 	8 8
NP-5 WD7 41251-007-3619-1 AL9 CG04 3619 AS12 Notes:	0009074463 	SINDICIC, Lorelee 10376 W VILLA AVE MILWAUKEE,WI 53224	58	Lorelee SINDICIC 	9 9
NP-5 WD7 41251-007-3619-1 AL9 CG04 3619 AS12 Notes: ASSISTED BY LORELEE SINDICIC	0009074464 	SINDICIC, Patrick H 10376 W VILLA AVE MILWAUKEE,WI 53224	96	Patrick H SINDICIC 	10 10

Special Types of Voters

In addition to registered voters whose names appear on the voter list, there are two instances where a person may be registered to vote, but their name does not appear on the voter list:

1. **Late Registered Voter**

A Late Registered Voter is a voter that registers to vote at the Election Commission **after** the close of general registration (20 days before an election) and after the voter lists have been printed. In this instance, the voter is registered, but their name does not appear in the voter list. In order for the Election Commission to notify election workers that the person is registered, a lime green-colored “Late Registered Voter” certificate is issued to the voter as proof of the registration.

The voter must present this certificate at their voting site. They should be treated as a registered voter, even though their name does not appear on the voter list. The voter’s name and other required information should be recorded on a supplemental voter list (also lime green in color) called the “Late Registered Voter List.” These certificates should be collected and attached to the supplemental list. Contact the Election Commission if a voter has lost or misplaced their registration certificate.

2. **Confidential Voter**

Voters who are victims of domestic abuse, sexual assault or stalking have the option to be listed confidentially on a voter list. The confidential voter will show a voter identification card with a unique identification serial number given to him or her by the City of Milwaukee Election Commission. A corresponding number will appear at the back pages of the voter list in a section for confidential listings. Do not ask the voter for their name or address. Record their voter number next to their serial number and issue a ballot.

3. **Curbside Voter**

Even though Milwaukee’s voting sites are now fully accessible to persons with disabilities, 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.
- Your Chief Inspector receives a call from the Election Commission (the number to call for a curbside vote should be posted on your site’s “VOTE HERE” sign).

Curbside Voter Continued...

- Election Inspectors should periodically check outside of the building to determine if anyone is waiting for a curbside vote.

Procedure for Conducting a Curbside Vote

1. Confirm the voter appears on the appropriate ward's voter list. If not, secure the supplies to conduct an Election Day registration. Follow standard procedures for assigning a voter number and securing a ballot.

If the curbside voter must register, they must provide a proof of residence document. Curbside voters **are not** required to sign the poll book. They are exempt from this requirement.

2. As required by law, two (2) Election Inspectors must deliver the ballot to the voter's car. Please bring a ballot privacy sleeve to ensure voter privacy.
3. Anyone may assist a voter in marking the ballot (except the voter's employer or agent of that employer or an officer or agent of a labor organization which represents the voter). If a voter receives assistance, the assistor must sign the front of the ballot under "Certification of Voter Assistance." Request that the assistor also record their address under their signature. Election Inspectors providing assistance must also sign. As with any registered voter, the name and address of any person providing the assistance should be recorded on the voter list (along with the Curbside Vote notation) and on the GAB-104.
4. Ask the voter to wait until notified by an Election Inspector that the ballot has been accepted into the Optech Eagle.
5. When the Election Inspectors return to the voting room with the ballot, an Election Inspector announces: *"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?"* (Contact the Chief Inspector if there is a challenge to the acceptance of the ballot.)
6. Insert the completed ballot into the voting machine.
 - If the ballot is accepted, notify the voter their ballot has been processed. Give their pink slip to the Machine Attendant.
 - If the ballot is rejected, issue the voter a new ballot and follow the rejected ballot procedures (as listed under Machine Attendant responsibilities).

Procedure for Issuing Ballots to Election Day Registrants

Throughout the day, the Registrar(s) at your voting site will appear at the ward table to get a voter number and a ballot for a newly registered voter that resides in the ward assigned to your table. Assist the Registrar in between voters in your line and complete the following procedure:

1. Collect the registration application from the Registrar.
2. Using the parameter page in the pocket of the poll books, confirm that the voter's address has been assigned to the correct ward by the Registrar. The receiver confirming the ward assignment should initial the registration form next to the ward number on the voter application.
3. Tear off a voter number and record the number in the *Voter Number* box in the bottom right section of the application.
4. Secure both Receivers' initials on a ballot.
5. Return the registration application to the Registrar along with the voter number, initialed ballot, and privacy sleeve.

Procedure for Issuing a Ballot to a Voter with a Spoiled Ballot

Occasionally, a voter will make a mistake on their ballot or their ballot will be rejected by the voting machine. When this occurs, the Chief Inspector or the Machine Attendant will approach the ward table for a new ballot. Complete the following procedure:

1. If you are at a multiple-ward site, confirm the original ballot was issued at your table. Check the ward number on the spoiled ballot.
2. Secure both Receivers' initials on a new ballot.
3. Issue the new ballot to Chief Inspector or the Machine Attendant. **Do NOT issue a new voter number.**
4. The original ballot should be torn in two by the Chief Inspector and placed in the Spoiled Ballots Carrier Envelope.

Ballot Control

It is important for Election Inspectors on Election Day to:

- Never maintain a supply of more than 50 ballots on each ward table. Surplus ballots should be kept in a safe and secure place away from public contact and only be distributed by the Chief Inspector.
- Remember, two (2) Election Inspectors must initial each ballot prior to issuing to a voter. Up to 10 ballots may be pre-initialed with one (1) election worker's initials.
- Provide the correct ballot (respective ward) to the voter. Be particularly careful to check the ward number when issuing a ballot to an Election Day registration or to a voter with a rejected ballot. **Issuing a voter a ballot from an incorrect ward is the most common error at multiple ward sites.**
- Allow a voter to mark a ballot privately and independently.
- Every voter receives a maximum of three (3) attempts to vote or three (3) ballots. Inform the voter of this law when issuing the third ballot. Offer assistance.
- In the event of an evacuation of a voting site (due to fire drill, fire or other emergency) – and if time and safety allow - assist the Chief Inspector in securing all unvoted ballots and the voter lists inside the voting machine.

Maintaining Accuracy

The last voter number (pink slip) issued at the end of an Election Day **MUST** equal the number of ballots accepted by the Optech Eagle (total ballots cast for each ward). Receivers play a key role in this process. Check your work by reconciling at every opportunity to avoid and closing at the end of the night.

Common Errors when processing Registered Voters

- The voter number is recorded by the wrong name.
- Wrong ballot issued to voter (multiple wards).
- Corrections recorded on voter list instead of correction sheet.
- Notations not recorded on voter list.
- Voter number was issued twice or more.
- Voter number not recorded.
- Voter lists not reconciled during Election Day or at close.

Reviewing and Reconciling the Voter Lists

Two Receivers are assigned to each ward table for the purpose of cross checking each other's work and avoiding errors. Receivers must:

- Compare information by communicating with each other.
- Assist each other whenever possible. (For example: call out the page number when a voter's name is located in the voter list.)
- Reconcile the two voter register lists throughout the day (every two or three hours) by comparing names, assigned voter numbers, and notations. (Make a mark by the voter names that have been compared so that future reviews require attention to new voters only).
- If the last voter number does not balance to the number of ballots inserted into the Optech Eagle, review the Voter Number reconciliation form.
- Complete a full reconciliation of the voter lists at the close of Election Day. This reconciliation should include:
 - Comparing the records on each page of each ward's voter list in order to ensure the two books are identical.
 - Counting the total number of registered voters that were issued voter numbers on Election Day. Provide this number to the Chief Inspector.
- ANY DISCREPANCIES BETWEEN THE TWO VOTER LISTS THAT CANNOT BE RESOLVED MUST BE RECORDED ON THE GAB-104.
- ALL VOTER NUMBERS MUST BE USED SEQUENTIALLY. ANY DESTROYED OR SKIPPED VOTER NUMBERS MUST BE RECORDED ON THE GAB-104.

ELECTION INSPECTOR: REGISTRAR

Role:

Every person must be registered before voting in an election. Wisconsin law allows a person to register prior to an election or they may register on Election Day. A Registrar works with individuals who are registering to vote on Election Day. The duties of a Registrar are as follows:

- Confirm the voter is at the correct site.
- Facilitate the voter registration process, including communicating important and accurate information to the person registering.
- Issue voter numbers and ballots to newly registered voters.
- Maintain a list of all completed voter registration applications and secure the voter's signature next to each entry on the list.
- Assist the Chief Inspector as assigned.

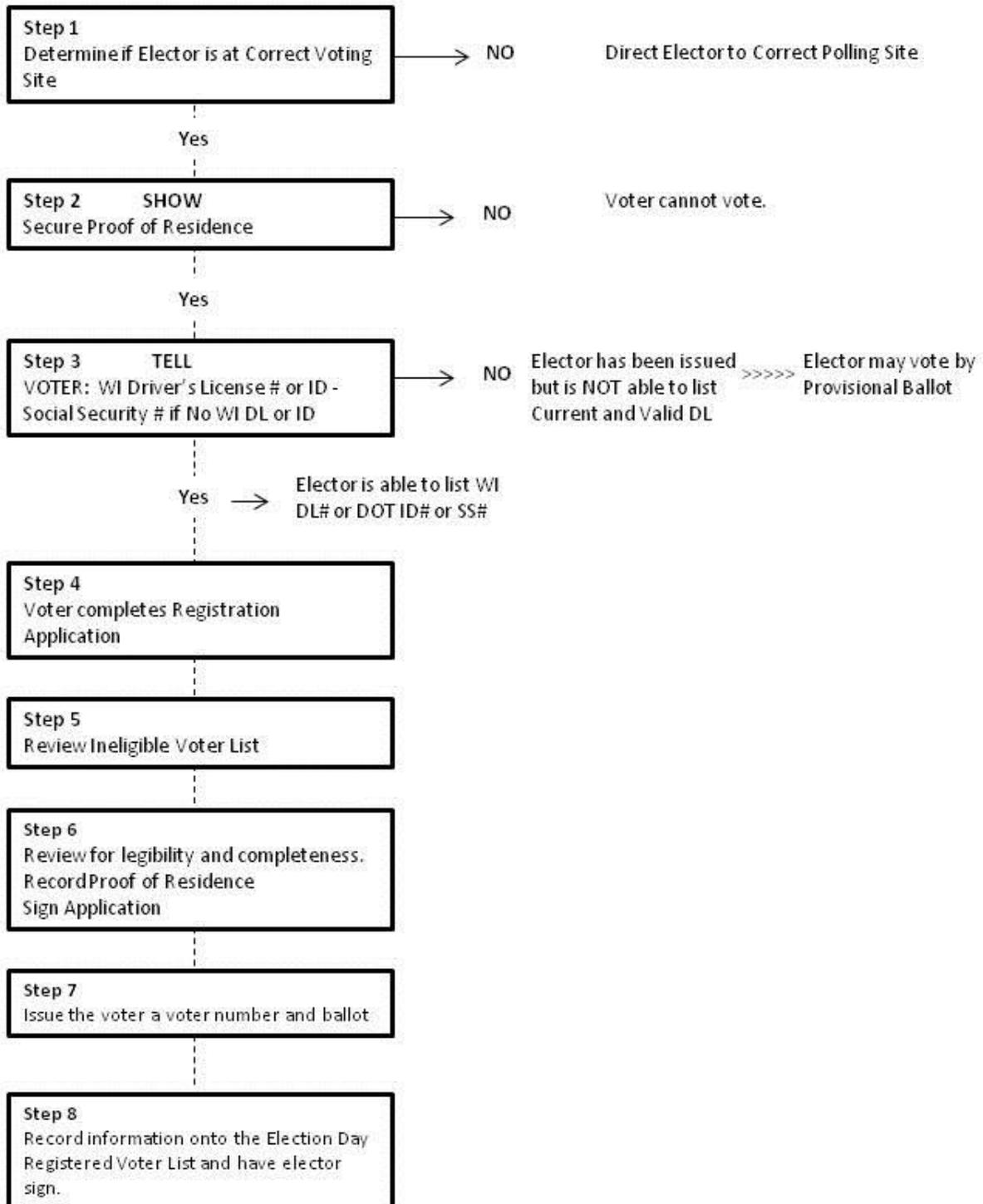
Staffing: Most voting sites designate one Registrar per site during smaller elections and one or more per ward during high voter turnouts.

ELECTION INSPECTOR: REGISTRAR

Eight (8) Summary Steps to Election Day Voter Registration

1. Review the Parameter Sheet or Guide to confirm the voter is at the correct site.
2. Ask the voter to present or SHOW their required proof of residence document.
3. TELL the voter about the WI Driver License's or DOT issued ID/Social Security Number identification requirement.
4. Allow the voter to complete the registration application. Review for completeness and legibility.
5. Compare the voter's Name and Date of Birth to the *Ineligible Voter List*.
6. Review for completeness and legibility.
7. Issue a voter number and ballot.
8. Record the appropriate information on the Election Day Registered Voter List and secure the voter's signature.

City of Milwaukee Election Commission Election Day Registration Flow Chart



STEP 1: Review the Parameter Sheet to confirm the voter is at the correct site.

Every City of Milwaukee residential address is located within one of the city’s 327 wards. Each ward is assigned to a specific voting site.

Step 1: Ask the voter the name of their street, the street direction (N., S., E., W.) the street suffix (e.g. Street, Ave, Place, etc.), and their house number.

Step 2: Locate their street name AND suffix in the Parameter Guide.

Step 3: Identify if their house number ends with an odd or even number. If it ends with an odd number (1, 3, 5, 7 or 9) follow the column for ODD Address Ranges. If the house number ends with an even number (0, 2, 4, 6, or 8), follow the column for EVEN Address Ranges.

Step 4: Determine if the address house number falls within the any of the address ranges listed next to the street name (the house number is higher than the first number in the range and lower than the last number in the range).
If you were registering voters in Ward 1, consider the address 9709 W. Allyn St.

Sample lines from a Parameter Page:

DIR	STREET NAME		Even		Odd		ALD	WARD
			Address	Range	Address	Range		
W	ALLYN	ST	9100	9498			9	1
			9500	9798	9501	9799	9	1
N	ALQURAN	CT	8700	8798	8701	8799	9	1
W	ARCH	CT	11000	11098	11001	11099	9	1
W	BEATRICE	ST	9600	9898	9601	9899	9	1
W	BRADLEY	RD	10700	12398			9	1
W	BRITTANY	WA	11400	11710	11401	11711	9	1
W	BROWN DEER	RD	9500	10088			9	1
			10090	12398	10091	12399	9	1
W	BROWN DEER	PL	10700	11398	10701	11399	9	1
W	COUNTY LINE	RD			9101	12399	9	1

- W. Allyn Street is a street that appears on the Parameter Sheet for your ward
- The house number 9709 ends with “9” an odd number
- An ODD RANGE for W. Allyn St. is 9501-9799. The address 9709 falls within this range (the number is higher than 9501 but lower than 9799).
- This voter lives in Aldermanic District 9, Ward 1.

Step 5: Record the district and the ward on the voter registration application.

If the voter's address does not appear on your parameter page, look up the address in the **Parameter Guide** (red cover, included with your registration materials). The Parameter Guide contains all City of Milwaukee addresses and can be used to locate the voter's correct Aldermanic District and ward. Once identified, refer to the **Voting Location Guide** (yellow cover, sorted by district and then by ward) to determine the voter's correct voting site.

NOTE:

The boundaries of a ward – or the lines that divide a ward – are often the middle of the street. This can be very confusing for voters as it can mean a neighbor across the street – or in the next block – has a different voting site.

ACCURACY is particularly important when determining a voter's ward. If an error is made, a voter could end up voting at a wrong site or be sent to a different site only to return.

Sample Page – Full Parameter Guide

<i>DIR</i>	<i>STREET NAME</i>		<i>Even Address Range</i>		<i>Odd Address Range</i>		<i>ALD</i>	<i>WARD</i>
N	1ST	ST	1700	2298	1701	2299	6	177
			2300	2798	2301	2799	6	141
			2800	2814	2801	2815	6	122
			2820	3298	2821	3299	6	122
			3300	3498	3301	3499	6	120
			3500	3798	3501	3799	6	119
			3800	4014	3801	4015	6	124
S	1ST	PL	100	154	101	155	12	235
			3400	3498	3401	3499	14	292
			3500	3698	3501	3699	13	293
			3900	4042	3901	4043	13	305
			4100	4198	4101	4199	13	305
			4200	4298	4201	4299	13	304
S	1ST	ST	100	398	101	399	12	235
			400	1398			12	240
					401	1399	12	235
			1400	1798	1401	1799	12	240
			1800	2002	1801	2003	12	239
			2004	2598	2005	2599	14	249
			3400	3498	3401	3499	14	292
			3500	3598	3501	3599	13	293
			3650	3898	3651	3899	13	293
			3900	4042	3901	4043	13	305
			4100	4198	4101	4199	13	305
			4200	4298	4201	4299	13	304
			4350	4698	4351	4699	13	304
			6124	6268	6125	6269	13	316
N	2ND	LA	3500	3798	3501	3799	6	119
N	2ND	ST	350	698	351	699	4	187
			700	838	701	839	4	188
			1500	1698	1501	1699	6	176
			1700	2298			6	177
					1701	2099	6	175
					2101	2299	6	141
			2300	2798	2301	2799	6	141
			2800	3298	2801	3299	6	122
			3300	3312			6	120
					3301	3313	6	122
			3314	3498	3315	3499	6	120
			3500	3798	3501	3799	6	119

**City of Milwaukee
2012 Voting Location Guide
Sample Page**

District	Ward 1	Ward 2	Ward 3	POLLING LOCATION NAME	POLLING LOCATION ADDRESS
1	18	19		Milwaukee Police Safety Academy	6680 N Teutonia Av
1	20			Christ Memorial Lutheran Church	3105 W Thurston Av
1	21	22		Agape Community Center	6100 N 42nd St
1	47			Hampton School	5000 N 53rd St
1	48	49		McGovern Park Senior Center	4500 W. Custer Ave.
1	50	51	67*	Custer High School (<i>in district 7</i>)*	5075 N Sherman Bl
1	52	53	54	Villard Avenue Library Bldg [former library]	3310 W. Villard Av
1	55	56		Silver Spring School	5131 N Green Bay Av
1	57			Rufus King International School Middle Years	4950 N 24th St
1	58	59		Rufus King High School	1801 W Olive St
1	60			Atkinson Library	1960 W Atkinson Av
1	61	62	63	New Hope Missionary Baptist Church	2433 W Roosevelt Dr

STEP 2: Ask the voter to present their required proof of residence document.

All Election Day Registrants completing a registration application because of a CHANGE OF ADDRESS or because the voter is a NEW WI VOTER **must** provide a Proof of Residence document.

An ACCEPTABLE FORM OF PROOF OF RESIDENCE (when registering a voter on Election Day), must include:

- #1 A current and complete name, including both the first and last name.**
- #2 A current and complete residential address, including a numbered street address in the City of Milwaukee. A post office box is not an acceptable address.**

Acceptable Proof of Residence Documents

Forms which have an expiration date must be valid on Election Day in order 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. This is a change from former guidance that only paper copies establishing proof of residence were acceptable.

Election officials are still required to record the type of proof of residence presented along with the identifying number, if any, associated with the document on the voter registration form.

While election observers may observe public aspects of the voting process, they do not have the right to view or handle proof of residence documents presented by voters to election inspectors.

- **A current Wisconsin Driver's License.**
Example: A current (not expired) Driver's License with the voter's current address.
- **A current and valid identification card issued by the Wisconsin Department of Transportation.**
Example: A "State ID" with the voter's current address.

- **Any official identification card or license issued by a WI governmental body or unit.**
Examples: A DNR-issued fishing license, a 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.
- **An official identification card license issued by an employer in the course of business that contains a photograph of the cardholder or license holder, but not including a business card.**
Example: A workplace photo ID that includes the employee name AND residential address.
- **A residential lease effective for the period that includes Election Day.**
Examples: A one-year (or longer) lease that covers the day of the election OR a month-to-month lease.
- **A real estate tax bill or receipt for the current year or the year preceding the election.**
Example: A City of Milwaukee tax bill, or paid receipt, for this or last year.
- **A utility bill including cable television, gas, electric, or telephone for the period commencing not earlier than 90 days before Election Day.**
Examples: A WE Energies gas/electric bill, a cell phone bill, a cable bill or internet service bill.
- **A bank statement or a paycheck.**
Examples: A bank statement with a visible account number. A paycheck when it is an actual check or a record of direct deposit. A check stub.
- **A check or other document issued by a unit of government.**
See a full list of examples on next page for additional information.
- **An affidavit on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.**

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.
- A piece of mail or magazine subscription.
- A piece of mail with a forwarding sticker from the post office showing their current address.
- A sales offer of ANY kind: credit card offer, loan offer, cable offer, etc.
- A credit card statement, unless accompanied by a bank account statement.
- An auto or home insurance bill or proof of private insurance coverage.

*** Proof of Residence: College Students**

In addition to the other forms of acceptable Proof of Residence, college students may also use:

- A university, college or technical institute photo identification card AND a fee receipt with the student's current address dated within the last nine months.
- A university, college or technical institute photo identification card AND a certified housing list indicating the student's citizenship submitted to the Election Commission.
- An enrollment verification form/letter from the university, college or technical institute showing the student's current address. The student need not be currently enrolled.

Election Day Registration for Persons who are Homeless

The acceptable Proof of Residence for a homeless voter is an affidavit on a public or private service agency letterhead identifying the homeless voter and describing the voter'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 Milwaukee. 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.

If an individual cannot provide proof of residence, they CANNOT register to vote and therefore CANNOT VOTE.

List of Possible Proof of Residence Documents

Information is provided by the Wisconsin Government Accountability Board

<p>What are examples of government agencies who can issue Proof of Residence documents?</p>	<p>THIS IS NOT A COMPREHENSIVE LIST. THESE ARE ONLY EXAMPLES OF UNITS OF GOVERNMENT.</p> <p>Government agencies can include local, state, or federal units of government.</p> <ul style="list-style-type: none"> ➤ Local units of government include: city, town or village clerk or treasurer’s office, your county clerk or treasurer, and many others. ➤ State units of government include: Division of Motor Vehicles (DMV or DOT), Department of Natural Resources (DNR), Department of Workforce Development (DWD), Department of Human Services, and many others. ➤ Federal units of government include: Internal Revenue Service (IRS), Medicare (not second party vendors), Social Security, and many others.
<p>What are examples of Proof of Residence documents issues by a government agency?</p>	<p>THIS IS NOT A COMPREHENSIVE LIST. THESE ARE ONLY EXAMPLES OF PROOF OF RESIDENCE DOCUMENTS.</p> <ul style="list-style-type: none"> ➤ Fishing and hunting licenses ➤ Vehicle registrations ➤ Food stamps, Wisconsin Works, Wisconsin Shares, and BadgerCare notices and correspondence ➤ Medicare notices and Medicare Explanation of Benefits (not from 2nd party providers or other health insurance providers) ➤ Social Security and SSI notices and benefits statements ➤ Public high school, technical college, and public university correspondence and documents, including: admissions correspondence, financial aid notices, report cards, and schedules ➤ Federal student loan correspondence and notices ➤ Billing statements and collection notices from a governmental entity ➤ Correspondence from a federally recognized Native American Tribe living in Wisconsin.
<p>What if I am unsure if my document will qualify?</p>	<ul style="list-style-type: none"> ➤ If you are unsure if your document will qualify as acceptable proof of residence, please call: <ul style="list-style-type: none"> • Your municipal clerk, contact information can be found at http://myvote.wi.gov • The Government Accountability Board: 1-866-VOTE-WIS or gab@wi.gov

REMEMBER: Acceptable Proof of Residence documents must always include the voter’s name and current address.

Voter Information: <http://myvote.wi.gov>

For more information, please visit the Government Accountability Board website: <http://gab.wi.gov> or call 1-866-VOTE-WIS or contact the G.A.B. Help Desk at 608-261-2028 or TTY 1-800-947-3529.

STEP 3: TELL the voter about the WI Driver License or DOT issued ID or Social Security Number Identification Requirement.

In order to register to vote on Election Day, 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:

1. A voter, who has been issued a **current and valid WISCONSIN** driver's license (DL), must provide their DL number on the voter registration application as well as the expiration date. *The voter **does not** have to show the election official the driver license in order to complete the form.*

If an individual has a WISCONSIN driver's license, but cannot provide their driver's license 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 "6." The caller will then hear a second menu of options and again select "6.")

The elector may attempt to reach the DOT while at the polling site. The elector should step outside while making this call so not to interrupt the registration process.

If a voter identifies or suspects that their **WISCONSIN** driver license's is revoked, suspended or expired, the voter must still provide their DL number and the last four digits of their Social Security number;

If they cannot or will not provide the DL number, they can register and vote a **provisional ballot**. The provisional 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 Election Commission by 4:00 p.m. the Friday following the election.

2. If the individual does not possess a WISCONSIN driver's license, the individual may use the number from their WISCONSIN state ID card issued by the WI Department of Transportation **OR** the last four digits of his or her Social Security number. (The voter should be *encouraged* to provide the state ID card number rather than the last four digits of the Social Security number.)

3. If the individual has **not** been issued a WI driver 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.

Please note that the last four digits of the Social Security number may only be provided if the individual has **not** been issued a WISCONSIN driver license. Although a voter is required to list either their Wisconsin driver's license number, state ID number, or the last four digits of the Social Security number in order to register (unless the voter lacks a driver's license or Social Security number), he or she does not have to produce the license or card or give it to an Election Inspector. An individual may simply provide the number to an Election Inspector, or record the information on the form. An elector cannot be required to show his or her driver's license, DOT issued ID, or Social Security card as a condition of registration. However, if the individual wishes to use his or her driver's license as proof of residence, then he or she must present the license to the Election Inspector.

Sample instructions for a voter:

“If you have ever been issued a Wisconsin driver’s license and it is still current and valid (not expired, suspended, or revoked) you are required by law to record your driver’s license number in the Identification Section on your registration application.

If your Wisconsin driver’s license is revoked, suspended or expired, you may still provide your driver’s license number, but you are required to provide the number from a DOT issued ID or the last four digits of your Social Security number.

If you have never been issued a Wisconsin driver’s license, you may record a State DOT-issued ID card number or the last four digits of your Social Security number.”

Common Occurrences with the Election Day Registration Wisconsin Driver’s License Requirement:

Persons with out-of-state driver’s licenses should use the last four digits of their Social Security number to complete the WI Voter Registration Application. These persons must still provide an acceptable proof of residence document because an out-of-state driver’s license does NOT constitute proof of residence.

Voter had been issued a driver's license, but the voter states the license has an old (not current) address.

- The voter is still required to record the driver's license number.

Voter had been issued a driver's license, but the voter states the license has been suspended or revoked, or is expired.

- The voter has the option of still recording the driver's license number, but must provide either a SSN # or WI DOT # (if issued).

Voter has an out-of-state driver's license.

- The voter should record the number from their Wisconsin Department of Transportation (DOT) ID card if they have one or, if not, the last four digits of their Social Security Number.

Voter has been issued a driver's license number, but does not have the license with him/her.

- The voter may contact a friend or family member to secure the number or the Wisconsin Department of Transportation at **608-266-2353** OR vote a Provisional Ballot.

STEP 4: Allow the voter to complete the registration application.

Once all instructions are complete, ask the voter to complete the voter registration application. The Registrar should complete the application **ONLY** if the voter requests or consents to assistance. (In this case, the voter must still sign the registration application.)

Qualifications to Vote

Qualifications to register are as follows:

- A United States Citizen.
- At least 18 years old.
- Not currently serving a sentence, including probation, parole or extended supervision, for a felony conviction.
- Have lived at their address for at least ***28 consecutive days** preceding the election with no immediate intent to move. (*see common questions regarding the 28 day residency requirement at the end of this section).
- Not otherwise disqualified from voting.
- Has not already voted in this election, including by absentee ballot.

Common Occurrences and Questions with the 28 Day Residency Requirement

The voter is attempting to register at a new address, but has moved within 28 days of the election.

- The voter should return to their previous address voting site, 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 their former voting site.

- If 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 (with the exception of utility bills, which cannot be dated more than 90 days prior to the election).

PRESIDENTIAL ELECTION ONLY

The voter has moved into the State of Wisconsin within the 28 days preceding the election.

- Contact the Chief Inspector, who should allow the voter to register and will then issue the voter a *Presidential Only Ballot*.

Current Information

- Last Name, Middle, and First Name – NOTE: As instructed on the application, the voter should record their last name, middle name or initial and first name EXACTLY as they appear on whichever identification is used in Step 3.
- Address (City, State, and Zip (+4 NOT required)). NOTE: Voters may not use a Post Office Box for voter registration purposes.
- Date of Birth (Required): Confirm the voter writes birth year and not current year.
- Telephone Number (If the person does not have a phone, write “no phone number.”) A telephone number is not required for voter registration purposes but is helpful because on occasion Election Commission staff must contact voters about missing information on their application.

Previous Information

The voter should make every effort to record their last registered voting address or previous name.

***NOTE:** It is not the role of a Registrar to question or verify a voter's response to these questions. Any questions beyond those appearing on the voter registration application or attempts to verify information could be perceived or be identified as an act of discrimination.*

Signature of Voter

- **The voter MUST sign the voter registration application.**
- **The date the voter is submitting the application should also be recorded.**

STEP 5: Compare the voter's name and Date of Birth to the Ineligible Voter List. Notify the Chief Inspector if a match is identified.

1. Every voting site is provided with a list of persons that last resided in a ward served by that site and are serving probation or parole for a felony conviction at the time of the election. Confirm that the voter's name and matching date of birth do not appear on the "Ineligible Voter List." If there is a match, inform the voter that their name appears on a list of ineligible voters and request the assistance of the Chief Inspector. If the voter is in agreement with the match, they cannot vote. If the voter disagrees with the match, the Chief Inspector should issue a challenged voter ballot.

STEP 6: Review the voter registration application and complete IN FULL the Registrar sections.

1. Review the voter registration application for legibility and completeness.
2. Record the type and number from the Proof of Residence document (on registration applications for voters reporting an address change or voters that are New WI Voters).
3. Print and sign your name in the space for "Registrar."

STEP 7: Secure a ballot and voter number from the appropriate ward table.

1. Take the completed registration application to the appropriate ward table and give it to a Receiver. Allow the Receiver to confirm the ward assignment and secure a voter number and ballot (verify the ballot is for the correct ward and has both Election Inspector initials).
2. Confirm the receiver has recorded a voter number on the registration application.
3. Record the voter's name, address, and voter number on the Election Day Registered Voter List
4. Ask the voter to sign the Election Day Registered Voter List under signature. If the elector refuses, they cannot vote.
5. Give the voter the ballot, voter number, and privacy sleeve. You may tell the voter to give the voter number to the machine attendant when inserting their ballot.

ELECTION DAY REGISTERED VOTER LIST

Election Date: ____ / ____ / ____

Record ALL Election Day registrants below. ALL Electors are required to sign. Once complete, this form, along with completed registration applications, should be placed in the Election Day Registration carrier envelope.

Voter Number	Voter Name	Address	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Election Inspector Signature _____

Date _____

Election Inspector Signature _____

Date _____

ELECTION INSPECTOR: MACHINE ATTENDANT

Role:

Every voting site should have a poll worker assigned to monitor activities at the Optech Eagle voting machine. Machine Attendants should stand approximately 5-6 feet away from the voting machine in order to allow voters to insert their ballot into the Optech Eagle privately and without assistance (unless requested).

Do not sit or stand next to the machine.

*****NOTE:** Ballots may be inserted top or bottom first and either side up.

In addition to monitoring Optech Eagle activities, Machine Attendants should:

- Collect the pink slip voter numbers and ballot privacy folders from voters submitting their ballots (all voter numbers, except for the last voter, can be discarded).
- Maintain a tally of all rejected / reissued ballots and report this number to the Chief Inspector for purposes of recording on the GAB-104.
- Distribute "I VOTED" stickers.
- Assist voters whose ballots have or whose ballots were rejected by the Optech Eagle voting machine by notifying the Chief Inspector.
- Periodically check the voting booths, remove discarded materials, and sharpen voting pencils.

ELECTION INSPECTOR: MACHINE ATTENDANT

Front view of Optech Eagle Voting Machine

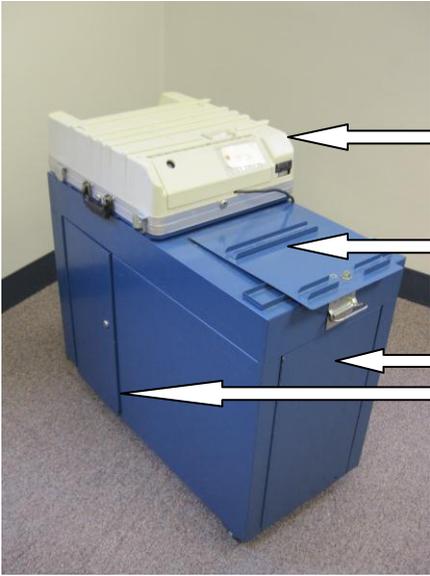


Voting Machine

Cabinet

Auxiliary ballot bin

Rear view of Optech Eagle Voting Machine



Voting Machine

Cabinet

Main (rear) ballot bin

Write-in (side) ballot bin

Front view of Optech Eagle Voting Machine



Open auxiliary bin ballot slot

Procedure for Rejected or Stuck Ballots

On occasion the Optech Eagle voting machine will reject a ballot inserted by a voter. When this occurs the machine will:

- Push the ballot partially back out, but still hold the ballot so that it does not drop to the floor.
- Make several beeps.
- Print a message on the printer tape.

Remember, voting is private. DO NOT touch or look at the voter's ballot. Machine Attendants should contact their Chief Inspector for assistance working with the voter. If the Chief Inspector is not available, complete the following steps whenever a ballot is rejected:

1. Stop the voter and ask them to remove their ballot from the machine. This will require a slight tug on the ballot.
2. Read the message that has printed on the printer tape. Below is a list of four possible messages that will print and the appropriate action to take with the voter:
 - ***“Blank Ballot”***: This message will print if the ballot is blank (no votes) **OR** the lines connecting the arrows (the votes) are either too light or written in pen and cannot be read by the Optech Eagle. Ask the voter if it is their intent to vote a blank ballot. If yes, contact the Chief Inspector to allow the ballot to be accepted into the voting machine. If no, ask the voter to make the lines they drew dark enough to be read by the voting machine or secure a new ballot and ask the voter to mark a new ballot in pencil. The old ballot should be torn in half and placed in the goldenrod envelope labeled “SPOILED BALLOTS.”
 - ***“Last position is mismatched”***: This message will print if the machine does not recognize the ballot (due to a ballot printing error) **OR** the lines connecting the arrows are too dark. In the event the error is related to the printing of the ballot, re-insert the ballot from the opposite end (the bottom, if initially inserted top first, or the top if initially inserted bottom first). If the ballot is still rejected, secure a new ballot from the appropriate ward table and ask the voter to write lighter lines when connecting the arrows on the ballot. The old ballot should be torn in half and placed in the goldenrod envelope labeled “SPOILED BALLOTS.”

- **“Over vote”**: The voter voted for more than one person per office or voted for a name printed on the ballot and also connected the arrow for a write-in candidate for the same office. Inform the voter that they may only vote for one candidate in each contest on the ballot. Secure a new ballot from the appropriate ward table and ask the voter to vote again. The old ballot should be torn in half and placed in the goldenrod envelope labeled “SPOILED BALLOTS.”
- **“Cross-Party Voting”**: This message only occurs during an August Partisan Primary. The purpose of the August Partisan Primary is to allow voters to select the top candidates they want to represent their preferred political party on the November General Election ballot. Unlike all other elections, a Partisan Primary only allows voters to vote for candidates from the SAME POLITICAL PARTY. For example, if a person votes for one candidate from the “Jupiter Party,” they can only vote for other candidates from the “Jupiter Party.” If they vote for candidates from more than one political party, the Optech Eagle will reject their ballot. Many voters have difficulty understanding this election law, and will cross-party vote (voting for candidates from more than one party) on their ballot. When this occurs, instruct the voter on the purpose of a Partisan Primary (as noted above), secure a new ballot from the appropriate ward table and ask the voter to vote again, but only for candidates from their selected political party. The old ballot should be torn in half and placed in the goldenrod envelope labeled “SPOILED BALLOTS.”

NOTE: A message will print on the tape ONLY when a ballot is rejected. The tape does not advance and there is no printed message when a ballot is accepted.

Again, voting should be a **private process**. However, Machine Attendants may examine a ballot as long as the voter consents, such as if a voter seems confused or asks for assistance or willingly shows their ballot when assistance is offered.

IMPORTANT:

If the voter’s ballot is rejected a second time, inform the voter that Wisconsin election law allows voters a maximum of three (3) attempts to complete a ballot. Ask the voter again if they want any assistance since you will be unable to issue them any ballots after the third.

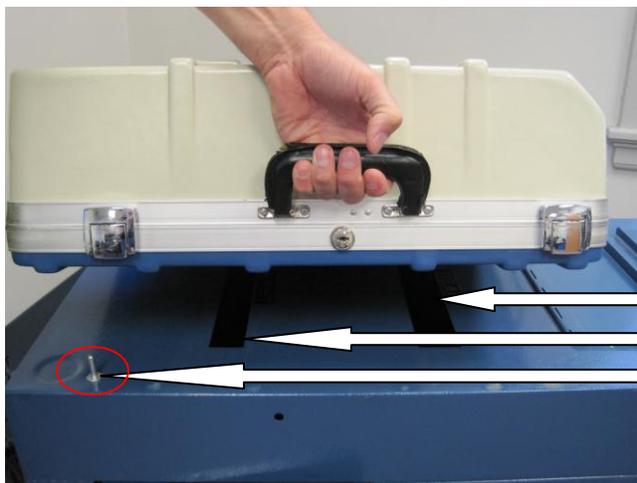
Stuck Ballot Codes

The Optech Eagle stand has three compartments:

- A rear compartment or bin referred to as the “Main Ballot Bin.”
- A side compartment or bin referred to as the “Write-In Ballot Bin.”
- A front compartment or bin referred to as the “Auxiliary Ballot Bin.”

When a ballot is inserted into the Optech Eagle, it follows a “ballot path” to the appropriate voting machine cabinet ballot bin. When a person is voting, they may select candidates appearing on the ballot or they may write-in the name of a person, known as a “write-in vote.” If the voter has voted only for candidates appearing on the ballot, their ballot will be routed to the main ballot bin. If the voter has completed any write-in votes, their ballot will be routed to the write-in ballot bin if the arrow is clearly filled in.

On rare occasions a ballot may get stuck passing through the voting machine into the voting machine cabinet. When this occurs a message will print on the printer tape. The Machine Attendant should immediately notify the Chief Inspector and complete the steps listed below. It is extremely important that attention is given to the message on the tape in order to determine whether or not the ballot was counted prior to getting stuck in the machine. An error in removing the ballot could result in uncounted votes or votes counted twice.



Side view of Optech Eagle with machine lifted (using handle) showing:

- Slot for regular ballots
- Slot for write-in ballots
- Metal pegs used to align the machine with the cabinet.

Step 1: Review the message printed on the Optech printer tape:

- ***Message #1:*** A ballot is stuck in the ballot path and the votes ***have NOT been counted.***
 - Unplug the voting machine.
 - Carefully lift up one side of the machine from the stand and determine if the ballot is hanging out of the bottom of the voting machine.

- Carefully (to avoid tearing) remove the ballot.
- Lower the machine back into place (make sure the small metal pegs on the machine cabinet stand are aligned with and fit into the holes on the bottom of the voting machine).
- Plug the machine back in.
- Re-feed the ballot.
- **Message #2:** Ballot rejected due to voter error or a partial jam in the voting machine. Check the tape for additional rejected ballot messages. If voter error, return ballot to voter for correction. If not a voter error, re-insert ballot.
- **Message #3:** Ballot was inserted but removed (pulled out). Re-insert ballot.
- **Message #4:** A ballot is stuck in ballot path and the votes *have been counted*.
 - Unplug the voting machine.
 - Carefully lift up one side of the machine from the stand and determine if the ballot is hanging out of the bottom of the voting machine.
 - Carefully (to avoid tearing) remove the ballot.
 - Lower the machine back into place (make sure the small metal pegs on the machine cabinet stand are aligned with and fit into the holes on the bottom of the voting machine).
 - Determine if the ballot bin is full. If yes, the Chief Inspector may remove ballots and secure them in a ballot bag until closing the voting site.
 - Plug the machine back in.
 - DO NOT re-feed the ballot. Place the ballot (by hand) into the appropriate ballot bin.
- **Message #5:** Same as Message #4, except the ballot may have write-in votes and should be placed in the write-in bin.

Optech Eagle Machine Jam

The Chief Inspector should IMMEDIATELY notify the Election Commission whenever a ballot jam cannot be cleared or the Optech Eagle will not accept ballots. The Election Commission will dispatch a Voting Machine Technician to assist with resolving the problem. During the period of time that the machine is inoperable, the Chief Inspector and Election Inspectors should complete the following steps:

- Open the door to the auxiliary bin on the front of the voting machine cabinet stand. When the door is open, the metal flap covering the ballot slot should fall open.
- Once the ballot slot is open, close and relock the auxiliary bin door.
- Allow voters to insert their ballots into the ballot slot.
- When the machine has been repaired, immediately empty the auxiliary bin and insert the ballots into the voting machine. Place the flap back into place (closed) on the auxiliary bin door, close and lock.

VOTING BY PROVISIONAL BALLOT

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Provisional Voting

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

1. **Registered Voter with “POR Required”** - If an individual is a first-time voter, who registered by mail and has failed to provide the required proof of residence, he or she may vote provisionally.
 - a. The poll list will contain the notation “POR Required” to identify those first-time voters who registered by mail and who must show proof of residence before being allowed to vote.
 - b. If an individual fails to provide the required proof of residence he or she may vote provisionally.
2. **Election Day Registrant** - If an individual who registers on **Election Day** has a Wisconsin driver’s license, but is unwilling or unable to provide the license number, he or she may vote provisionally.
 - a. Individuals who have a Wisconsin driver’s license may NOT use the last four (4) digits of their Social Security number.
 - b. Electors may vote provisionally if providing the driver’s license number is the only missing registration requirement. If an elector is also missing required proof of residence, then he or she may NOT register or vote.

There is no other situation in which provisional voting should be used. Provisional ballots are **NOT** given when a voter is at the wrong polling place. If a voter appears at the wrong polling place, he or she should be directed to the proper location.

Provisional ballots are also **NOT** given when a person is attempting to register in person at the polling place and does not provide the required proof of residence. He or she may not register or vote.

Each elector issued a provisional ballot must be provided a Provisional Voting Information Sheet. This sheet must include how or where the elector is to contact

the City of Milwaukee Election Commission with the required information or photo ID.

Electors have until 4:00 p.m. on the Friday following the election to provide the missing information to the Election Commission.

Procedure

Once it is determined a voter will vote provisionally, the following procedures are required:

1. If the elector has been issued a provisional ballot due to failure to provide a driver's license number when registering or failure to provide proof of residence for a first time voter by mail, the Election Inspectors must still ask the elector to provide an acceptable form of photo ID.
2. Every provisional voter must complete a Provisional Ballot Certificate Envelope (GAB-123).
3. The voter completes the certificate envelope in the presence of at least one Election Inspector by providing:
 - a. Full name
 - b. Complete address, including municipality and county
 - c. Date of birth
 - d. Indication of U.S. Citizenship
 - e. Date of election
 - f. Signature and date
4. The Election Inspector completes the certificate envelope by:
 - a. Signing and dating the certificate envelope
 - b. Indicating the type of required information (either "Proof of Residence," "Driver's License Number," or "Photo ID") by checking the appropriate

- box(es) on the certificate envelope. A provisional ballot may be issued for more than one reason.
5. The Election Inspector issues a provisional voter number (PV#), which is recorded in the poll book. A voter number is NOT issued to the elector at this time and the elector does NOT sign the poll list.
 - a. This number is issued sequentially, starting with “1.”
 - b. The PV# is also recorded in six places:
 - (1) The back of the ballot
 - (2) On the Inspectors’ Statement (GAB-104)
 - (3) On the Provisional Ballot Certificate Envelope (GAB-123)
 - (4) On the Provisional Ballot Reporting Form (GAB-123r)
 - (5) On the poll list or supplemental poll list
 - (6) On the Provisional Voting Information sheet for the elector
 6. The elector casts their votes on the ballot, seals the voted ballot in the Provisional Ballot Certificate Envelope (GAB-123), and returns the sealed envelope to the Election Inspector.
 7. The sealed certificate envelope (GAB-123) is then placed inside the Inspectors’ Certificate for Provisional Ballots Envelope (GAB-108).
 - a. The Election Inspectors then record the name of the elector, the PV#, and the reason for the provisional ballot on the Provisional Ballot Reporting Form (GAB-123r) and on the Inspectors’ Statement (GAB-104).
 - b. The Inspectors’ Certificate of Provisional Ballots Envelope (GAB-108) must be kept secure throughout Election Day.
 - c. When the polling site closes, the Inspectors’ Certificate of Provisional Ballots Envelope (GAB-108) must be secured in a separate ballot bag with a tamper evident serialized numbered seal. The serial number shall be recorded on the signed ballot container certification attached to the

bag and on the Inspectors' Statement. The bag should be marked "Provisional Ballots."

8. Election Inspectors must provide the elector with the Provisional Voting Information Sheet.
9. An elector who was issued a provisional ballot may return to the polling site before 8 p.m. to provide the missing documentation to the election inspectors. Election Inspectors shall review the provided documentation to determine if it is satisfactory.
 - a. If the provided documentation is not valid the Election Inspectors shall inform the elector and document the incident on the Inspectors' Statement (GAB-104).
 - b. If the provided documentation is valid:
 - (1) The elector must sign the poll or supplemental list.
 - (2) Note on the Inspectors' Statement (GAB-104) that the elector provided the required documentation.
 - (3) Initial and date the Provisional Ballot Reporting Form (GAB-123r) to indicate that the elector provided the required documentation.
 - (4) Election Inspectors should offer the elector the option of spoiling the provisional ballot and voting a new ballot.
 - (5) If the elector chooses to spoil the provisional ballot:
 - a. The Provisional Ballot Certificate Envelope (GAB-123) is removed from the Inspectors' Certificate of Provisional Ballots (GAB-108) envelope and given to the elector.
 - b. The elector should remove the provisional ballot and spoil it.
 - c. Document the incident and spoiled ballot on the Inspectors' Statement (GAB-104).
 - d. The elector signs the poll list.

- e. The elector is issued a sequential voter number, which is recorded on the poll list and noted on the Provisional Ballot Reporting Form (GAB-123r) by marking “on poll list” in the column labeled “Voter Number Issued.”
 - f. The elector is given a new ballot.
- (6) If the elector chooses to cast the provisional ballot:
- a. Note on the Inspectors’ Statement (GAB-104) and initial and date the Provisional Ballot Reporting Form (GAB-123r) that the elector provided the required documentation.
 - b. Remove the elector’s Provisional Ballot Certificate Envelope (GAB-123) from the Inspectors’ Certificate of Provisional Ballots (GAB-108) envelope.
 - c. Verify that the Provisional Ballot Certificate Envelope (GAB-123) has not been opened or tampered with.
 - a. If the Provisional Ballot Certificate Envelope (GAB-123) has been tampered with, the Election Inspectors shall spoil the provisional ballot and instruct the elector to cast a new ballot.
- (7) The elector signs the poll list.
- (8) The elector is issued a sequential voter number, which is recorded on the poll list and noted on the Provisional Ballot Reporting Form (GAB-123r) by marking “on poll list” in the column labeled “Voter Number Issued.”
- (9) Provide the elector with the Provisional Ballot Certificate Envelope (GAB-123) and instruct him or her to remove the ballot and insert it into the Optech Eagle voting machine.
- (10) Collect the used Provisional Ballot Certificate Envelope (GAB-123) from the elector and place it back in the Inspectors’ Certification of Provisional Ballots (GAB-108) envelope.

LANGUAGE ASSISTANCE

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Language Assistance and The City of Milwaukee

In October, 2011 based on data from the 2010 Census, the U.S. Census Bureau determined that for its elections the City of Milwaukee must provide language assistance to Spanish-speaking voters with limited English proficiency. The requirement to provide such language assistance is codified in Section 203 of the federal Voting Rights Act (VRA). The U.S. Department of Justice is the federal agency charged with enforcement of Section 203. See below for more information about the Voting Rights Act and Section 203.

The City of Milwaukee Election Commission (EC) now provides voters with election materials written in both English and Spanish. At certain polling locations, the EC also places fluent bilingual (English and Spanish) poll workers to help voters who need assistance in Spanish.

Bilingual Election Inspectors

In 2012, to fulfill the requirements under Section 203 the Election Commission introduced a new category of election worker: the Bilingual Election Inspector. Not only does the EC recruit City of Milwaukee residents who are fluent in English and Spanish, it also recruits fluent English and Hmong speakers because in recent elections several Chief Inspectors expressed a need for them.

Election Inspectors must keep polling sites running efficiently. Bilingual Election Inspectors at designated polling sites must help maintain that efficiency, therefore all Election Inspectors, Bilingual Election Inspectors included, must work together to keep the polling sites organized.

Bilingual Election Inspectors . . .

- ✓ Receive the same training,
- ✓ Receive the same rate of pay,
- ✓ Are assigned the same duties,
- ✓ Work the same hours

. . . as all other Election Inspectors,

EXCEPT that Bilingual Election Inspectors

- ✓ Must speak fluent English and another language (Spanish or Hmong)
- ✓ *Must be readily available to help voters who need language assistance.*

THEREFORE, an Election Inspector

- ✓ Must be prepared to take over a Bilingual Election Inspector's assigned tasks so he or she can provide language assistance to a voter with limited English proficiency (LEP) who needs assistance.

With guidance from the Chief Inspector and with minimal disruption to voting process at the polling site, Election Inspectors and Bilingual Election Inspectors must develop a strategy to allow the Bilingual Election Inspectors to help LEP voters. Keep in mind that the needs of LEP voters vary. One LEP voter may need only five minutes of help while another may need help with the entire voting process: from registration up to and including inserting the ballot into the Optech Eagle. Consequently, any strategy must be flexible to adapt to the needs of all voters and the efficiency of the polling site.

The Voting Rights Act

The Voting Rights Act, adopted initially in 1965 and extended in 1970, 1975, and 1982, is generally considered the most successful piece of civil rights legislation ever adopted by the United States Congress. The VRA codifies and effectuates the 15th Amendment's guarantee that, throughout the nation, no person shall be denied the right to vote on account of race or color. In addition, the VRA contains several special provisions that impose even more stringent requirements in certain jurisdictions throughout the country.

Section 203 of the VRA

The right to vote is a fundamental right guaranteed to all citizens of the United States. Many citizens, however, especially those who are recently-naturalized, are not fully proficient in English and, thus, cannot effectively participate in the electoral process. Barriers to understanding voting materials, such as voter registration forms, ballots and complicated referenda issues that appear on ballots, can discourage many citizens from exercising their right to vote.

Section 203 requires certain jurisdictions to provide language assistance to voters through the following means:

- Translations of written materials such as ballots, petitions, registration materials, and other information critical to exercising the right to vote.
- Additionally, to the extent that the jurisdictions utilize technology to provide English information to voters, such as websites designed to educate voters, they must do the same for the covered languages.

- Oral assistance by bilingual employees and trained interpreters who staff poll sites and assist with voter registration.
- Outreach to local community-based organizations that work with and have a connection to the covered communities, including promoting the availability of language assistance at the polls, recruiting for bilingual poll workers, and assessing the efficacy of the jurisdiction’s proposed language assistance plan.
- Publicity regarding the availability of bilingual assistance through notices at voter registration and polling sites, announcements in language minority radio, television and newspapers, and direct contact with language minority community organizations.

[From: www.redrawingthelines.org/section203 - NAACP Legal Defense Fund]

Respect for Voters

The requirements under Section 203 signify a major change in how the City of Milwaukee’s Election Commission (EC) administers its elections. Certain voters or members of the general public may express their resistance to change, but the EC expects you to treat all voters with respect and to respond to each individual’s needs to ensure that voters of all backgrounds are comfortably and respectfully able to participate in the voting process. All U.S. citizens have the right to vote, regardless of what primary language the voter speaks. Many U.S. citizens read and speak languages other than English.

You must develop “cultural competency” – the ability to recognize and to respond to cultural concerns or sensitivities of various groups.

ACCESSIBILITY AT THE VOTING SITE

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Recognizing and eliminating barriers when participating in the voting process should be a key priority to all election workers. This is particularly important to voters with disabilities. The City of Milwaukee Election Commission is dedicated to ensuring that voting sites are fully accessible to persons with a disability, including those in wheelchairs.

Every voting site has a piece of voting equipment called the AutoMARK. The AutoMARK 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 voting site (instead of voting an absentee ballot) as any other voter.

Many Election Inspectors may have had little interaction with people with disabilities. Please practice the following common courtesies:

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 things.
- 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 just to a companion who may be accompanying him or her.
- 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 a note or using a preprinted sign if the person is hearing challenged.

Offer and/or Allow Assistance

- Voters with disabilities may be accompanied and receive assistance by another person in the voting room.
- Do not be afraid to ASK a disabled voter if they would like assistance during any part of the voting process, including instructions on use of the AutoMARK.
- 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 are turning.
- Offer a person 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”).
- NOTE: Animals that assist people with disabilities must be admitted into all buildings.

Be Comfortable and Competent with the AutoMARK

- Make sure the AutoMARK is set-up and turned on BEFORE the polls open.
- Be familiar with the purpose of the AutoMARK - it is a ballot marker. It is 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 Optech Eagle voting machine.
- Promote use of the AutoMARK 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 AutoMARK or requires instruction.
- IMMEDIATELY contact the Election Commission if the AutoMARK is not functioning properly.
- Set up the AutoMARK near the voting booths and make sure the screen is positioned away from the public. Voting should be private for ALL voters.
- The AutoMARK may be used by any voter and is particularly designed for voters with hearing or visual impairments. Comfort in the use of the AutoMARK starts with the Election Inspector. **Practice voting using the AutoMARK to mark your ballot. (You can tear your ballot in half afterwards as a “spoiled ballot.”) Role play and practice explaining how the AutoMARK works to other Election Inspectors.**

Voting Day Accessibility Check List

The purpose of this checklist, as provided **courtesy of Disability Rights Wisconsin**, is to allow you, the Election Inspector, to quickly assess whether or not your polling site has barriers for people with disabilities on Election Day. If you identify barriers, you should inform the Chief Inspector and the Milwaukee Election Commission so the barrier can be addressed as soon as possible. Many barriers can be easily corrected on Election Day.

Parking

For polling locations that have parking lots:

- The accessible space(s) are clearly marked with the standard accessible parking sign.
- The accessible space(s) are located nearest to the accessible entrance.
- There is at least one van accessible space.
- There is an accessible way to get from the parking lot to the sidewalk.
- The parking lot is paved.

For polling locations that do NOT have parking lots:

- There is an accessible passenger drop-off area, or temporary on or off street accessible parking that could be designated on Election Day.

Pathways to the Building

- The path to the accessible entrance is clearly marked with large print signs if it is different from the primary route to the building.
- The path of travel is free of breaks and edges and is clear of debris such as snow, ice and leaves, and low-hanging objects such as tree branches.
- 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.
- All ramps have handrails.
- The path of travel is well-lit when necessary.

Entrance to the Building

- The entrance to the building is free of steps or has a ramp or elevator.
- The accessible entrance to the building is unlocked.
- 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.

Travel within the building

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

Voting Area

- Instructions for voting are printed in Large Print and displayed in a convenient and obvious location.
- 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.
- There is an accessible voting booth (extra wide at the bottom and shorter in height) to allow someone who uses a mobility device to use it comfortably.
- Poll workers are trained in using and explaining the AutoMARK to voters.
- The AutoMARK is:
 - Housed in the same area of the room as all the other polling booths.
 - Strategically placed to ensure the privacy of the voter using the machine **AND** contain a privacy screen.
- AutoMARK is turned on, tested, and in proper working order for electors to use when the polls open on Election Day.
- 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 policy.
- Poll workers are aware of the special needs of voters with disabilities and are willing to provide reasonable accommodations when requested.
- The polling site has the following:
 - Communication cards or pen/paper to communicate with someone who is deaf or hard of hearing.
 - 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.

MAINTAINING ORDER AT THE VOTING SITE

MAINTAINING ORDER AT THE VOTING SITE

Election Inspectors are responsible for maintaining an environment at the polling site 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.

It is recommended that the Election Inspectors promote a friendly, open relationship with individuals who wish to observe. All observers, regardless of affiliation, shall be accorded the same respect.

Observer Area

A designated observation area at the polling site should permit observers to hear instructions and to readily observe all public aspects of the voting process.

1. An observation area should always be established when setting up the polling site on Election Day.
2. Observers may be placed behind the Election Inspectors handling the voter lists or they may be placed to the side of the inspectors.
3. The Chief Inspector has the authority to limit the number of people representing the same organization in the observation area if space is limited.

Conduct of Observers

While observers are present at the polling site, 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 site or attempts to influence voters. The Chief Inspector or designated Election Inspector may contact a law enforcement officer for assistance if necessary by calling the non-emergency number **414-933-4444**.

Observers may examine the poll list so long as they do not interfere with election inspectors' responsibilities.

- Observers may examine the poll list but the poll list must remain under the control of the Election Inspectors at all times. The poll lists may not be handed to the observers.
- The Chief Inspector can determine whether it is an appropriate time to allow an observer to examine the poll list. If voters are standing in line to have their names recorded and receive a ballot, it would not be an appropriate time to allow observers to view the poll lists.
- All observers, regardless of affiliation, should be accorded the same treatment with respect to examining the poll lists.
- Election observers NEVER have the right to view the confidential portion of the poll list nor can they view Voter Registration Applications. They may view the List of Election Day Registrants.

Electioneering

Electioneering is any activity intended to influence voting at 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 site for the length of time it takes for the occupants to vote.
- b. Employees who work in the building containing the polling site may have stickers on their cars, but if complaints are made, the employee should be asked to move his or her vehicle.
- c. If it appears that the primary purpose of parking a vehicle within 100 feet of an entrance to a polling site is to influence voting, the Chief Inspector should contact the Election Commission or a law enforcement officer.

2. Election Materials

- a. Campaign signs or flyers may not be posted or distributed within the polling site 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 site. The placement of election signs on private property within the 100-foot radius is permissible.

3. **Solicitations**

Solicitations are not allowed at the polling site as they 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 site but cannot interfere with voters waiting in line to cast their ballots.
- b. Contact with electors in the voting area should be limited.
- c. Media should conduct the majority of their activities outside the room where voting is being conducted.
- d. Interviews should be held outside the polling site to ensure doors and entrances are not blocked and the voting process is not disrupted.
- e. It is the responsibility of the Chief Inspector to deal directly with any media person who is harassing voters entering or leaving the polls.

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 site.
- c. Electors who complain about exit polls should be informed they need not participate.

Election officials are authorized to remove anyone from the voting site who interferes with or distracts from those voting at the election. A law enforcement officer may 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 GAB- 104.

CLOSING THE VOTING SITE

CLOSING THE VOTING SITE

Closing a voting site 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 that leaves early or does not assist with closing procedures will be terminated as an election worker.

Polls close at every voting site in the City of Milwaukee at 8:00 p.m.

The Election Inspectors should publicly announce:

“Hear Ye, Here Ye, the Polls are Now Closed.”

Any person standing in line at 8:00 p.m. is still allowed to vote. However, no one is allowed to enter a 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.)

While the polls close at 8:00 p.m., ALL VOTING SITES MUST REMAIN OPEN TO THE PUBLIC UNTIL POLL CLOSING PROCEDURES ARE COMPLETED.

Closing a voting site requires the completion of **SEVEN** key steps. Each of these steps must be completed at the voting site after the closing of the polls and the last person has voted. Some steps must be completed by the Chief Inspector. However, most can be completed by Election Inspectors.

1. CLOSE THE OPTECH EAGLE VOTING MACHINE

Completed by: Chief Inspector

2. CLOSE THE AUTOMARK

Completed by: Election Inspectors

3. SORT AND PACK THE VOTED BALLOTS

Completed by: Election Inspectors

4. REMOVE ALL SIGNS AND REPACK SUPPLIES

Completed by: Election Inspectors

5. RECONCILE BOTH VOTER LISTS

Completed by: Election Inspectors - Receivers

6. SECURE ALL ELECTION DAY REGISTRATION APPLICATIONS

Completed by: Election Inspector - Registrars

7. SIGN ALL REQUIRED ELECTION DOCUMENTS AND CERTIFICATIONS.

Completed by: Election Inspectors and Chief Inspector

Many of the steps can be completed simultaneously after the close of the polls. The Chief Inspector should assign Election Inspectors to assist with the closing process. Immediate attention should be given to Steps 1-3.

Step 1: Close the Optech Eagle Voting Machine

The purpose of closing the Optech Eagle is to determine and announce the election results at your voting site. This process is completed as follows:

1. Using the red key, open the rear door to the Optech Eagle. Locate the keypad inside the lower left area of the compartment. Press the key that reads "PRINT TOTALS." The tape will read:
Time and date (e.g. 8:15 p.m. November 6, 2012)
REQUEST TO CLOSE THE POLLS
(Print totals, no more ballots)
Press "0" key if this is o.k., "9" if not.
2. Press "0" if you are certain that all ballots have been received. Press "9" if additional ballots still need to be inserted.
3. An election results paper tape will begin to print. Allow the tape to run until it is done printing. Tear off the tape (this tape should include the opening reports and Election Day voting machine activities) and allow your Election Inspectors to begin signing the tape. Record the prompak seal number under the Chief Inspector signature.
4. Print a second election results tape: Press the "PRINT TOTAL" key a second time and allow the tape to print. Repeat the process of securing Election Inspectors signatures after each ward report on the tape. This second (shorter) tape should be placed inside the bubble-wrap envelope.
5. Read the election results from the first tape. **Call out loud the name of the office, each candidate name, and the number of votes cast for that candidate. Include the number of write-in votes for each office. For**

multiple ward sites, complete this process by ward. If no one is present to hear the election results, this may be omitted.

6. Place the first tape in the envelope marked “Optech Printer Tape” which should then be placed inside the blue canvas closing bag.
7. Unplug the Optech Eagle.
8. Break the plastic seal on the metal prompak door. Open the prompak door (the machine will beep if not unplugged), and lift the black lever up, slide to the right (releasing the prompak), and remove the prompak from the slot. Place the prompak, the plastic seal and the short election results tape in the bubble-wrap envelope.
10. Lift and slide the black lever to the left (returning the lever to its original position). Allow the prompak door to close.
11. Fold the power cord and store it under the cover below the keypad area.
12. Re-lock the rear panel door. Place the keys inside the blue canvas carrier bag.

THE PROMPAK SHOULD BE PLACED INSIDE THE PINK BUBBLE-WRAP ENVELOPE. THE OPTECH EAGLE IS LEFT (LOCKED) AT THE VOTING SITE.

Optech Eagle Voting Machine with rear door open:

Key pad | Closed prompak door | Printer tape

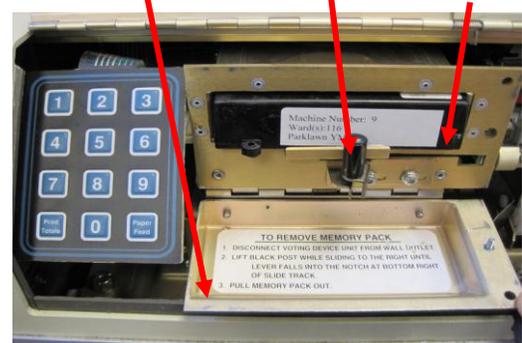


Optech Eagle Voting Machine with rear door open:

Open prompak door

Moveable lever

Prompak



Optech Eagle Voting Machine with rear door open

Lever moved to the right
Removing the prompak

STEP 2: Close the AutoMARK

The AutoMARK should be turned off, unplugged and repacked into the carrying case. Make sure the headset has been repacked. Do not remove the ink cartridge. The AutoMARK table should be disassembled and returned to the storage box.

STEP 3: Sort and pack the ballots.

1. Remove all ballots from the main (rear), auxiliary (front), and the write-in (side) bin of the Optech Eagle cabinet.
2. Sort the ballots by ward (for multiple ward sites) and separate ballots with write-in votes. **NOTE:** *If a voter does not connect the arrow for a write-in, the ballot **will not** be routed to the write-in bin. However, the write-in vote must still be counted when completing the “Write-In Candidates Form.” Review ALL ballots from the main bin to ensure that there are no write-in votes. If write-in votes are located, combine the ballots with the ballots from the write-in bin.*
3. Assist the Chief Inspector in completing the *Write-In Candidates Form* once all ballots have been reviewed for write-in votes.
4. Secure the necessary signatures on the outside of each ballot bag.
5. Place all voted ballots (including write-in but not including provisional ballots) into the correct white plastic ballot bag.
6. Seal the ballot bag using the ties that are attached to the ballot bag.
7. All unused ballots should be placed back inside the main ballot compartment (rear) of the Optech Eagle cabinet. All ballots pre-initialed but not used must be placed in the Spoiled Ballot envelope.
8. The *Provisional Ballot Carrier Envelope* must be placed in a separate ballot bag labeled PROVISIONAL BALLOTS and secured with a tamper evident serialized numbered seal. The ballot bag of PROVISIONAL BALLOTS must be delivered to the drop-off site.

STEP 4: Repacking Voting Site Supplies

DO NOT pack the voter list books into the voting machine.

- ORGANIZE and repack the supply box with all unused supplies.
- Remove all signs and postings from the bulletin boards and the building.

- Return the supply box to the ballot compartment of the Optech Eagle.
- Pack all extension cords inside the Optech Eagle.
- Disassemble the voting booths.
- Tables and chairs can be left assembled.

STEP 5: Reconcile the Voter Lists

Election Inspectors should conduct a full reconciliation/comparison of the voter lists. This reconciliation must include:

- Marking the page where the last voter number appears in the poll book with a post-it note from the supply box.
- Completing the certification statement on the first page of the voter list. Verify the last voter number has been recorded on the certification page and that all Election Inspectors working with the voter list on Election Day (including Election Inspectors covering during break and lunch time) have signed the certification statement.
- Conducting a page-by-page comparison of each book to ensure that both voter lists for each ward are identical at the end of the night. Count the total number of voters assigned voter numbers in each book. The number in one book **MUST** equal the other. This number must be recorded on the Reconciliation Form. Any discrepancies must be reported on Form GAB-104. **ONCE REVIEWED, BOTH VOTER LISTS SHOULD REMAIN IN THE BLACK BINDER AND BE PACKED INSIDE THE BLUE CANVAS CLOSING BAG.**
- Removing the alphabet tabs from the voter lists and returning them to their carrier envelope. Make sure none of the voter list pages are removed with the alphabet tabs.

STEP 6: Secure all completed Election Day Registration Applications.

- Complete a final review of all Election Day Registration Applications for legibility and completeness, especially the Registrar's signature.
- Confirm that all Election Day Registration Applications have been logged on the *Election Day Registered Voter List*. (Count the number of applications and the number logged.)
- Inform the Chief Inspector of the total number of Election Day registrations.

- Place all completed applications and the Election Day Registered Voter List inside the goldenrod supply envelope labeled “Election Day Registration Applications.” Give this envelope to the Chief Inspector.
- Place unused registration applications and all other registration supplies neatly back inside the registration supply box and return to voting machine cabinet.

STEP 7: Sign all required election documents and certifications.

Completed by: Election Inspectors and Chief Inspector

Election Inspectors must sign on the following documents and certifications:

- Election Inspector Oath.
- GAB-104.
- Opening Optech tape (for each wards if more than one)
- BOTH closing Optech tapes (for each ward if more than one).
- Payroll Report.
- Ballot Bag(s) Certification Statement.
- Provisional Ballots Carrier Envelope (if any were issued).
- Two Receivers sign the Certification Page (first page of each voter list).
- Receivers initial the last voter number (pink slip) from their assigned ward.
- Registrars sign their respective Voter Registration Applications and the Election Day Registered Voter List.

ADDENDUM

Glossary of Common Terms

Absentee ballots: Ballots that are completed by voters often unable to go to their voting site 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 a central location and counted in the election results.

AutoMARK: A touch-screen and key pad 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 AutoMARK.

Auxiliary Bin (of Optech Eagle): The bin at the front of the Optech Eagle voting machine where ballots are placed in the event the Optech Eagle is not functioning properly.

Ballot Privacy Sleeve: A cardboard folder offered to voters to ensure privacy when transporting their ballot from a voting booth to the Optech Eagle.

Challenged Voter: A voter's qualifications to vote are subject to public challenge. The Chief Inspector makes a determination 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 entered into the Optech Eagle.

Chief Inspector: The election worker that supervises the voting site.

Curb Side Voting: 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.

Election Day Voter Registration Application: The application completed and submitted by all individuals registering to vote on Election Day.

Election Inspector (also know as “poll workers”): The election workers at a voting site that complete the duties of Receiver, Registrar and Machine Attendant. Election Inspectors report to the Chief Inspector.

Electioneering: Any activity intended to influence voting at an election.

GAB-104 Inspector’s Statement: The form that is used by Election Inspectors (primarily the Chief Inspector) to record incidents and other notable occurrences on Election Day.

Late Registered Voters / List: Individuals that register to vote just prior to an election and whose names will not appear in the Voter List. Late Registered Voters are issued a lime green colored “Certificate of Registration.” Their names are recorded on a supplemental voter list called the “Late Registered Voter List.”

Machine Attendant: The Election Inspector assigned to monitor activity at the Optech Eagle voting machine.

Observers: Public observers of an election. All elections are open to the public.

Optech Eagle: The machine used to count – or tabulate – ballots at a voting site on Election Day.

Parameter Book: The red book provided to Election Inspectors, primarily Registrars, to determine a voter’s ward based on their registration address.

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 of an election worker.

Polling Place: See “Voting Site”.

Polls or Polling: The process of conducting voting.

Prompak: A cartridge inside of the Optech Eagle that records the votes from every ballot and generates the election results.

Proof of Residence: A term used to describe the document a person provides during an Election Day registration as proof of their name and residence.

Provisional Ballot: A ballot completed by an individual that does not meet all of the identification requirements to vote or complete the registration process. Provisional ballots are not inserted into the Optech Eagle, but are held until the individual provides the necessary identification no later than 4 p.m. the Friday after the election. If the identification is provided, the voted ballot is added to the election results.

Receiver(s): The two (2) Election Inspectors assigned to work at a ward 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 three (3) categories of Election Day voters (Registered Voters from the poll books, Election Day Registrants, and Late Registered Voters) equal the number of pink slips given to electors as well as the number of ballots cast (Optech Eagle tape total).

Reconstructed Ballot: A ballot that has to be completed by an Election Inspector in the event a voter’s ballot is rejected by the Optech Eagle 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 Voter Lists.

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 Optech Eagle voting machine, usually due to an error in the completion of the ballot by a voter.

Section 203: A provision of the Voting Rights Act that requires certain jurisdictions to provide bilingual election materials and language assistance in communities with limited-English proficient residents.

Spoiled Ballot: A ballot where the voter has made an error and a new ballot must be issued. Spoiled ballots (**ONLY**) are torn in half and placed in the “Spoiled Ballots” carrier envelope.

Voter (or Elector): A person qualified to vote in the City of Milwaukee.

Voter Intent: The process for determining how an absent voter intended to vote if their ballot is rejected.

Voter (Poll) List: The printed list of all registered voters residing in a ward.

Voter List Correction Form: A form that Election Inspector – Receivers use to record changes to be made on the Voter Lists.

Voter Numbers (or Pink Slip Numbers): The sequence of numbers issued to every voter receiving a ballot.

Voting Booth: The privacy booth where voters complete their ballots.

Voting Location Guide: A list of City of Milwaukee polling sites sorted by district and ward.

Voting Rights Act: Federal law that prohibits any jurisdiction from denying a qualified voter the right to vote on the basis of 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 Milwaukee is assigned to a ward. Milwaukee is divided into 327 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.

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).

Write-In Bin (of Optech Eagle): The bin on the side of the Optech Eagle where ballots with write-in votes are routed. The elector must connect the arrow next to “write-in” for the ballot to drop into the write-in bin. If the elector writes in a candidate for any contest and fails to connect the arrow, the ballot will drop into the main bin.

Write-In Form: The form that must be completed at the end of Election Day for recording and tabulating ALL write-in ballots (after reviewing ballots in the main bin and the write-in bin).

