



## **City of Whitewater Procedures for Canvassing of Absentee Ballots by the Board of Absentee Ballot Canvassers**

### **City Clerk's Duties**

1. Shall give at least 48-hour notice of the meeting of the Board of Absentee Ballot Canvassers under s.7.52, Wis Stats.
2. Notice shall be posted at the City Municipal Building, City Website, City Senior Center- Starin Park Community Building, and the Irvin L Young Memorial Library (or where ever Public Notices are Posted for Public Meetings) and include where absentee ballot canvassing is to take place. Additionally, the notice will be provided to any media that has requested City of Whitewater meeting notices in accordance with Wisconsin Statute 19.84(1)(b) and City policy.
3. Will appoint the Board of Absentee Ballot Canvassers in accordance with Wisconsin Statute 7.53(2m).
4. The Clerk will ensure that all members of the Board of Absentee Ballot Canvassers take an oath of office prior to performing their duties.
5. Send for each polling place, a log of absentee ballots for each Ward by reporting unit.
6. Bring absentee ballots to the location of the Board of Absentee Ballot Canvassers.
7. Post on the City website and in the office, the number of absentee ballots issued, and the number returned prior to 8:00 pm on Election Day.
8. Issue to the Board of Absentee Ballot Canvassers the supplies necessary to complete the canvassing of absentee ballots.

### **Board of Absentee Ballot Canvassers' Duties**

1. Convene the Board of Absentee Ballot Canvassers between 7 a.m. and 10 p.m. on the Election Day to canvass absentee ballots in accordance with Wisconsin Statute 7.52 (1)(a).
2. Canvass all absentee ballots received before 8:00 p.m. in accordance with Wisconsin State Statutes as explained in the Election Day Manual.
3. Complete a log of all activity that occurred during the Board of Absentee Ballot Canvassers Meeting.

## **Operating Procedures**

### **Set-Up**

1. Verify that the tamper-evident seal's numbers on the two (2) memory card doors match with the numbers provided by the municipal clerk on the EL-104 Inspector's Statements by initialing on both of the tabulating machines. DS-200 for Jefferson County and the ImageCast Evolution (ICE) for Walworth County.
2. Turn on the ImageCast Evolution (ICE) machine and the DS-200 and wait for the zero tape to print.
3. Verify that all wards display zero (0) totals and sign the bottom of both of the tapes.
4. Announce that the Central Count Absentee Ballot Processing is open for the specified election, and record the time of the opening on the Incident Log of the EL-104 Inspector's Statement.

### **Procedures for Processing of Absentee Ballots**

1. Absentee Ballot Canvassers will follow the same procedures for processing ballots as they normally would, e.g., reading the voter's name and address, verifying the certificate is sufficient, etc. Tabulators will be programmed to accept ballots for all Wards (11-13) DS-200 Jefferson County and the ICE for Walworth County Wards (1-10).
2. Users must then search for absentee records to process by either manually searching by voter's name/mailling ID in the search fields or by scanning the mailing ID barcode on the absentee certificate envelope.
3. A user may select up to 10 absentee records at one time. Once you have the selected records you wish to process, click submit button. This will open a pop-up window showing the selected records.
4. Review the records that have selected. Review name and address for each record one more time and, when ready, hit Process.
5. After you hit process, the Badger Book will assign each voter a number and the pop-up window will update accordingly. With a red pen, write the corresponding voter number on the Absentee Envelope.
6. Begin processing ballots:
  - Announce the voter's name out loud; carefully examine the certificate envelope to the list of ineligible voters provided by the DOC; if the name appears, challenge the absentee ballot (follow procedures)
  - Open the absentee envelope and remove the ballot (Do not examine how the elector voted).
  - Verify there is only one ballot; briefly inspect it for any tears or stray marks.
  - Verify it contains the municipal or deputy clerk's initials.
  - Record the voter number in red pen on the back of the ballot, upper right corner.
  - Place it in the absentee ballot transporting folder.
7. Once you have 10 ballots in the transport folder, begin inserting the ballots into the ICE (Walworth Co. Wards 1-10) or DS-200 (Jefferson Co. Wards 11-13). Never leave

absentee ballots unattended. As you are feeding the ballots, announce that you are processing absentee ballots.

8. All the carrier envelopes may be placed in a single *Used Certificate Envelopes of Absentee Electors Bag EL-103*. Sign the Certificate. Record the Bag number on the Incident Log of the EL-104 Inspector's Statement.
9. If there are errors with the ICE or DS-200 machine reading the ballot, a message will appear on the screen; follow the instructions to remedy the issue. See 'Processing of Absentee Ballots-Special Situations' below, for remaking the ballot.
  - When a paper copy of a ballot is received (Military, Permanent Overseas, Presidential Only), follow the instructions for remaking the ballot.
10. If there is an error and voter intent cannot be determined, you may use the override function to count all readable offices on the ballot. The tabulator will advance the voter number by one and any vote that can be counted will be counted. You should also use the override function for blank ballots.
11. At the conclusion of processing ballots for that reporting unit, remove the ballots from the ballot box.
12. Carefully sort through the ballots to search for any write-in votes.
13. Complete the write-in tally sheet for that reporting unit. (If there are none, write "none" on the tally sheet provided). Sign the write-in tally sheet.
14. Bundle all of the ballots (Chief and one inspector), those with write-ins on top; band them together and place them into the respective ballot bag. Complete the Certificate and seal the ballot bag.
  - If a ballot arrives at central count **prior** to 8:00 p.m. and the ballot bag is sealed, process ballot, place into a new ballot bag. Record new seal number, and log explanation on the Inspector's statement.
  - If an absentee ballot arrives after 8:00 p.m., place the late ballot(s) in the canvas bag and return to the clerk's office. These should be rejected.
15. Place the Absentee Ballot Log and related forms to the side and continue with the next reporting units' absentee ballots until you are through processing all available ballots.

### **Processing of Absentee Ballots—Special Situations**

1. **Ballot Missing Municipal/Deputy Clerk's Initials.**
  - Make note of this on the Incident Log and process the ballot as you normally would.
2. **Remade Ballots**

Ballots may need to be remade for any of the following reasons:

  - ✓ Ballot is torn or not readable by the DS-200 or ICE machine
  - ✓ Ballot is a paper ballot and needs to be remade onto an official ballot
  - ✓ The ICE or DS-200 is unable to read the ballot, but voter intent can be determined.
  - ✓ Voter received the incorrect ballot for their Ward.

### **Steps for Remaking a Ballot:**

Poll workers must attempt to determine voter intent and remake the ballot if necessary. Two (2) absentee ballot canvassers must participate in remaking a ballot.

- Retrieve a new paper ballot for that Ward from the municipal clerk's office; duplicated ballots must be initialed by two members of the Absentee Board of Canvass.
- Assign the Remade ballot a number (sequential for each Ward beginning with #1); note this number on the new Remade ballot and the Original voted ballot in the space provided.
- Document the Remade Ballot # on the Incident Log.
- Carefully copy votes from the Original ballot to the new Remade ballot and have your partner verify accuracy and consistency.
- Initial and note the reason for the Remade ballot in the space provided on both ballots.
- Place the Original Ballot in the Recreated Ballots Envelope.
- Send the new Remade ballot through the ICE or DS-200 voting machine.

### **3. Rejected Ballots Procedures**

Absentee ballots with an incomplete certification (missing the voter or witness' signature, or missing witness' address) should be rejected after 8:00 p.m., which is the deadline for voters to rectify their incomplete certification.

- Note the number of rejected absentee ballots on the Incident Log.
- All rejected absentee ballots may be placed together in one sealed and signed carrier envelope after 8:00 p.m.

### **4. Return of Absentee Ballots to the Central Count Location**

Voters attempting to return their absentee ballot to a polling place on Election Day other than the place designated for Central Count, should be advised to return their ballot to the Central Count Location (Municipal Building Community Room). Verify the absentee ballot and call the City Clerk's office to report the voter's name and address so it may be marked returned in WisVote. Check the name off on the Absentee Ballot list and record the date of the election as the returned date. Do not accept the ballot without providing notice to the office of the City Clerk, it is ok to process absentee ballots until 10 p.m.

### **Closing Procedures**

1. Closing the polls on the ICE and DS-200 voting machines may not occur until after 8:00 pm.
2. Ensure all ballots have been processed and accounted for.
3. Announce the closing of the Absentee Ballot Canvass out loud.
4. Verify that the seal numbers on the two (2) memory card doors match with the seal numbers verified at the convening of the Absentee Ballot Canvass\* on each tabulator machine (ICE and DS-200) and initial on the Inspector's Statement. *\*If there is a discrepancy in seal numbers, contact the City Clerk immediately.*

5. Use the tech key (i-button), login and wait for a prompt to “Close Polls” on the ICE machine. Push the “Close Polls” button on the DS-200 next to the memory stick under sealed door.
6. Three (3) election results tapes will print per tabulator machine.
7. Verify totals on the on the results tapes with each reporting unit’s Absentee Ballot Log/Badger Book report totals and record the total number of absentee ballots processed on the Inspector’s Statement. *\*If any discrepancies are noticed, they should attempt to be resolved at this time.*
8. Once the results have been verified and totals recorded, sign the following:
  - a. Results Tape
  - b. Used Certificate Bags of the Absentee Electors envelope(s).
  - c. Rejected Absentee Ballots Envelopes
  - d. Recreated Ballots Envelopes
  - e. Ballot Container Certificate
9. Modem results to Walworth County and Jefferson County (be sure to wait for the *Results Sent* Confirmation). Results must still be called into Walworth County as well.
10. Shut down the ICE and DS-200, properly lock and seal the machine; Badger Book and server must be broken down and properly packed back into the tote.
11. Deliver all materials and both tabulators and Badger Book tote to City Clerk’s office after all ballots are processed. (Can process Absentee Ballots until 10 p.m.)

