

ALL ELECTION INSPECTORS SHOULD...

- ✓ Arrive 45 minutes before the polls open.
- ✓ Arrive with a positive attitude.
- ✓ Dress comfortably, but tastefully. *Patriotic clothing is acceptable but nothing that suggests a political affiliation, a candidate, or an issue.*
- ✓ Be professional. **You represent the Board of Elections while at the poll site!**
- ✓ **NO POLITICAL TALK!** Stick to non-controversial topics.
- ✓ You may have a cell phone, but do no talk &/or text all day.
- ✓ Park further away from the building & reserve closer parking spots for voters.
- ✓ Remember to wear your name tag! If the Board of Elections has not yet provided you with a badge, please let us know. There are sticker name tags located in the red binder.
- ✓ Have team meetings. Discuss who is doing what & go over last minute information, procedures, & roles.
- ✓ Be courteous & welcoming to EVERYONE!
- ✓ Follow all procedures that have been discussed & provided to you.

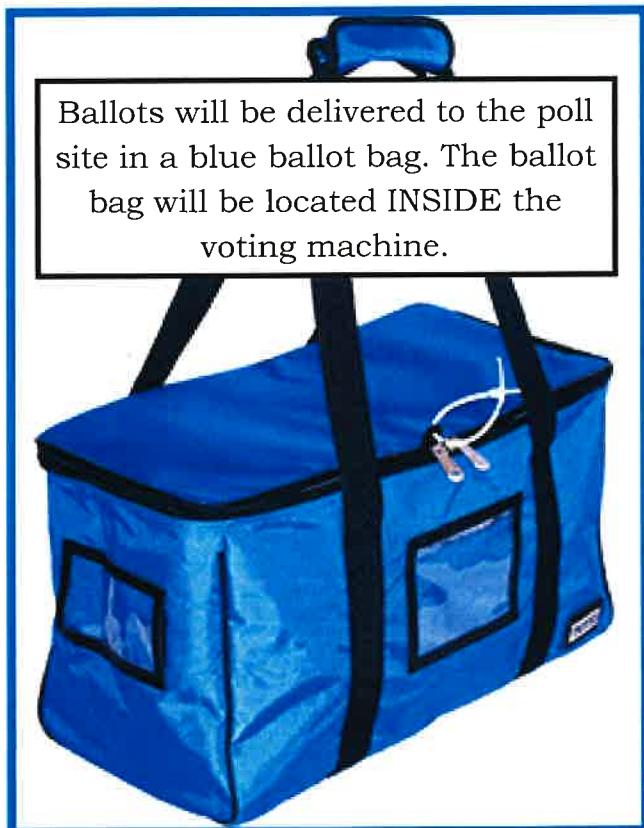
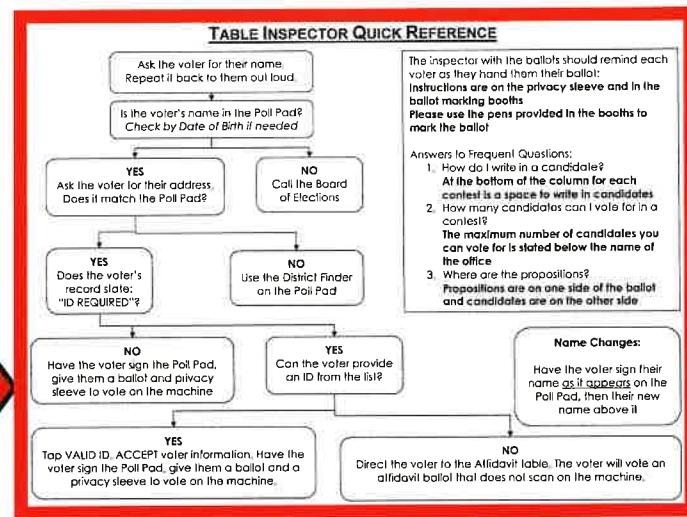
If you feel that you or anyone else at the poll site can not follow these guidelines, please discuss this with a member of the Board of Elections staff.

TABLE INSPECTORS

- ✓ Find the voter's name in the Poll Pad & verify their address. Date of birth is used to distinguish voters with the same name.
- ✓ Turn the Poll Pad to face the voter & instruct the voter to sign on the signature line.
- ✓ Tap DONE SIGNING, compare signatures, & initial in the box.
- ✓ The printed receipt will identify the ballot style.



On the cover of the red table binder, there is a Quick Reference guide for Table Inspectors that can be utilized as needed.



- ✓ If you have a separate ballot table, direct the voter (*with the ballot receipt*) to the ballot table.
- ✓ Place the ballot inside the privacy sleeve & hand it to the voter.

Office	Favorite Flower (Name to Only)	Favorite Movie (Name to Only)	Favorite Restaurant (Name to Only)
Office	Rose	Wizard of Oz	Gone with the Wind
Democrat	Daffy	Cocoon	TGI Friday's
Republican	Camellia	Clash of the Titans	Friendly's
Conservative	Sunflower	Independence Day	Texas Road House
Green	Lily	Road House	Dove Garden
Working Families	Vitis	Forrest Gump	Ned Ludd
Progressives			Friendly's
Women's Equality			
Ward 5			

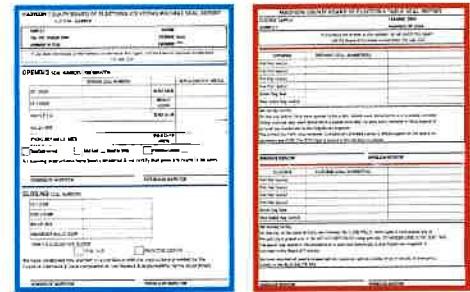
For Affidavits or Court Orders, direct the voter to the AFFIDAVIT TABLE.

MACHINE INSPECTORS

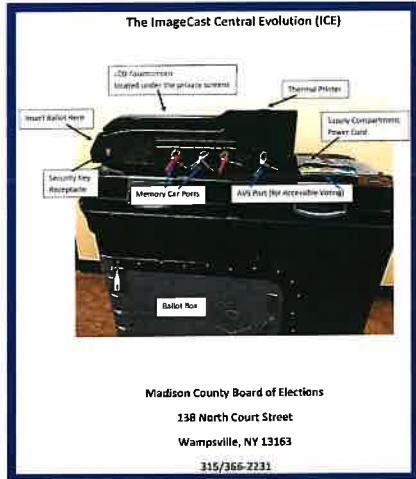
Machine Inspectors are to alternate overseeing the machine, assisting voters with issues, inspecting ballot marking booths & collecting privacy sleeves.

PLEASE DO NOT INTRUDE OR HOVER, BUT BE ALERT & AVAILABLE TO ASSIST VOTERS.

The Machine Inspectors will take the green pouch which contains the red security pouch, the ICE machine keys & the machine & table reports.



The **TABLE SEAL REPORT** will be given to the Table Inspectors.

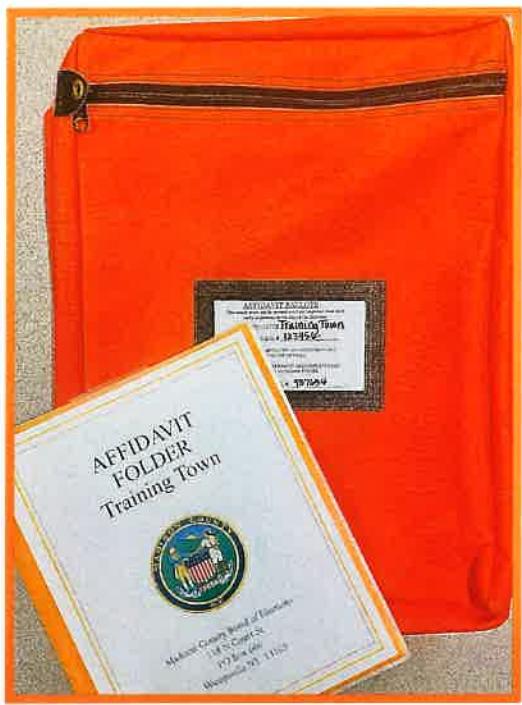


- ✓ Follow the opening & closing machine directions inside the blue machine binder, using a bipartisan team.
One inspector will be the reader, & the other inspector will be the doer.
- ✓ Stand back from the machine to ensure voter privacy.
- ✓ Be ready to assist the voter *verbally. ONLY assist physically if the voter requests it.*
Any physical assistance requires a bipartisan team.
- ✓ Keep the inspector table stocked with privacy sleeves left at the machine.
- ✓ In case of a scanner breakdown, call the Board of Elections for further instruction.
- ✓ Be prepared for AVS (Accessible Voting) voters. Be available if a voter needs assistance with process.
- ✓ Two Machine Inspectors must be present for any repairs to voting machines.



AFFIDAVIT TABLE

The Affidavit Table should process ALL Affidavit voters at the poll site.



Affidavit and Court Order Voting Instructions
Election Law Section 5-201 to 5-209

Why am I getting this notice?
I have no record of your registration. Depending on where you live, you may be registered in your
city or county and did not report the change.
Resident to file your new address on the basis of the affidavit
Envelope.

You did not appear to today.
Please provide witness to your State of residence.
 Our records show that you have already
voted in this election.

Our records show that you have been issued an
affidavit ballot.
This is the only ballot you are allowed to cast.
You can only cast one ballot.

What is my election location today?
If you are not registered to vote in your home town or county, you can only cast by affidavit ballot.
All other voters who received this form can only by affidavit ballot or by voter registration.

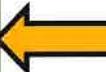
What is an affidavit ballot?
Affidavit voting is a secure way to prove where you live prior to voting in a regular election. This process allows you to
cast a ballot.

How to cast an affidavit ballot:
1. Take your Affidavit Voting Notice to the Primary Board or Voter Registration Office.
2. Fill out the ballot.
3. Send your voted ballot inside the Affidavit ballot envelope. Return it to the election board.
4. Return your voted Affidavit ballot envelope in the mail box.

What happens if my affidavit ballot arrives late or if I need to change my address?
If you are an affidavit voter because the Board finds that you no longer live in your registration address, when you
cast an affidavit ballot, you will be removed as voter and your ballot will be counted.

What is court order voting?
You might be an affidavit voter because the Board believes that you are eligible to vote but your registration address
is not on the voter list. You might be an affidavit voter because the Board finds that you are eligible to vote, your ballot will
be counted before the election is made public.

What is a voter registration?
After you register to vote, contact your local county of election using the information below to determine whether your
vote was counted, and if that vote was not counted, the reason that the vote was not counted.
Madison County Board of Elections
501-520-1200 North Court St PO Box 1640 Wausau, WI 54401-1640
1-800-332-1200



The Affidavit Table will take the orange Affidavit bag that contains all Affidavit ballots,

Affidavit envelopes, & the Affidavit folder with detailed instructions. You will also find the Notice to Voters inside the

Affidavit folder.

BE SURE TO PROVIDE THE VOTER WITH A COPY OF THE NOTICE TO VOTER!

CHAIRPERSONS

Chairpersons are chosen to ensure Election Law is being followed. A chairperson should receive suggestions & remain objective. They are an overseer, mediator, organizer, & supporter. Chairpersons DO NOT have to be the one to complete all paperwork, but they do have to make sure that it is done completely & to the best of their ability. They oversee that policy & procedures are being followed & contact the Board of Elections for assistance if necessary.

CHAIRPERSON DUTIES INCLUDE:

- ✓ Make sure the checklist in your yellow Communication Folder is completed at opening & closing.
- ✓ Ensure that one inspector from EACH PARTY is present at all times & that all inspectors stay after 9pm for closing duties.
- ✓ Confirm that someone has been appointed to take the ballot bags to the designated location at the end of the night.



IMPORTANT!

- ✓ Establish an easy flow of traffic
- ✓ Ensure voter privacy
- ✓ Make sure all booths have markers (& booth lights)

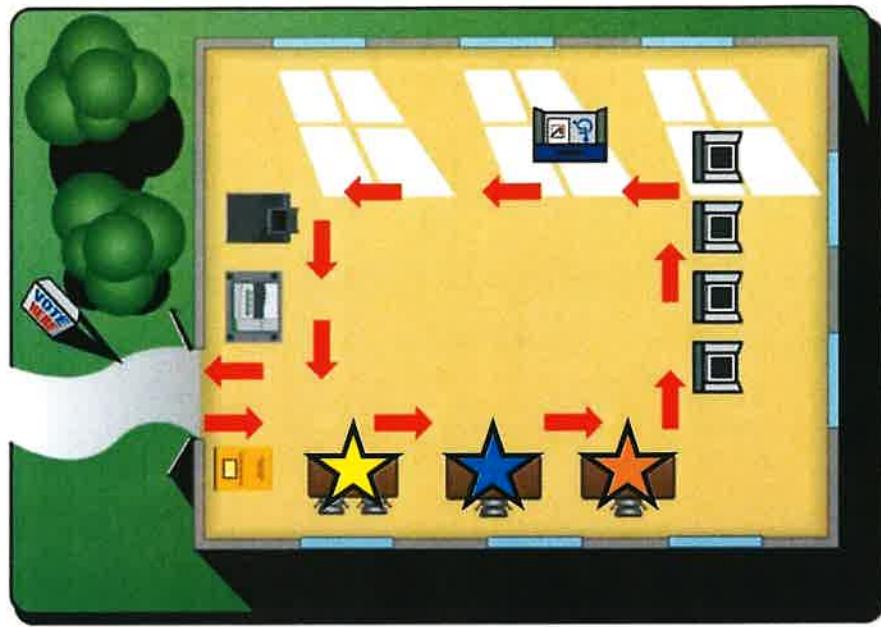
SIGN-IN TABLE

- ✓ Needs to be the first table to engage voters
- ✓ Needs to be near an electric outlet
- ✓ Will have Poll Pad with printer & the red Table Binder

BALLOT TABLE

- ✓ Will have blue ballot bag & ballots in each style (if applicable)
- ✓ Will have a container for ballot receipts
- ✓ Also, spoiled ballot envelope, emergency/ unscanned envelope & privacy sleeves

POLL SITE SET UP



AFFIDAVIT TABLE

- ✓ Will have orange Affidavit bag & ballot marking booth
- ✓ Need to make sure that Affidavit ballot instructions from your orange Affidavit folder are posted in Affidavit marking booth

POLL WATCHER TABLE

- ✓ Poll watchers should be able to see & hear the sign-in table so be sure to place them accordingly without disturbing the flow

NO FOOD OR DRINK ON ANY OF THESE TABLES!!!