

Poll Workers



Section One

Updated 10/24/2022

Poll Workers - 1

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Poll Workers

Poll workers, also known as election officials or election inspectors, are responsible for maintaining order at the polls on Election Day. Poll workers set up the polling place, register voters, check voter identification, record who has voted, issue ballots, monitor the election equipment, count votes, complete Election Day forms, and close the polls. You will rotate duties during the day.

Depending on anticipated turnout, there will be 9 to 25 officials at your polling place.



Qualifications

To work at a City of Madison polling place, you must:

- Be eligible to vote in Dane County (adult U.S. citizen who has resided in the county for at least 28 days, and not disqualified from voting).
- Have never been convicted of a felony.
- Attend training.
- Pay close attention to detail.
- Speak, read, write, and understand English.
- Be capable of performing each task at the polling place.
- Work a full shift.
- Abide by state and federal election laws.
- Never engage in electioneering at the polling place.
- Treat voters, poll workers, and Clerk's Office employees with respect.
- Refrain from microaggressions and making comments about voters.
- Refrain from discussing anything political at the polling place.
- Be free from the influence of alcohol and/or drugs while at the polls.
- Not be a candidate on the ballot for that polling location.

Chief Inspectors

The chief inspector oversees the polling location on Election Day. The chief reports to the City Clerk.

The chief picks up the election supply tote from the Clerk's Office prior to Election Day. After the polls close, the chief returns the supply tote and election results to the Clerk's Office.

The chief has the authority to dismiss any poll worker or observer who is disrupting the election process, acting belligerent, or refusing to follow election law.

The chief should not send poll workers away from the polls simply because of low turnout. When turnout is low, poll workers may use their downtime to review election and emergency procedures. The chief can also call the Clerk's Office to determine if extra election officials could be assigned elsewhere.

Certification

To become certified, the chief attends a three-hour "baseline" training. Chief inspectors are required to attend six hours of state-approved training every two years. The Clerk's Office gets each of its chief training sessions approved by the state.



High School Student Poll Workers

High school students may work at the polls as long as they meet these requirements:

- City of Madison resident
- At least 16 years old
- Written approval of parent or guardian
- Written approval of principal



The high school poll worker application is on the City Clerk's website at www.cityofmadison.com/eo. Please fill out the application under the "Apply To Be An Election Official" button as well as the authorization form for high school students. High school poll workers are able to perform any Election Day task, except they cannot challenge an elector.

Rapid Response Team

The Rapid Response Team consists of poll workers who are willing to work at any polling place. They agree to fill last-minute vacancies at the polls.



Frequently Asked Questions

“I want to work every election. How can I do that?”

If you would like to work but have not heard from our office, call 266-4220.

“Are you scheduling me based on my race or ethnicity?”

No. Although we try to recruit a diverse group of officials, we do not keep track of any individual’s race or ethnicity.

“Is anyone ever removed as a poll worker?”

Yes. If you do not abide by election law or are electioneering at the polls, you will be removed as an official.

If you yell, swear, or are belligerent toward Clerk’s Office personnel, we cannot be certain that you will appropriately interact with voters.

If you are a “no show” on Election Day, or if you miss training more than once in two years, you will be removed from our list.

Polling Place Assignments

The City Clerk’s Office schedules at least 1,500 poll workers for a small election, and up to 5,000 poll workers to work for a high turnout election.

In the summer of odd-numbered years, the City Clerk’s Office sends poll workers a survey about when they anticipate being able to work.

About one month before an election, the City Clerk’s Office sends polling place assignment via e-mail. We will try our best to accommodate your working preferences, but you may not get your first choice of polling place.

When you receive your Election Day assignment e-mail message, follow the prompts to accept or decline the assignment. If you do not respond, your name will not be on the Election Day roster, and you will not be able to work at the polls.



The Clerk’s Office determines the number of poll workers for each polling place based on the type of election, voter turnout, input from the chief, and the number of wards served by that polling place.

Shifts

The City of Madison offers four Election Day shifts:

- A.M. Shift (6 a.m. to 1:30 p.m.)
- P.M. Shift (1 p.m. to Close)
- Peak Hours (4 p.m. to Close)
- Double Shift (6 a.m. to Close)

The double shift is used sparingly because it is hard to maintain accuracy on detail-oriented tasks while working a 15 hour shift.

Breaks

The chief assigns breaks in a way that does not disrupt the election process.

When you agree to work a shift at the polls, we are counting on you to work that entire shift. Do not plan to leave before the end of your shift. Make plans to care for your children, parents, or pets prior to Election Day.

No Shows

If you are unable to work, notify the Clerk's Office as soon as possible. The best way to notify us is by sending an e-mail message to MadisonVotes@cityofmadison.com. If you do not let the Clerk's Office know that you will not be showing up to work, you will not be asked to work again.

Absentee Voting

"I will not be working at my own polling place. How do I vote?"

You may vote absentee in-person. Absentee voting hours and locations are listed on our website at www.cityofmadison.com/election.

You can send the Clerk's Office an absentee request from <https://MyVote.wi.gov>. Or you can send a written request to:

City Clerk
City-County Building Room 103
210 Martin Luther King Jr Blvd
Madison, WI 53703

Include your name, address at which you are registered to vote, and address to which the ballot should be mailed. Include a copy of your voter ID.

Or, request an absentee ballot by sending an e-mail message to voting@cityofmadison.com. Attach a copy or picture of your photo ID to the e-mail message.

Requests for absentee ballots to be sent by mail must be received in the City Clerk's Office by 5 p.m. the Thursday before Election Day. The Clerk's Office needs to receive the ballot back by Election Day.



Training



Chapter 7 of the State Statutes requires all poll workers to attend training.

The City Clerk has determined that the most effective way to meet this requirement is to require all officials to attend training for every election they work.

The Clerk's Office offers a webinar three or four weeks before Election Day. After the live webinar session is complete, you may watch it on demand at <http://www.cityofmadison.com/clerk/elections-voting/election-officials/training>.

Chief inspectors are encouraged to participate in the regular poll worker webinar, in addition to the chief inspector training offered the weekend before Election Day. Chief inspectors will be paid for attending each of these training sessions, and will be paid for attending one hour of the Board of Canvassers meeting the Friday after Election Day.

You may only work one election in a two-year period without attending training. If you are not able to attend training before Election Day, attend the Board of Canvassers meeting the Friday after Election Day.

Poll workers sign an oath of office on their Election Day payroll sheet.

“Absence from training is neglect of duty, one of the grounds for dismissal,” according to the Wisconsin Elections Commission.

Registering Your Availability

1. You will receive the interest letter from Madison.Votes@modus-elections.com.
2. Click on the blue link that says, “indicate availability.”

Register your availability online: [indicate availability](#) **Click this link.**

OR open a browser and enter this URL: **ElectionService.Me/WI/**

Then enter your personal code: Personal Code: **12-AA-3BC**

3. The website will open to your employee portal. You will need to confirm that you are filling out the availability for yourself. Click the box to confirm it is you. Then click the blue “I Agree” button.

Poll Worker Info Center
WELCOME **Ima Voter** Logout

Please verify your identity before continuing.

Ima Voter
MADISON, WI

I confirm that I am the person named in the box above.

Not Me! **I Agree >>**

4. The next screen will ask you whether you are available or not available to work specific upcoming elections.

Check the box next to available or not available for each election. When you have made your selections click the blue “Save and Continue” button.

The City of Madison is requesting that you indicate your availability to work as an election worker on the dates listed below.
Important: You must select an option for each shift listed below.

Tue, Aug 9, 2022: 2022 Partisan Primary Election
 Available
 Not available

Tue, Nov 8, 2022: 2022 Partisan General Election
 Available
 Not available

Save and Continue >>

5. The next page will ask you to tell us your work preferences. **Note: We will do our best to accommodate requests, but we cannot guarantee that all requests will be granted.**

a. Preferred Work Location: Choose the polling place you would prefer to work on Election Day. Click the down arrow to the right of “{make a selection}” and scroll to the location you prefer. *You must make a selection.* Note: You can look up the polling location for your address at MyVote.WI.gov.

Preferred Work Location

Indicate your preferred work location: { make a selection }



If you had previously told us your preferred work location, it will look like this:

Preferred Work Location

Do you prefer to work at **Alicia Ashman Library**?

Yes, this is my preferred location.

No, I want to select a different location: { make a selection }

If the location listed is still your preference, mark “Yes, this is my preferred location.” If you’d prefer to work at a different location, mark “No, I want to select a different location” and make a selection in the drop-down menu.

b. Flexible Work Location: Tell us whether you are flexible with your assigned location. If you choose the middle option, you can let us know that you prefer to work in a certain area of the city. If you choose the third option, you are saying you will work at any location in the city.

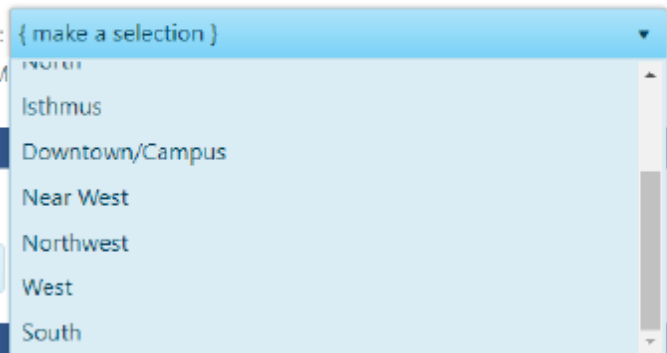
Flexible Work Location

Are you able to be flexible with your assigned work location?

No, I prefer to only work at **my regular polling place**.

Yes, I am willing to work anywhere within the selected area: { make a selection }

Yes, I am willing to work at any location within the City of M



- c. Preferred Timeframe: Confirm if you would like to work the timeframe stated in the question or let us know if there is a different shift you would prefer to work.

Preferred Timeframe

Do you want to work **6am - Close**?

Yes, I want to work this timeframe.

No, I will select a different timeframe:

- All Day
- All Day
- 6am to 1:30pm
- 1pm to close
- Either shift (but not both)
- 4pm to close

- d. Other Preferences: Tell us if you are part of a community organization that is helping to work the polls. Type the name of the organization in the box. This section is not required.

Other Preferences

If you are part of a community organization helping to staff the polls, please name it here so we can assign you as a group

(optional)

- e. Once you have entered all of the information, click the blue “Save and Continue” button at the bottom.

Please review and update your work preferences below. Note that The City of Madison has many roles to fill in order to properly administer the polls.

Preferred Work Location

Indicate your preferred work location: { make a selection }

Flexible Work Location

Are you able to be flexible with your assigned work location?

No, I prefer to only work at **my regular polling place**.

Yes, I am willing to work anywhere within the selected area: { make a selection }

Yes, I am willing to work at any location within the City of Madison.

Preferred Timeframe

Do you want to work **6am - Close**?

Yes, I want to work this timeframe.

No, I will select a different timeframe: All Day

Other Preferences

If you are part of a community organization helping to staff the polls, please name it here so we can assign you as a group

(optional)

Save and Continue >>

6. The next page allows you to update your home and/or mailing address. Choose “Yes” if changes are needed. Choose “No” if the information is up-to-date. Click the blue “Continue” button.

Your street number is hidden to protect your information. If the street name and municipality are correct, choose “No” to skip the update.

If your mailing address and/or home address has changed, please complete the form below.

Home Address *Registered as a voter at this address.*

Home address currently on record is on **W MAIN ST** in **MADISON**.

Update home address? Yes No

Mailing Address *Receive letters at this address.*

Mailing address currently on record is on **W MAIN ST** in **MADISON**.

Update mailing address? Yes No

Continue >>

7. The next two pages will ask if you need to update your phone number(s) or email address. If the information you see is in the correct place, no update is needed. Click the blue “Continue” button.

If your phone number has changed, please enter your new phone in the form below.

Home phone ending with **(xxx)xxx-x773** currently on record.

Update home phone? Yes No

Cell phone ending with **(xxx)xxx-x773** currently on record.

Update cell phone? Yes No


Continue >>

8. The final page is the confirmation page. If you see this page, we have received your availability. Thank you! Close out of the browser window.

*Thank you. Your availability has been registered with The City of Madison.
Poll worker needs have not yet been determined for upcoming elections. If you have indicated that you are available, you may be assigned as an election worker at a later time.*

Accepting Assignment

1. Click the blue “accept or decline assignment” link.


IMPORTANT: You **must** accept your assignment in order to have your name on the roster. **If your name is not on the roster, you cannot work.**
Confirm your assignment online: [accept or decline assignment](#)  Click this link.

OR open a browser and enter this ElectionService.Me/Wis/EWTM URL:
Then enter your personal code: Personal Code: **5Q-ES-BC8**

2. Check the box to confirm your identity. Click the “I Agree” button to be taken to the next page.

Poll Worker Info Center
for Wisconsin

WELCOME! **Ima Voter** Logout

 **City of Madison**
210 Martin Luther King Jr. Boulevard
Madison, WI 53703

Please verify your identity before continuing.

Ima Voter
of
MADISON, WI


I confirm that I am the person named in the box above

Not Me! **I Agree >>**

3. The next screen will show you your Election Day assignment(s). Accept or decline the assignment. Click the blue Save and Continue button.

Poll Worker Info Center
for Wisconsin

WELCOME! **Ima Voter** Logout

 **City of Madison**
210 Martin Luther King Jr. Boulevard
Madison, WI 53703

The City of Madison has requested for you to serve as an election worker on the following dates.
Please carefully review your schedule and indicate whether you are available to serve.

General Tuesday, November 8, 2022, 6am-1:30pm, Chief Inspector

I **accept** this assignment

I **decline** this assignment

Save and Continue >>

4. The next screen will ask if you'd like to register to watch the live webinar. Choose to register for the live webinar or decline the option to watch the live webinar. Click the blue "Register and Continue" button.

Whether you register for the live webinar viewing or opt to watch the recording later, you **must** record that you have completed the required training in your portal (see *Recording Training* instructions below).

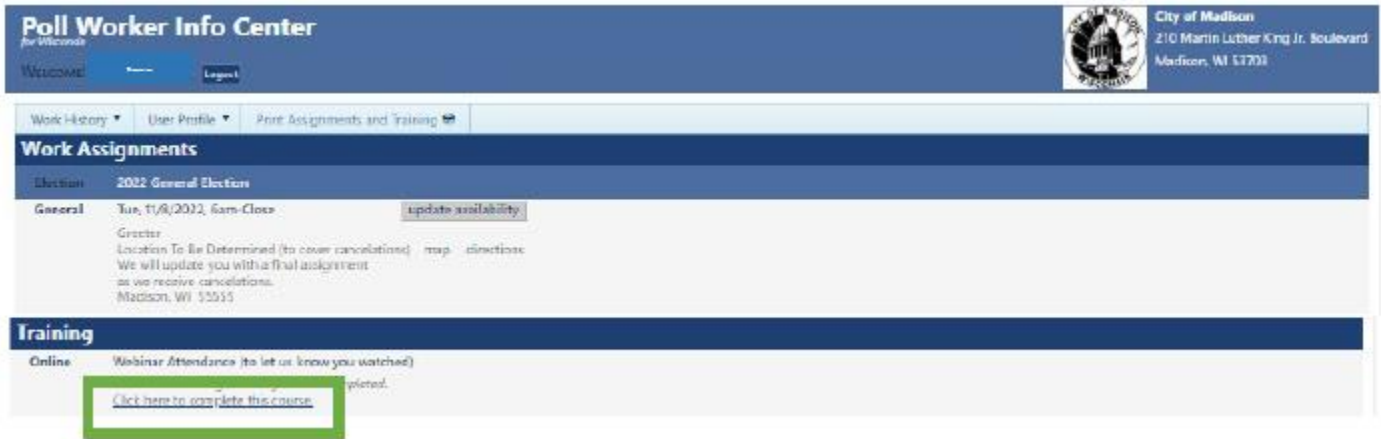
The screenshot shows the 'Poll Worker Info Center' interface. At the top, there is a header with the title 'Poll Worker Info Center for Wisconsin', a 'Welcome!' message, a user name 'Ima Voter', and a 'Logout' button. To the right is the City of Madison logo and address: 'City of Madison, 210 Martin Luther King Jr. Boulevard, Madison, WI 53703'. Below the header, a blue box contains the text: 'The City Clerk's Office requires that each election worker participate in training for every election they work. Please carefully review the following training schedule. You may select a training session that best fits your schedule.' A green box highlights the registration options: 'Invite me to watch the webinar LIVE:' with two radio buttons. The first is selected and labeled 'Register me to attend following training:' with a dropdown menu showing 'Tue, Oct 18, 2022, 11:00 AM; City of Madison Mediasite'. The second is 'I do not want to take this optional training'. A blue button labeled 'Register and Continue >>' is highlighted with a green box at the bottom.

5. You will be taken to the assignment response page. Click the blue "Proceed to home page" button to view your assignment(s) and assigned training(s).

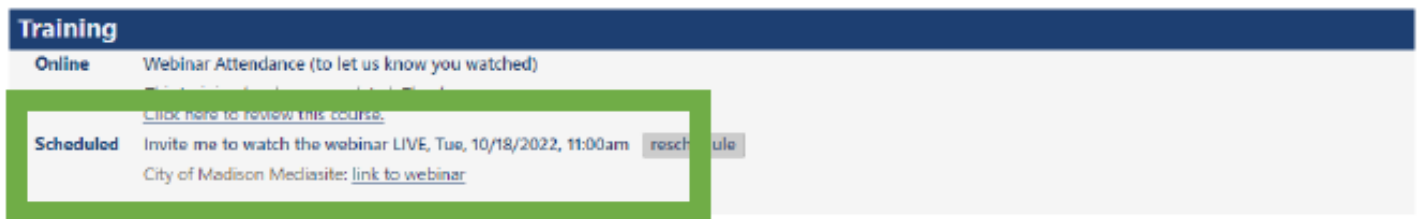
The screenshot shows the 'Poll Worker Info Center' interface. At the top, there is a header with the title 'Poll Worker Info Center for Wisconsin', a 'WELCOME!' message, a user name 'Ima Voter', and a 'Logout' button. To the right is the City of Madison logo and address: 'City of Madison, 210 Martin Luther King Jr. Boulevard, Madison, WI 53703'. Below the header, a blue box contains the text: 'Click "Proceed to Home Page" button below to view your work assignments, schedule training, get directions, and more... Your personal elections information page can be referenced at any time by clicking the link in your assignment letter or by providing your personal access code.' Below this, green text reads: 'Your assignment response and training registration are now registered with the City of Madison. Thank you! View your home page for a printable list of accepted work assignments and registered training classes:'. A blue button labeled 'Proceed to home page >>' is highlighted with a green box at the bottom.

Recording Training

1. Your portal home page lists your assignments and trainings. Under Trainings, find Online: Webinar Attendance course. Click the “Click here to complete this course” link.



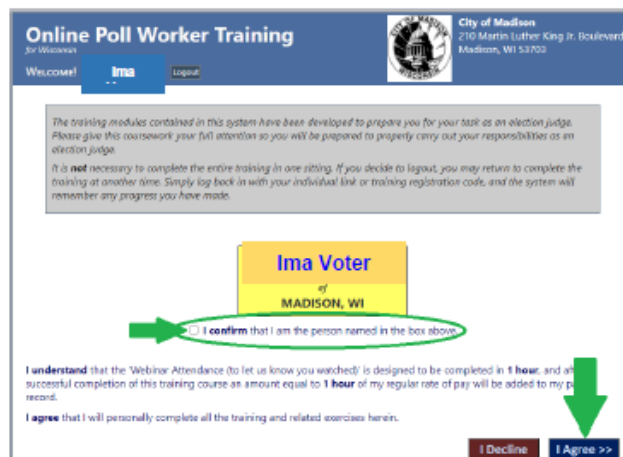
If you registered to watch the live webinar, you will find the link to the webinar in the Training section under “Scheduled” trainings.



If you watch the live webinar, you still must record your completion of the training by clicking the “Click here to complete this course” link in the Online training option!

The recording of the webinar will be available in your portal the afternoon of the live webinar training session. This is when you will be able to record your training completion.

2. Check the box to confirm your identity. Click the “I Agree” button to be taken to the next page.



3. Click the red button in the middle of the video screen. Watch the full hour of the webinar recording. (Skip if you watched the live webinar.)

The screenshot shows the 'Online Poll Worker Training' interface for the 'Webinar Attendance (to let us know you watched)' course. The user is logged in as 'Ima Voter'. The course progress is '0 of 1 Successfully Completed'. A table lists the video '1. April 2022 EO Webinar Recording'. The video player shows a thumbnail with the City of Madison logo and a red play button, which is highlighted by a green arrow. The video title is 'Election Official Training Video: March ...'. A 'Take the Quiz' link is visible in the 'Quiz' column.

4. Once you have finished watching the recording, click the blue "Take the Quiz" link.

The screenshot shows the same 'Online Poll Worker Training' interface. The video player now displays a 'Thank you!' message with a photo of a dog and the email address 'MadisonVotes@CityofMadison.com'. The video progress is '59:38 / 1:00:12'. The 'Take the Quiz' link in the 'Quiz' column is circled in green, and a green arrow points to it.

5. Answer the quiz question. Click the “Done” button.

Online Poll Worker Training
for Wisconsin


WELCOME! [Ima Voter](#) [Logout](#)

City of Madison
210 Martin Luther King Jr. Boulevard
Madison, WI 53703

Course: Webinar Attendance (to let us know you watched)


Unit Quiz: April 2022 EO Webinar Recording Question 1 of 1

1) Did you watch the webinar? In order to receive credit for training (and to be paid), you will need to answer this question.

Yes 

No

Select one (1) correct answer by checking an option box above.

[Done](#) 

6. On the next screen, click the “Back to Training Videos” button.

Online Poll Worker Training
for Wisconsin


WELCOME! [Ima Voter](#) [Logout](#)

City of Madison
210 Martin Luther King Jr. Boulevard
Madison, WI 53703

Course: Webinar Attendance (to let us know you watched)

Unit Quiz: April 2022 EO Webinar Recording Question 1 of 1

That's right!
You have completed this quiz and correctly answered each question.

[Back to Training Videos >>](#) 

1) Did you watch the webinar? In order to receive credit for training (and to be paid), you will need to answer this question.

Yes

No

Select one (1) correct answer by checking an option box above.

7. The next screen congratulates you for completing the training. Congrats! You have now completed the training requirement.

Click the “Logout” button next to your name in the top left corner of the screen.

Online Poll Worker Training
for Wisconsin

WELCOME! Ima Voter Logout

City of Madison
210 Martin Luther King Jr. Boulevard
Madison, WI 53703

Congratulations! ★★ ★

You have successfully completed all the modules within this training. Our records have been updated to ensure that you receive credit for having completed this training.

We encourage you to return to this training and watch these training videos or practice a quiz again at any time.

If you decide to view any of these videos another time, you will not be required to complete the quiz again.

If you decide to practice a quiz again, you will not be required to get 100% correct. You will still receive full credit for the course even if you select an incorrect answer.

Thank you for serving your country and your community as an election worker!

Course: Webinar Attendance (to let us know you watched) **1 of 1 Successfully Completed**

No.	Video	Quiz
1.	April 2022 EO Webinar Recording Watch on YouTube	100% Completed! Reset Quiz

8. If you have logged out successfully, you will see the screen below. Close the browser window.

Online Poll Worker Training
for Wisconsin

MOBUS
ELECTIONS MANAGER

You have been logged out.

Thank you for serving your country and your community as an election worker!

Oops! I didn't mean to log out! >> [resume training](#)

I want to log back in with my own ID >> [login](#)

Compensation

The City of Madison pays its poll workers an hourly living wage. Chief inspectors earn an additional 15 percent.

Poll workers earn their hourly rate for training. We can only pay each poll worker to attend one training session per election. The only exception is for new chief inspectors, who may attend two training sessions.

Paychecks are issued about three weeks after an election. Before submitting payroll to Finance, we must follow-up with each poll worker who did not print legibly or did not indicate a start time, end time, training, or pay source.

If you move, contact the City Clerk's Office to update your address. Your voter registration is not linked to our poll worker payroll system.

See the next page for examples of issues that slow down the payroll process.



Frequently Asked Questions about Training

“I have been working at the polls for 50 years. Why do I need training?”

Election law and procedures change quickly. And, training is required by State Statute.

“Why can't the chief just train us on Election Day?”

The chief has many other responsibilities on Election Day, and the City Clerk is required by law to train all poll workers.

“I already know all there is to know about elections. Do I still need training?”

You absolutely must complete training for each election.

**Bottom Line:
If you want to work at the polls, you will complete training.**

2300 General Election, November 9, 2300

Time Sheet SAMPLE

Busy Polling Place Ward 350

Oath of Office: *By signing, I solemnly affirm that I will fairly and impartially perform the duties of an Election Official for the City of Madison, in conformance with the election laws set forth in the Wisconsin Statutes, to the best of my ability. The undersigned understands that I would be subject to applicable civil or criminal penalties if I failed to comply with State Statue 12.13 (Prohibited Election Practices), and that my solemn obligation is to fully and fairly implement election laws and to seek to have the intent of the electors ascertained.*

Please sign & enter your hours worked today. Your training will be added automatically based on what you reported online. Be sure to circle "Yes" or "No" in the "Volunteer?" column.

If your Employee ID number appears next to your name, then you are eligible to be paid for this election. If it is blank or says "W4", then you need to turn in a W4 and WT4 in order to be paid. Visit www.cityofmadison.com/EO to download the forms.

If you are a public employee and are being paid for your time by your regular employer, enter your time as "volunteer" and create a separate line with any additional paid hours. For example:

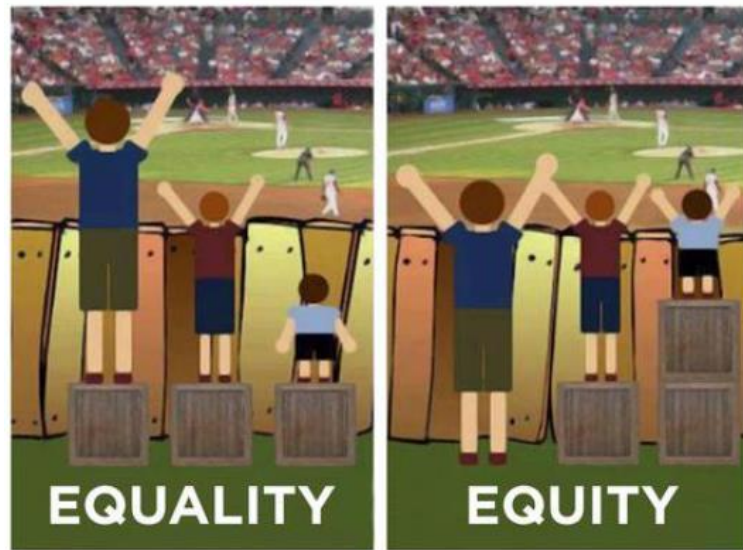
"John Sample, Start time: 6am, End Time: 2pm, Volunteer? Yes" and also (on the next blank line)

"John Sample, Start time: 2pm, End Time, 9pm, Volunteer? No"

Worker Name	Scheduled	Start Time	End Time	Volunteer?	Worker Signature
Maggie McClain Chief Inspector	6am-Close	6:00am	10:00pm	YES Thank you!	X Maggie McClain
Bonnie Chang Chief in training	0000 4pm-Close	4:15pm	9:30pm	YES NO	X B Chang
Bonnie Chang Chief in training	0000 6am-1:30pm	6:00am	1:30pm	YES NO	X B Chang
Jim Verbick Absentee Leadworker	01234 6am-Close	6:00am	2:00pm	YES NO	X Jim Verbick
Shelby Deakin Election Official	6am-1:30pm	6:00am	1:30pm	YES NO	X S Deakin
Jennifer Haar Election Official	1pm-Close	1:00pm	9:30pm	YES Thank you!	X Jennifer Haar
Heather Harris Election Official	Blank or "W4" means a W4 needs to be submitted to get paid.	6:00am	1:30pm	YES NO	X Heather Harris
Thomas Lund Election Official	BUS	1:20	9:30pm	YES NO	X Thomas Lund
Eric Christianson Student Election Official	1234 6am-Close	6:00am	9:30pm	YES NO	X Eric Christianson
Michael Quieto Greeter	2345 W4 6am-Close	6:00am	9:30pm	YES NO	X Mike Quieto
Jim Verbick	Jim is being paid by his regular employer for 8 hrs (pre-printed line), but he wants to be paid by the Clerk's Office for the remainder of his time on Election Day.	2:00pm	9:30pm	YES NO	X Jim Verbick
				YES NO	X
				YES NO	X

Please sign here to certify this timesheet as complete and accurate. ---> Chief Inspector Signature x Maggie McClain

Other Notes Chief Inspector: Add the time you spent contacting workers before Election Day here.



Equity and Engagement at the Polls

Equity is the just and fair inclusion into a society in which all, including all racial and ethnic groups, can participate, prosper, and reach their full potential. Equity gives all people a just and fair shot in life despite historic patterns of racial and economic exclusion. www.policylink.org

Our goal is that each eligible voter will be able to cast a ballot and have that ballot counted. We have to ask ourselves if the system is working as it was designed to work, and what we have the power to influence. What would equity look like in elections administration?

The City of Madison adopted an Equity Impact Model in 2013, in response to the Race to Equity baseline report on the state of racial disparities in Dane County. The City of Seattle Alliance on Race and Equity provided equity training to city staff as the City began to address the disparities in the Race to Equity report. The City Clerk's Office was the first city agency to use an Equity Lens to develop its work plan, with help from the Department of Civil Rights and Public Health of Madison and Dane County.

How We Think

We are only aware of two percent of what we're feeling at the moment. The human brain can take in 11 million pieces of information in any one moment, but we're only consciously aware of maybe 40 of those bits of information, at best.



Our brains organize information into broader categories called schemas in order to make sense of information. Social schemas include stereotypes that influence how we judge others. We might not be aware of these schemas; they are stored in our unconscious.

Bias

We all carry bias (prejudgment). When we consciously act on those biases, we are discriminating. When we unconsciously act on those biases, we may be unintentionally causing negative and inequitable outcomes.



An example of an effect of bias is the number of female hires for an orchestra increasing 25 to 46% once conductors were placed behind a screen during auditions.

Another example is that the average height of U.S. males is 5'9" and only 15% of males in the U.S. are at least 6' tall. However, 58% of CEOs are at least 6' tall.

A third example is that job applicants with African American sounding names have to sent 15 resumes to get a callback, compared to 10 resumes for applicants with European American sounding names.

The good news is that studies have shown that we can reduce our implicit bias by developing a mindfulness practice.

Racism

Individual racism is pre-judgment, bias, or discrimination by an individual, based on race.

Institutional racism is policies, practices, and procedures that work to the benefit of white people and to the detriment of people of color, often unintentionally or inadvertently.

Structural racism is a history and current reality of institutional racism across all institutions. This combines to create a system that negatively impacts communities of color.

An example of structural racism would be Jim Crow laws, some of which required literacy tests for voter registration. We have voters who were required to take literacy tests or had family members who took literacy tests in order to try registering to vote in the South in the 1950s and 1960s. Voters whose grandfather had been eligible to vote were “grandfathered in,” or exempted from these tests.

The literacy tests were deliberately confusing. Passage or failure was often at the whim of the registrar. We need to be sensitive to this when interacting with voters. Our goal is the opposite of these literacy tests: that each eligible voter will be able to cast a ballot, and have that ballot counted. We need to be mindful to make sure our interactions with voters are welcoming and non-judgmental, unlike these literacy tests.

Put yourself in the voter’s shoes. See if you could pass the 1965 Louisiana Voter Literacy Test that begins on the next page. You have ten minutes and cannot get any answers incorrect.

1965 Alabama Literacy Test

1. Which of the following is a right guaranteed by the Bill of Rights?
 Public Education
 Employment
 Trial by Jury
 Voting
2. The federal census of population is taken every five years.
 True False
3. If a person is indicted for a crime, name two rights which he has.

4. A U.S. senator elected at the general election in November takes office the following year on what date?

5. A President elected at the general election in November takes office the following year on what date?

6. Which definition applies to the word "amendment?"
 Proposed change, as in a Constitution
 Make of peace between nationals at war
 A part of the government
7. A person appointed to the U.S. Supreme Court is appointed for a term of _____
8. When the Constitution was approved by the original colonies, how many states had to ratify it in order for it to be in effect? _____
9. Does enumeration affect the income tax levied on citizens in various states? _____
10. Person opposed to swearing in an oath may say, instead:
(solemnly) _____
11. To serve as President of the United States, a person must have attained:
 25 years of age
 35 years of age
 40 years of age
 45 years of age
12. What words are required by law to be on all coins and paper currency of the U.S.?

13. The Supreme Court is the chief lawmaking body of the state.
 True False
14. If a law passed by a state is contrary to provisions of the U.S. Constitution, which law prevails?

15. If a vacancy occurs in the U.S. Senate, the state must hold an election, but meanwhile the place may be filled by a temporary appointment made by _____

16. A U.S. senator is elected for a term of _____ years.
17. Appropriation of money for the armed services can be only for a period limited to _____ years.
18. The chief executive and the administrative offices make up the _____ branch of government.
19. Who passes laws dealing with piracy? _____

20. The number of representatives which a state is entitled to have in the House of Representatives is based on _____
21. The Constitution protects an individual against punishments which are _____ and _____.
22. When a jury has heard and rendered a verdict in a case, and the judgment on the verdict has become final, the defendant cannot again be brought to trial for the same cause.
 True False
23. Name two levels of government which can levy taxes: _____

24. Communism was the type of government in:
 U.S.
 Russia
 England
25. Cases tried before a court of law are two types, civil and _____.
26. By a majority vote of the members of Congress, the Congress can change provisions of the Constitution of the U.S.
 True False

27. For security, each state has a right to form a _____.
28. The electoral vote for President is counted in the presence of two bodies. Name them:

29. If no candidate for President receives a majority of the electoral vote, who decides who will become President? _____
30. Of the original 13 states, the one with the largest representation in the first Congress was _____.
31. Of which branch of government is the Speaker of the House a part?
 Executive
 Legislative
 Judicial
32. Capital punishment is the giving of a death sentence.
 True False
33. In case the President is unable to perform the duties of his office, who assumes them?

34. "Involuntary servitude" is permitted in the U.S. upon conviction of a crime.
 True False
35. If a state is a party to a case, the Constitution provides that original jurisdiction shall be in _____.
36. Congress passes laws regulating cases which are included in those over which the U.S. Supreme Court has _____ jurisdiction.
37. Which of the following is a right guaranteed by the Bill of Rights of the U.S. Constitution.
 Public Housing
 Education
 Voting
 Trial by Jury
38. The Legislatures of the states decide how presidential electors may be chosen.
 True False
39. If it were proposed to join Alabama and Mississippi to form one state, what groups would have to vote approval in order for this to be done? _____

40. The Vice President presides over _____.
41. The Constitution limits the size of the District of Columbia to _____.
42. The only laws which can be passed to apply to an area in a federal arsenal are those passed by _____ provided consent for the purchase of the land is given by the _____.
43. In which document or writing is the "Bill of Rights" found? _____.
44. Of which branch of government is a Supreme Court justice a part?
 Executive
 Legislative
 Judicial
45. If no person receives a majority of the electoral votes, the Vice President is chosen by the Senate.
 True False
46. Name two things which the states are forbidden to do by the U.S. Constitution.

47. If election of the President becomes the duty of the U.S. House of Representatives and it fails to act, who becomes President and when? _____
48. How many votes must a person receive in order to become President if the election is decided by the U.S. House of Representatives? _____
49. How many states were required to approve the original Constitution in order for it to be in effect? _____
50. Check the offenses which, if you are convicted of them, disqualify you for voting:
 Murder
 Issuing worthless checks
 Petty larceny
 Manufacturing whiskey
51. The Congress decides in what manner states elect presidential electors.
 True False
52. Name two of the purposes of the U.S. Constitution. _____

53. Congress is composed of _____.
54. All legislative powers granted in the U.S. Constitution may legally be used only by _____.
55. The population census is required to be made every _____ years.
56. Impeachments of U.S. officials are tried by _____.
57. If an effort to impeach the President of the U.S. is made, who presides at the trial?

58. On the impeachment of the chief justice of the Supreme Court of the U.S., who tries the case?

59. Money is coined by order of:
____ U.S. Congress
____ The President's Cabinet
____ State Legislatures
60. Persons elected to cast a state's vote for U.S. President and Vice President are called presidential _____.
61. Name one power which is exclusively legislative and is mentioned in one of the parts of the U.S. Constitution above _____.
62. If a person flees from justice into another state, who has authority to ask for his return?

63. Whose duty is it to keep Congress informed of the state of the union? _____
64. If the two houses of Congress cannot agree on adjournment, who sets the time?

65. When presidential electors meet to cast ballots for President, must all electors in a state vote for the same person for President or can they vote for different persons if they so choose? _____
66. After the presidential electors have voted, to whom do they send the count of their votes?

67. The power to declare war is vested in _____.
68. Any power and rights not given to the U.S. or prohibited to the states by the U.S. Constitution are specified as belonging to whom? _____

Answers to Alabama Literacy Test

1. Trial by Jury only
2. False (every 10 years)
3. Habeas Corpus (immediate presentation of charges); lawyer; speedy trial.
4. January 3
5. January 20
6. Proposed change, as in a Constitution
7. Life (with good behavior)
8. Nine
9. Yes
10. Affirm
11. 35
12. In God We Trust
13. False
14. U.S. Constitution
15. The governor
16. Six
17. Two
18. Executive
19. Congress
20. Population (as determined by census) *less untaxed Indians*
21. Cruel and unusual
22. True
23. State and local
24. Russia
25. Criminal
26. False
27. Militia
28. House of Representatives, Senate
29. House of Representatives
30. Virginia
31. Legislative
32. True
33. The Vice President
34. True
35. The Supreme Court
36. Co-appellate
37. Trial by Jury
38. True
- 39> Congress and the legislatures of both states
40. The Senate
41. 10 miles square
42. Congress; state legislatures
43. Constitution
44. Judicial

45. True
46. Coin money; make treaties
47. The Vice President, until the House acts
48. 26
49. 9
50. Murder
51. False
52. (Preamble statements) “to form a more perfect union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity.”
53. House of Representatives and Senate
54. Congress
55. 10
56. The Senate
57. The Chief Justice of the Supreme Court
58. The Senate
59. The U.S. Congress
60. Electors
61. Pass laws, coin money, declare war
62. The Governor
63. The President
64. The President
65. They can vote for different people
66. Vice President (President of the Senate)
67. Congress
68. The states; the people

Again, we want our interactions with voters to be nothing like these literacy tests. We are election officials, not election judges. Our role is to help the voters without judgment. It is our privilege to take the time to answer a voter’s questions and to facilitate the right to vote.

If you observe any inequitable treatment of voters or other poll workers, notify the Clerk’s Office. Our polling places need to be welcoming for all voters and all poll workers.

Microaggressions

Microaggressions are brief, everyday slights that are often unintentional but communicate hostile, derogatory, or negative messages. The aggressor is often well-intentioned, but unaware of the hidden message being communicated. We need to avoid microaggressions at the polls.

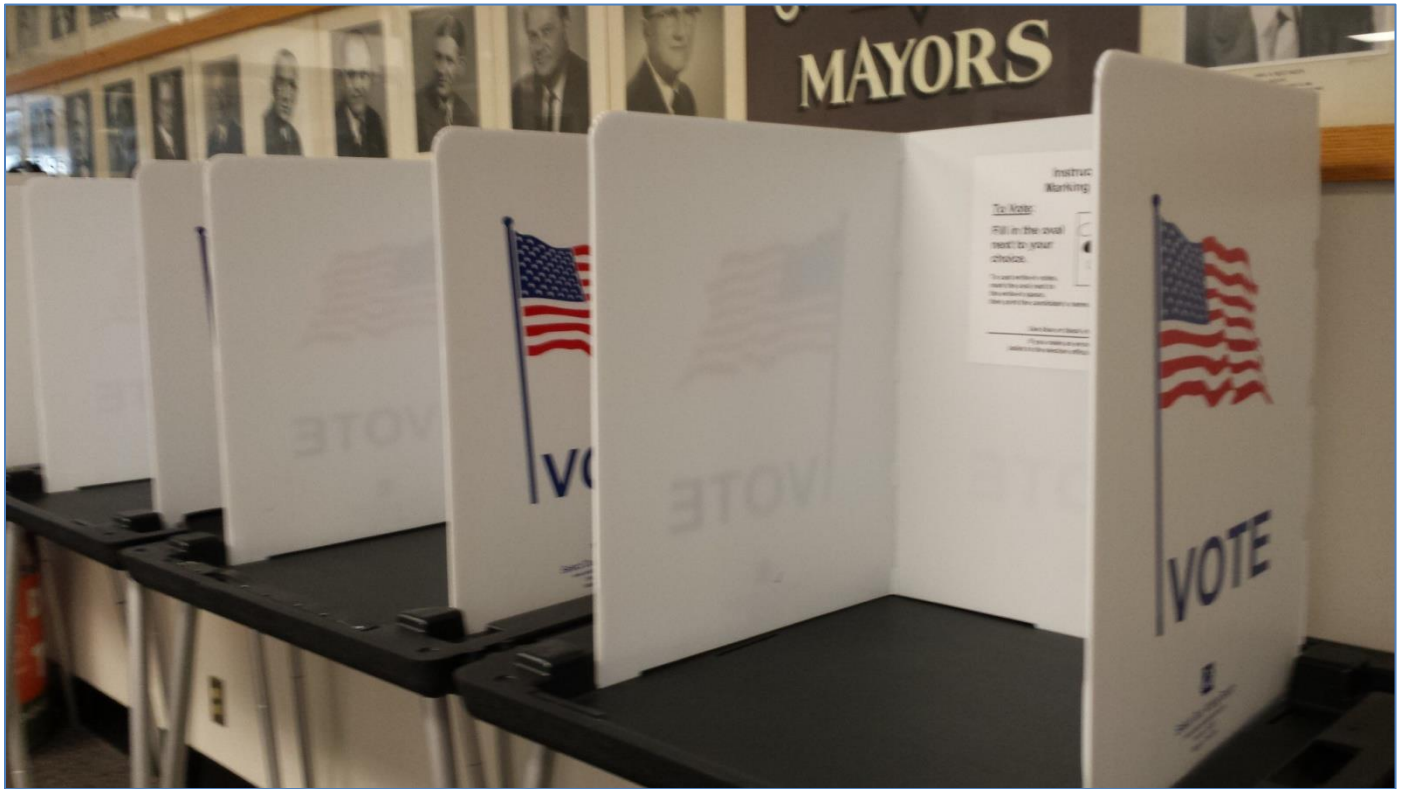


One microaggression is like being hit by a drop of rain. When you're constantly being hit by microaggressions, though, it is like being caught in a downpour.

Here are some examples of microaggressions:

- A poll worker raises their voice when speaking to a voter who is visually impaired.
- A voter with a Latino-sounding name is told he speaks English really well.
- A poll worker asks a colleague, "Where are you *really* from?"
- Poll workers make comments about voter names.
- The statement, "When I look at you, I don't see color."
- Disparaging remarks about a neighborhood in the ward.
- Suggesting that a poll worker would be more comfortable working at a location with more voters of the same race.
- A same-sex couple registers to vote with one document for proof of address. One voter is instructed to get their ballot while "their friend" finishes their voter registration.

We judge ourselves by our intent. Others judge us by the impact of what we say and do. We judge others by their impact. Even if you have good intentions, listen to and believe others when they tell you that a comment or action didn't line up with your intentions. We come from a place of privilege when we make the conversation about our intent. As Maya Angelou said, "Do the best you can until you know better. Then when you know better, do better."



Additional Resources for Poll Workers

Training Videos

Training videos are online at:

- www.cityofmadison.com/clerk/elections-voting/election-officials/resources
- <https://elections.wi.gov/publications/videos/tutorials>
- <https://vimeo.com/electionswisconsin>

Twitter Updates

Follow the Clerk's Office on Twitter @MadisonWiclerk and on Facebook.



Regularly Scheduled Elections:

Spring Primary

Primary held on the third Tuesday in February to nominate non-partisan candidates to be voted for at the Spring Election. *§5.02(22)*

Spring Election

Election held on the first Tuesday in April to elect judicial, educational, and municipal officers, and non-partisan county officers, and to express preferences for the person to be the presidential candidate for each party in a year in which electors for president and vice president are to be elected. *§5.02(21)*

Fall Primary

Primary held the second Tuesday in August of even-numbered years to nominate candidates to be voted for at the General Election and to determine which candidates for state offices other than district attorney may participate in the Wisconsin election campaign fund. *§5.02(18)*

General Election

Election held in even-numbered years on the Tuesday after the first Monday in November to elect United States senators, representatives in congress, presidential electors, state senators, representatives to the assembly, district attorneys, state officers other than the state superintendent and judicial officers, and county officers other than supervisors and county executives. *§5.02(5)*

