



REPORT TO CLIPP

ITEM NAME:	Election Inspector Selection Process
MEETING DATE:	July 7, 2025
PRESENTING COMMITTEE:	
COMMITTEE CONTACT:	Trustee Ken Charneski
STAFF CONTACT:	Jennifer Poyer
PREPARED BY:	Jennifer Poyer

ISSUE: Multiple election complaints filed with the Wisconsin Election Commission regarding Kronenwetter's local elections.

OBJECTIVES: Address the election complaints and add clarification regarding election facilitation in the Village's ordinances. The committee will address and make recommendations regarding the election inspector selection process first.

ISSUE BACKGROUND/PREVIOUS ACTIONS:

The Wisconsin Election Commission has received multiple election complaints regarding elections in the Village of Kronenwetter. The Village's ordinances contain very little guidance and information related to the local election process. CLIPP committee members would like to create local election ordinances for clarification of the process and to address the issues behind the complaints.

The first topic the committee is addressing is the election inspector selection process. The process of selecting election inspectors and election chiefs is clearly laid out in the Election Administration Manual for Wisconsin Municipal Clerks. (section "Election Officials" attached).

If followed correctly, many of the issues in the complaint would be addressed. See the full complaint here:

<https://elections.wi.gov/resources/complaints/el-24-26-charneski-v-birk-labarge> The issues in the complaint are listed below:

1. Removed and/or disregarded available duly appointed election inspectors, both Republican and unaffiliated, in at least 4 separate elections and primaries, and instead arbitrarily hired workers for those positions "off the street" who were not submitted by either of the main political parties, nor were they approved by the Village Board. **Removal of election officials is addressed on page 137 of the Election Administration Manual – "Removing Election Officials." The Village could add an ordinance requiring a hearing before the Village Board before a dismissal is made instead of recommending a hearing before the government body and/or leaving it to the discretion of the clerk. The process of choosing election inspectors from party lists and unaffiliated electors is addressed on page 125 of the Election Administration Manual – "When Lists are Received from One or Both Parties." If followed correctly no submitted, available and interested elector will be disregarded.**
2. There were two other elections which likely involve similar violations, but for which LaBarge has not provided worker schedules (see EXHIBIT Q).
3. Apparently no effort was made to achieve the statutory balance between Republican and unaffiliated workers at any of the elections conducted by Ms LaBarge. **Addressed on page 124 of the Election Administration Manual - "Determining Party Imbalance at Each Polling Place." In past elections the chief election inspectors created a work schedule for the election. In order to achieve statutory imbalance, the**

clerk should be tasked with schedule verification in order to determine whether each polling place and duties performed within the polling place meet the required imbalance.

4. Split shifts without a Village Ordinance to authorize such action, in violation of.

In past elections, many election inspectors request to work a split shift because a 13+ hour day is too difficult. The Village could add an ordinance allowing for split shifts during elections.

See page 124 "Number of Election Inspectors" (2) Wis. Stat 7.30(1)(a)

The Village of Rothschild has the following:

§ 39-2 Split shifts for election officials.

[Added 6-13-2016^m]

The Village Clerk shall have discretion for the selection of alternate officials or the selection of two or more sets of officials to work at different times on election day and may establish different working hours for different officials assigned to the same polling place.

[1]

Editor's Note: This ordinance also repealed former § 39-2, Poll hours.

5. Openly admitted to removing at least one election inspector without cause, documentation, or notification. (see EXHIBIT K) **See 1. "Removing Election Officials"**

6. For all practical purposes, she removed other workers from the Republican list, as some of them have never been called in to work the polls, while others, often unapproved, have been called in numerous times. **See 1. "Removing Election Officials"**

7. Submitted the election worker names to the Village Board for approval, without breaking down the list by party affiliation. **There is no specific statute requiring identification of an inspector's party, but the Village could require the received lists be shared in the packet and to the Village Board members upon receipt.**

8. Removed names from the list submitted by the Republican Party, before forwarding that list to the Village Board for approval. **See 7.**

9. Hired at least one worker who is not a resident of the municipality, in preference over other approved workers from within the municipality who, according to statute 7.30 (4) (c), must be used first. There may be other workers from outside the municipality being given preference as well. We do not know, because Clerk LaBarge has not provided information on any of the unaffiliated workers for us to confirm who they are, or where they live.(see EXHIBITQ) **See 1.**

CLIPP Committee Member Patty Tikalsky and I looked at area municipalities election ordinances and found it is not out of the ordinary to have few election ordinances in local code.

Rothschild included in their ordinance the following:

§ 39-1 Election inspectors.

[Amended 2-24-2003; 6-13-2016]

A.

At every election held in the Village of Rothschild, the Clerk shall have the authority to determine the number of election inspectors to adequately staff each election

and to reduce the number of election inspectors to an odd number of not fewer than three per reporting ward at any given election held within the Village of Rothschild. The Village Clerk shall also have discretion to utilize one additional inspector to serve at each polling place without regard to party affiliation who shall serve as a greeter to answer questions and to direct electors to the proper locations for registration and voting and who shall be available to substitute for other election officials who must leave the room during the voting process.

We think it is important to include similar verbiage in our ordinances giving the clerk authority to determine the number of needed election inspectors at each polling place based on the size of the election and expected turnout. Attached is a document created by Patty Tikalsky outlining the highest number of election inspectors needed if two polls were being utilized. (Community Room and Fire Department)

PROPOSAL: Give direction to staff on how to proceed.

ADVANTAGES:

DISADVANTAGES:

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)

RECOMMENDED ACTION:

OTHER OPTIONS CONSIDERED:

TIMING REQUIREMENTS/CONSTRAINTS:

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$

Remaining CFY

Account Number:

Description:

Budgeted Amount:

Spent to Date:

Percentage Used:

Remaining:

ATTACHMENTS (describe briefly): Section of the Election Administration Manual for Municipal Clerks, table of election workers required by the Village

ELECTION OFFICIALS

Summary

An election official is defined as “an individual who is charged with any duties relating to the conduct of an election.” Wis. Stat. § 5.02(4e). County, municipal and school district clerks are election officials, as are election inspectors, chief inspectors, election registration officials (EROs), tabulators, greeters, and canvass board members. Election officials perform a very important public service by enhancing the high quality and integrity of our elections. It is important that you, as a municipal clerk, ensure there are qualified and well-trained individuals for these positions. Wisconsin Statute Chapter 7 prescribes the selection, training, and duties for election officials.

Municipal Clerks

Appointment and Qualifications

Municipal clerks are elected by the electors or appointed to their positions by the governing body of a given town, village, or city. For specific qualification and residency requirements, consult your municipal attorney.

Duties

The municipal clerk’s election duties include, but are not limited to, supervision of elections and voter registration in the municipality, equipping polling places, purchasing and maintaining election equipment, preparing ballots and notices, and conducting and tracking the training of other election officials. The municipal clerk is responsible for conducting the election in his or her municipality. Wis. Stat. § 7.15.

A municipal clerk may register voters in his or her office on Election Day if located within the same building as the polling place with a resolution of the governing body.

Training Requirement

Under Wisconsin law, each municipal clerk must attend training sponsored by the Wisconsin Elections Commission every two years. Wis. Stat. § 7.15(1m). In order to comply with this training requirement, municipal clerks must obtain six hours of training every two-year term, beginning January 1 of even-numbered years and ending on December 31 of odd-numbered years. EL 12.03(2).

All clerks must be initially certified by attending the Municipal Clerk Core Curriculum Training course, which counts as three hours of training toward the six hours required in any given term. Clerks always need to earn a minimum of six hours of training during the current term in order to recertify for the next term. EL 12.03(1), (2).

Clerks must report their election training and the number of hours to the WEC using the Municipal Clerk Recertification Reporting Form which is available on the WEC's website. WisVote users can enter their training directly into the system for review and approval by WEC staff. Training not reported using the form or entered into WisVote will not be counted towards recertification hours. Training "sponsored" by the WEC includes any training for municipal clerks that the WEC approves. This includes, but is not limited to, election trainings conducted by county clerks, online training presentations, and election administration or WisVote webinar sessions, either live or recorded. EL 12.03 (4), (5)

Election Inspectors

Election inspectors, often referred to as "poll workers," staff the polling place on Election Day. Election inspectors' duties include setting up the polling place, preserving order, registering electors, recording voter numbers, issuing ballots, monitoring voting equipment, counting votes, and properly completing required forms. Wis. Stat. § 7.37.

Special note regarding election inspector appointments: It is the opinion of the Commission that election inspectors may not serve at elections where they, their spouse, or immediate family member is a candidate on the ballot or under other circumstances where a candidate's success or failure to win election would affect the election inspector financially. There may be other laws that specifically prohibit certain individuals from serving as election inspectors. Clerks are encouraged to check with their local municipal attorney if they have any questions as to whether a given individual may serve.

Number of Election Inspectors

1. Each polling place should have seven inspectors.

The governing body may increase the number where more than one voting device is used or polling places are combined. Wis. Stat. 7.30(1)(a).

2. By ordinance, the governing body may provide for the selection of alternates or for the selection of two or more sets of inspectors to work at different times on Election Day. Alternate officials may be appointed to maintain adequate staffing of polling places. Wis. Stat. § 7.30(1)(a).
3. The governing body of the municipality may reduce the number of election inspectors by resolution. However, no polling place may have fewer than three election inspectors. Wis. Stat. § 7.32.

Qualification of Election Inspectors

Election inspectors must meet the following criteria:

1. They must be nominated.

The two political parties whose candidates for governor or president received the largest number of votes in the previous general election may submit lists of election inspector nominees no later than November 30 of an odd-numbered year. When party lists are received, election inspector appointments must be made from them. When lists of election inspector nominees are not received from the political parties, appointments are made without regard to party affiliation. Wis. Stat. § 7.30 (4) (b).

As a municipal clerk, you should contact the appropriate statutory committee person or voluntary county party chairperson before the first week in November and advise him or her of their responsibility to submit a list of nominees to the Mayor, Village President or Town Board Chairperson. Do not hesitate to recommend election inspectors who have proven to be effective workers.

If the list of appointed election inspectors is emailed, Administrative Rule EL § 6.04(3) requires that, in addition, the signed original of the document must also be received, either postmarked or delivered by, the filing deadline.

Determining Party Imbalance at Each Polling Place

- a. The party whose candidate for Governor President at the last general election received the most votes *at that polling place* (the “dominant” party) is entitled to one extra inspector.

- b. Determine party imbalance for each polling place in anticipation of receiving lists of inspector nominees from the political parties.

Example:

Republican candidate for governor received the most votes at the polling place at the last general election. Seven total inspectors are needed. Positions available: Four Republican positions and three Democratic positions.

- c. Positions identified as Republican and Democratic remain as such for the duration of the term.

When Lists are Received from One or Both Parties:

Clerks are advised to contact each party's nominees to confirm their willingness to serve before submitting the names to the governing body for appointment.

- a. Document any nominees not willing to serve and provide the Party those names.
- b. The clerk may also inquire as to willingness to serve as a chief inspector and arrange for training for those who are interested.

Note: Refusal to serve as a chief inspector is not grounds for nonappointment.

Appointments must be made from the lists submitted by the parties for as long as election inspector positions are available. If party lists have been timely received, positions must be filled from the lists until the names on those lists have been depleted.

- a. Nominees must be qualified electors of the county in which they reside.
- b. The lists may also designate individuals as first choice nominees, who must be appointed first. Wis. Stat. § 7.30 (4)(b)(1).
 - 1) First choice nominees may be designated by a symbol, such as a star, asterisk or checkmark.

- 2) If “first choice” is not indicated, but the names are numbered, they should be appointed in numerical order.
- 3) If the governing body has good cause not to appoint an individual whose name is submitted as a “first-choice” nominee, it may request the WEC authorize non-appointment, and may not decline to appoint such individual until receiving the WEC’s authorization. Wis. Stat. §7.30(4)(e).

Appointment of persons not appearing on the lists may only occur after the lists have been depleted. Note: The parties have sole discretion to determine nominee criteria.

When party lists are received, the clerk must adhere to “party imbalance” *at each polling place*. The dominant party is entitled to one more election inspector at that polling place than the other party.

Example: Five election inspectors are to be placed at a polling place. The Democratic candidate for governor or president received the most votes at the polling place at the last general election. This means that three positions are Democratic and two positions are Republican. The governing body appoints three names from the Democratic list and two names from the Republican list.

It is possible that the dominant party will differ between polling places in the same municipality.

If Lists are Received but are Insufficient:

If the Democratic and Republican parties’ lists are insufficient or the nominees decline to serve in the positions available for that party’s nominees, the remaining positions are filled without regard to party affiliation.

Example: Seven inspectors are to be placed at a polling place. The Republican candidate for governor or president received the most votes at the polling place at the last general election. This party imbalance gives the Republican Party the extra inspector so the ratio is four Republican positions to three Democratic positions. If sufficient lists from both parties were

submitted, four names would be appointed from the Republican list and three names would be appointed from the Democratic list. However, in this example there are only three names on the Republican list and no Democratic list was submitted. The governing body appoints the three Republican names and the Mayor, Village President or Town Board Chairperson nominates other qualified individuals, regardless of party affiliation, and submits the names to the governing body for appointment to the remaining four positions.

If the Democratic Party submitted a list with two names, the two Democratic nominees and two unaffiliated nominees would be appointed along with the three Republican nominees.

The parties may supplement their initial list of nominees at any time during the term. Wis. Stat. § 7.38.

If No Lists are Received:

If no lists are submitted, the Mayor, Village President or Town Board Chairperson nominates other qualified individuals, regardless of party affiliation, and submits the names to the governing body for appointment. All appointments are made without regard to party affiliation. Wis. Stat. § 6.875.

Appointment of Inspectors by Governing Body

Appointment of inspectors must occur no later than December 31st of an odd-numbered year. Wis. Stat. § 7.30 (4)(a).

- a. The clerk submits the party lists to the governing body.
 - 1) Advise the governing body of the requirement to appoint any first-choice nominees first.
 - 2) Advise the governing body if lists are insufficient so that unaffiliated inspectors may be nominated.
- b. The governing body must appoint at least as many inspectors as there are positions to be filled.

- c. Appointments are made from the party lists until each party's positions have been filled or until the lists are depleted.
 - d. If positions remain open and the lists have been depleted, "unaffiliated" inspectors may be appointed to the remaining positions.
 - e. Additional inspectors may be appointed as alternate.
2. Inspectors must be able to read, write and understand the English language. As municipal clerk, you may administer an examination, if required by the governing body, to all persons nominated as election inspectors to prove their ability to read, write and understand the English language, and their general knowledge of the election laws. Wis. Stat. § 7.30 (2)(c).
 3. Inspectors are required to receive training from the municipal clerk within the two years preceding the election event at which the inspector intends to work. Wis. Stat. 7.315 (b)(1).
 4. An inspector may not be a candidate for any office to be voted on at an election at which they serve. Wis. Stat. § 7.30 (2)(a).
 5. Election inspectors must be qualified electors of the county served by the polling place in which they work.
 - a. The chief inspector(s) must be a qualified elector of the municipality, except if a qualified candidate is not available. Wis. Stat. § 7.30 (2)(a).
 - b. A high school poll worker must be a resident of the municipality. Wis. Stat. § 7.30 (2)(am).
 6. The municipal clerk should identify any election inspectors appointed by one of the two major political parties. The chief inspector must ensure that any Election Day tasks which require completion by two election inspectors are represented by each party, whenever possible. Wis. Stat. § 7.30 (2)(a).

Term of Office

Election inspector terms run from January 1 of an even-numbered year through December 31 of the subsequent odd-numbered year. Wis. Stat. § 7.31 (4).

Filling Vacancies

Permanent vacancies in Republican or Democratic positions are filled by the municipal clerk from the remaining names on the lists submitted by the parties or from names submitted by the parties to supplement the original lists.

Wis. Stat. § 7.30 (2)(b), (4)(d).

Temporary vacancies created by a candidacy, illness or other temporary causes can be filled by the municipal clerk to serve for one election only.

1. A party that did not submit a list by November 30th may not submit a list of names after that deadline.
2. If there are no lists or the lists have been exhausted, the municipal clerk may fill the vacancy without regard to party affiliation.
3. If an unaffiliated inspector vacates his or her position, and the party entitled to that position has submitted supplemental names, the vacancy is filled from the supplemental list.
 - a. If no supplemental list has been submitted since the unaffiliated appointment was made, the clerk may fill the vacancy with another unaffiliated inspector.

Training Election Inspectors

1. Election inspectors are required to attend training every two years and must have attended training within two years of any election at which they serve.
 - a. It is the responsibility of the municipal clerk to see that all election inspectors are provided with adequate training for the performance of their duties.
 - b. You may remove an inspector for failure to attend required training sessions.
 - c. Absence from training is neglect of duty, one of the grounds for dismissal.

2. The Wisconsin Elections Commission suggests, at a minimum, the clerk go over the Election Day duties listed in the Election Day manual.

Wis. Stat. § 7.315.

Chief Election Inspectors

Designating a Chief Inspector

The municipal clerk designates one of the inspectors as chief inspector for the polling place. This individual acts as liaison between the election inspectors and the municipal clerk and is in charge of the polling place on Election Day. The chief inspector must be a qualified elector of the municipality, except when no qualified candidate is available. The chief inspector is counted in the overall odd number of inspectors at the polling place. EL 11.01(1).

Although the municipal clerk ultimately designates the chief inspector, care should be taken to maintain the party imbalance.

1. If all positions at the polling place have been filled from party lists, clerks are encouraged to select one of the party appointees as the chief inspector.

R R R D D or R R R D D

2. If none of the party appointees are qualified as chief inspectors, select a qualified unaffiliated inspector. (Keep party representation even.)

R R U D D

3. If you have mixture of affiliated and unaffiliated inspectors, choose any qualified inspector.

4. If it is necessary to remove an inspector in order to insert a qualified chief inspector, replace an unaffiliated inspector if possible.

Chief Inspectors: Municipal Residents vs. County Residents

Wis. Stat. §7.30(2)(a) indicates a preference for the CI to be a municipal resident, but offers an exception: "...each chief inspector shall be a qualified elector of the municipality in which the chief inspector serves. *If no qualified candidate for chief*

inspector is available...the person so appointed need not be a qualified elector of the municipality...”

Again, the municipal clerk chooses the chief inspector, but the statute confines the selection to municipal residents unless no qualified municipal resident is available. This requirement intertwined with the requirement to maintain party imbalance can be a challenge to implement.

It is recommended that you choose a chief inspector using the following priority order:

1. Affiliated municipal resident

If there is an affiliated inspector who is a resident of the municipality who is trained or willing to be trained as a CI, arrange for training and use for CI. Maintain party imbalance at the polling place.

2. Unaffiliated municipal resident

If no affiliated municipal resident is trained or willing to be trained as a CI, arrange for training of an unaffiliated municipal resident. If this means replacing an affiliated inspector, keep the party representation even.

R R U D D

3. Affiliated resident of the county

If there is no affiliated or unaffiliated municipal resident trained or willing to be trained as a CI, arrange for training a willing affiliated inspector who is a resident of the county.

4. Unaffiliated county resident

If there is no municipal resident or affiliated county resident trained or willing to be trained, arrange for training of a willing unaffiliated county resident. If this means replacing an affiliated inspector, keep the party representation even.

R R U D D

Training of Chief Inspectors

Chief inspectors are required to attend “Baseline” training in order to be initially certified. Attending Baseline training certifies the attendee as a chief inspector for the current term. In order to recertify for the following term, a chief inspector must attend at least six hours of Wisconsin Elections Commission approved continuing election education during the current term. (Attendance at Baseline training also

counts toward recertification for the following term.) Please see the agency website for a list of approved methods of accumulating hours toward recertification of chief inspectors. Wis. Stat. § 7.31(4). EL 11.02.

The county or municipal clerk conducting recertification training for other clerks or election inspectors must submit an agenda or course outline to the Wisconsin Elections Commission for approval. EL 11.03(3). Training hours of election inspectors are documented and tracked by the municipal clerk. Chief inspectors may be given a self-administered evaluation as part of training, the results of which will not affect the chief inspector's appointment or qualifications to serve. The results do not have to be reported to the WEC.

High School Student Election Inspectors

State law permits certain qualified high school students to work at the polls on Election Day. Students must be enrolled in a public, private, tribal school, or private home-based educational program. Students may decide for themselves to serve as election inspectors or in response to a school sponsored initiative. Civics, government or political science teachers may see this as an opportunity for a real-life learning experience. Student organizations may find this to be an attractive form of community service and an interesting learning opportunity. Allowing students to work as election inspectors provides an opportunity for students to become involved in the election process and also offers clerks another resource for filling election inspector positions. Students with foreign language skills can serve at polling places where voters may need assistance understanding the ballot, voting equipment and other election-related materials. In many locations, Hmong and Spanish speaking voters need special assistance. Municipal clerks are encouraged to work with their local high schools to enable students to serve as election inspectors.

Qualifications

A student qualifies to serve as an election inspector if the student:

1. Is 16 or 17 years of age
2. Is enrolled in grades 9 to 12 in a public, private, tribal school, or private home-based educational program.
3. Has at least a 3.0 grade point average or the equivalent

4. Has the written approval of the student's parent or guardian
5. Has the written approval of the principal of the school in which the student is enrolled, if the student has less than a 3.0 grade point average
6. Is a resident of the municipality of the polling place at which he or she serves

Written Authorization

Before a student may be appointed as an inspector, the municipal clerk shall obtain written authorization from the student's parent or guardian and from the principal of the school where the student is enrolled, if the student has less than a 3.0 grade point average. Upon appointment, the municipal clerk shall notify the principal of the school where the student is enrolled of the date of the election at which the student will serve.

Restrictions

1. A student may only serve as an inspector at a polling place if at least one inspector, other than the chief inspector, is a qualified elector of the municipality
2. A student may not serve as chief inspector at a polling place
3. A student serving as an election inspector may not challenge any person offering to vote

Wis. Stat. § 7.30 (2)(am).

Election Registration Officials (EROs)

Appointment and Qualifications

Municipal Clerks may appoint Election Registration Officials to conduct voter registration at the polling place, at residential care facilities during the open registration period, and in the clerk's office during in-person absentee voting. An ERO must be a qualified elector of the county for the polling place, residential care facility or clerk's office at which they serve. However, a non-resident clerk or deputy clerk may serve as an ERO in case of a vacancy.

EROs are appointed to a two-year term, which runs from January 1 of an even-numbered year through December 31 of the subsequent odd-numbered year. The ERO is required to take the same training as election inspectors. If an ERO will be filling in for an election inspector (lunch, breaks, etc.), he or she must also be appointed as an election inspector.

Duties

If appointed, EROs carry out the registration duties at the polling place on Election Day, in the clerk's office during in-person absentee voting and in residential care facilities during open registration. At particularly high-turnout elections, EROs ease the election inspectors' workload. Wis. Stat. § 6.28(1)(a).

Training Requirement

EROs are required to receive training from the municipal clerk within two years of any election at which they serve and take an oath. It is the responsibility of the municipal clerk to see that EROs are provided with adequate training for the performance of their duties.

Wis. Stat. § 7.315 (4).

Special Voting Deputies

Special Voting Deputies (SVDs) conduct absentee voting at certain care facilities. SVDs are one of the methods by which absentee voting may be conducted in qualified care facilities and retirement homes. Wis. Stat. § 6.875.

A person who is appointed an SVD must:

1. Be a qualified elector of the county
2. Must attend training
3. May not currently be employed by the facility
4. May not have been employed by the facility within two years of the appointment

5. May not be an immediate family member of anyone currently employed by the facility or employed by the facility within two years of the appointment

Selection and Appointment

1. Nominations for special voting deputy positions may be submitted by the two dominant political parties at the same time as election inspector nominations are submitted. If no nominations are submitted, then the municipal clerk may appoint qualified electors of the municipality of his or her choosing, without regard to party affiliation.
2. The two deputies designated to conduct absentee voting at each facility should be affiliated with different political parties whenever possible.
3. SVDs are appointed by the municipal clerk for one election cycle.
4. At the discretion of the municipal clerk multiple pairs of SVDs may be assigned to conduct absentee voting at a care facility due to the size of the facility and/or large numbers of registered voters.

SVD Training

Special Voting Deputies are required to attend training every two years, and must have attended training within two years of any election at which they serve. The Wisconsin Elections Commission has developed a manual for clerks to use to train Special Voting Deputies. The *Absentee Voting in Residential Care Facilities and Retirement Homes* manual is available on the agency website. Wis. Stat. § 7.315 (1)(a).

Greeters and Tabulators

Greeters

Each municipality may appoint one additional inspector regardless of party affiliation to act as a greeter and substitute for other officials as necessary on Election Day. Greeters may not participate in the canvass after the polls close. Wis. Stat. § 7.30(1)(b).

Tabulators

Not less than 30 days before an election, the governing body may, by resolution, authorize the municipal clerk to select and employ tabulators. Tabulators are to assist and be under the direction of the election inspectors after the polls close. Wis. Stat. § 7.30(3)(b).

Oaths of Office

1. All election officials are required to take and file an oath.
2. Municipal clerks administer the oath of office at the time of appointment or at a training session to:
 - a. Election Inspectors (including Chief Inspectors)
 - b. Election Registration Officials
 - c. Special Voting Deputies
 - d. Greeters
 - e. Tabulators
3. The oath must be filed before the commencement of the official's duties.
4. The oath is valid for the entire two-year term of the appointment.
5. Substitute inspectors may be given the oath by another inspector, preferably the chief inspector, on Election Day at the polling place.
6. The following oaths may be obtained from the agency website or directly from the Wisconsin Elections Commission.
 - a. *Official Oath (EL-154)*: Filed by Election Inspectors, Chief Inspectors and Election Registration Officials , Greeters and Tabulators.
 - b. *Oath of Special Voting Deputy (EL-155)*: Filed by Special Voting Deputies.

Wis. Stat. § 7.30 (5).

Removing Election Officials

As municipal clerk, you have the authority to dismiss an inspector summarily if he or she is found to lack the qualifications for the position, neglects his or her duties during an election, electioneers, or commits official misconduct. Wis. Stat. § 7.15(1)(f). However, in the interest of fairness, a hearing before the governing body is recommended before dismissal. Where it is found that an inspector has intentionally failed to properly endorse a ballot or intentionally given a voter a ballot not properly endorsed, that inspector should be suspended immediately by the chief inspector pending the filing of formal charges by the District Attorney. The chief inspector needs to inform the municipal clerk of such an action. The clerk fills the temporary vacancy for that election and schedules a hearing before the governing body to hear the case before taking final action.

Frequently Asked Questions

1. *What if a trained election inspector is not available to work at an election, and I have to use an inspector who has not been trained within the last two years?*

In the event that a trained election inspector has an emergency and can't work on Election Day, an inspector who has not received training may be appointed to serve as an inspector, but not as a chief inspector, Election Registration Official or Special Voting Deputy. The appointment of an untrained individual is for a specific election only, and the untrained individual may only be appointed once in a two-year period. If the clerk is aware of the vacancy prior to Election Day, the clerk must provide some type of election training to the election inspector.

2. *What should I do if there is an emergency and I do not have a certified chief inspector?*

You should contact an Elections Specialist at the Wisconsin Elections Commission who will direct you on the actions to be taken. The Wisconsin Elections Commission recommends arrangements should be made to have alternate trained chief inspectors available in case of emergency.

3. *What is “Baseline” training?*

Baseline training is a two or three-hour chief inspector training course on basic election-day administration conducted by Wisconsin Elections Commission staff or WEC certified clerk-trainers. The Baseline class is also available online in the WEC Learning Center. Baseline training is required for initial certification as a chief inspector.

4. *I have a person who is interested in becoming a certified chief inspector. What does the person have to do to qualify as a certified chief inspector for the current term?*

The individual may accomplish certification by attending the Baseline training. Attendance at Baseline training will certify the new chief inspector for the current term. The newly certified chief inspector is eligible to serve at all subsequent elections during the current term.

5. *My chief inspector is certified for the current term. What else must he or she do in order to recertify for the next term?*

In order to recertify for the next term, the inspector will need to accumulate a minimum of six hours of Wisconsin Elections Commission approved training during the current term.

Election Inspectors

Kronenwetter Village Elections

Election Inspectors /Assignments	Wards 1-6	Wards 7-11
Greeter	1 for both	
Badger Books	4	4
DS200	1	1
Ballot Table	2	2
Absentee Ballots	3	3
Chief Inspectors	2	2
Election Inspectors due to Spilt Shifts	5	5