

# **Polling Place Tabletop Exercise**



**February 2020**



## Scenario 1

7 a.m.

Your polling place has a long line of voters waiting outside of the polling area.



### Solution:

- Split your poll books when you can to process voters faster.
- Have a greeter identify voters who may be at wrong polling place or do not have proper photo ID and, if registering today, proof of address.

### Discussion:

- Greeters should not be turning voters away from the polling place, but can ensure that voters have the right documents needed to vote.
- Does the polling place where you normally work have a space for voters to wait inside if there is a line? Voters do not have to wait outside even if the polls have not officially opened.

## Scenario2

A voter asks the election inspector at the poll book table if there are any write-in candidates for county supervisor.



Solution:

- The municipal clerk should give the election inspectors a list of registered write-ins candidates if there are any (see yellow binder).
- Let the voter look at the list of registered write-in candidates.
- The list of registered write-in candidates should not be publicly posted.

Discussion:

- The list of registered write-in candidates should only be shown when specifically requested by the voter. The list should not be taken to the voting booth.

### Scenario 3

A voter asks what impact a “yes” or “no” vote has on the referendum on the ballot.



### Solution:

- Point them to the Type C Notice that describes what a “yes” and “no” vote means for any referenda on the ballot. (This would have been one of the signs in the red accordion folder for posting before the polls opened.)
- Do not give a personal interpretation of what the vote would mean – you could inadvertently sway the voter. It could be interpreted as electioneering.

### Discussion:

- The Type C Notice is the official description of the referenda choices and are presented in a way that won't influence a voter.
- Where are the notices for your election at your polling place? Is there a better location to place these so people in line could read and review them?



## Scenario 4

When asked to state their name and address at the poll book, a voter says they are concerned that someone will hear them. They want to know why they have to state their name and address.



### Solution:

- State Statute 6.79(2) requires voters to state their name and address in order to receive a ballot. This has been state law for decades. Voting is considered a public act – observers and the public have a right to know who is voting.
- If the voter refuses to state their name and address, the poll worker can publicly recite the name and address of the voter as noted on their photo ID (if address on ID is current).
- We can suggest that the voter request an absentee ballot next election to avoid having to state their name and address

### Discussion:

- Is there signage at your polling place letting voters know they have to state their name and address?
- A voter with disabilities who is unable to state their name and address can have someone assist them in stating their name and address.

## Scenario 5

A voter has incorrectly marked two ballots and makes a mistake marking a third ballot.



### Solution:

- Voters cannot be issued more than three ballots.
- Election inspectors should instruct the voter, when appropriate, why the ballot was incorrectly marked. For example, they over-voted or tried to cast a cross-over vote at a partisan election.
- Voter will have to either cast that ballot or choose not to cast a ballot in this election.
- If the voter does want to cast their ballot, the inspectors might have to remake the ballot with the votes that may be counted (if voter intent cannot be determined, leave the over-voted office blank on the remade ballot).

### Discussion:

- When a voter lets you know they have made a mistake on their ballot and wish to get a new ballot, are you letting them know they can only be issued three ballots?



## Scenario 6

A voter is unable to state their name and address due to a disability.



### Solution:

- Have someone assist the voter with stating their name and address.
  - Can be someone who is with the voter, or even an inspector.  
An assistor cannot be either the voter's employer or a representative of the voter's labor union.
- Do not force the person who has the disability to attempt to state their name and address.

### Discussion:

- A person with a disability should not be prevented from voting if they cannot state their name and address – an assistor can help them with this step.

## Scenario 7

A voter at the poll book table finds that someone else has signed their name in the signature box next to the voter's name. The voter is angry that someone is trying to steal their vote.



### Solution:

- Determine which voter signed on the wrong line and move that voter's issued voter number to the correct voter.
- Document on the Inspectors' Statement that the voter signed on the wrong line.
- Have the correct voter sign next to their own name in the poll book.
- Reassure voter that it was a mistake and it will not affect their vote in any way.

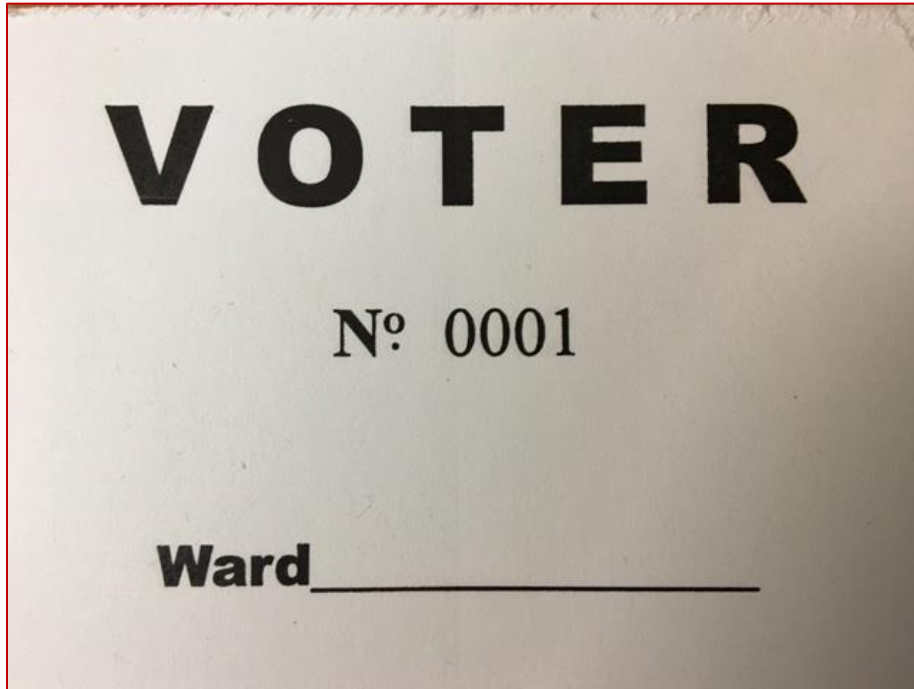
### Discussion:

- Important for inspectors to point out where the voter should sign the poll book and to pay attention during that part of the voter check-in process.
- Documentation on the Incident Log is important so the Clerk and Board of Canvassers knows what happened on Election Day.



Scenario 8

A voter cannot provide photo ID and wants to know their options.



### Solution:

- The voter should be offered a provisional ballot.
- The voter can provide photo ID by 8 pm on Election Day or until 4 pm the Friday following the election in the municipal clerk's office.
- If the voter returns to the polling place on Election Day with the proper documentation, the voter may be issued a new ballot or, if in a hurry, vote the provisional ballot.

### Discussion:

- This is one of only two situations when a voter should be offered a provisional ballot.
- The other situation is when an individual registering to vote has an unexpired WI driver license or state-ID card and is unable or unwilling to provide the number on the voter registration application.
- There are no other instances in which a voter may cast a provisional ballot, such as lack of proof of residence or in the wrong polling location.

## Scenario 9

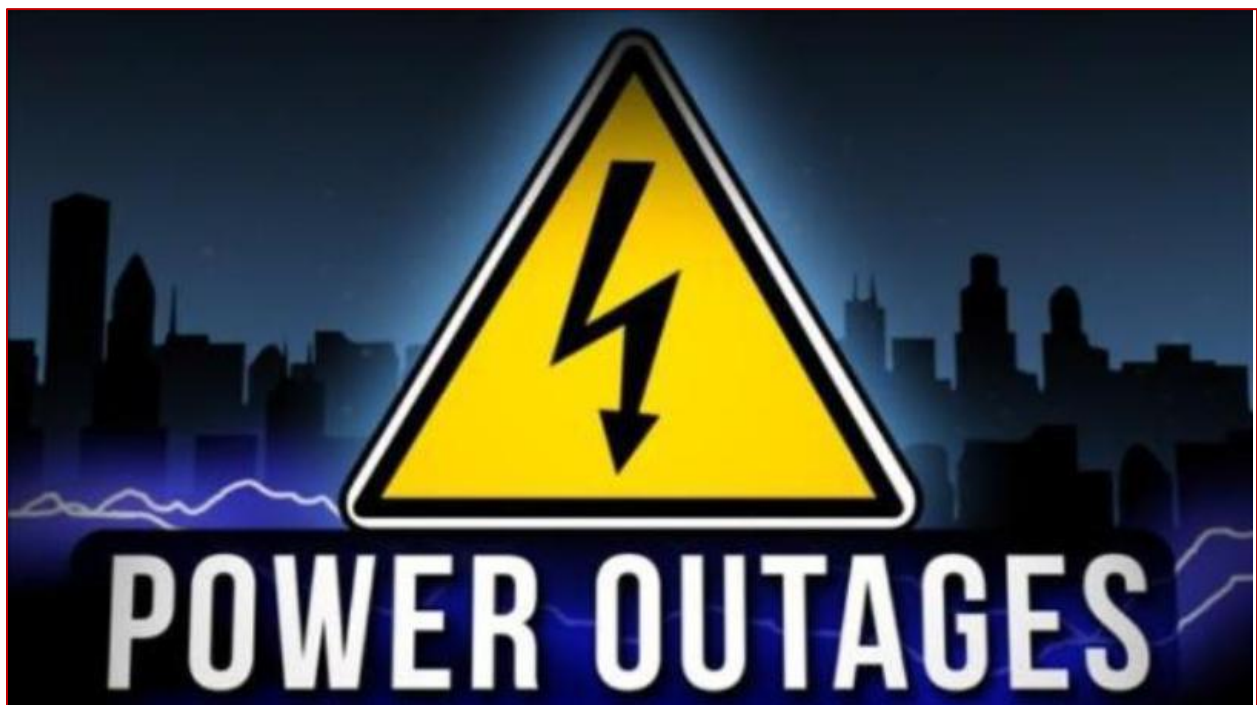
### Breaking News Bulletin:

The City of Madison lost power Tuesday morning as the latest winter storm moved through the area.

According to the outage map for Madison Gas & Electric, nearly 24,000 customers were reported without power.

The outages hit a couple of hours after a winter storm moving through the area, first with snow and then with high winds.

Repair crews expect nearly all customers to have power restored by 1 p.m.



### Solution:

- If possible, continue to process voters while using the battery back-up on the voting equipment.
- If the battery back-up runs out, instruct voters to place their ballots in the secure emergency bin.
- Document amount of time polling place was without power, and amount of time, if any, voting was unavailable.

### Discussion:

- Who would you contact if your polling place lost power for an extended amount of time?

Scenario 10

A voter has gotten married and changed their name so the name on their photo ID does not match their name on the poll list.

Please review this tribal ID to determine if it is acceptable.



Name on poll book is Maria Martin.

Photo reasonably resembles the voter.

Expiration date – valid for voting, even if expired.

Solution:

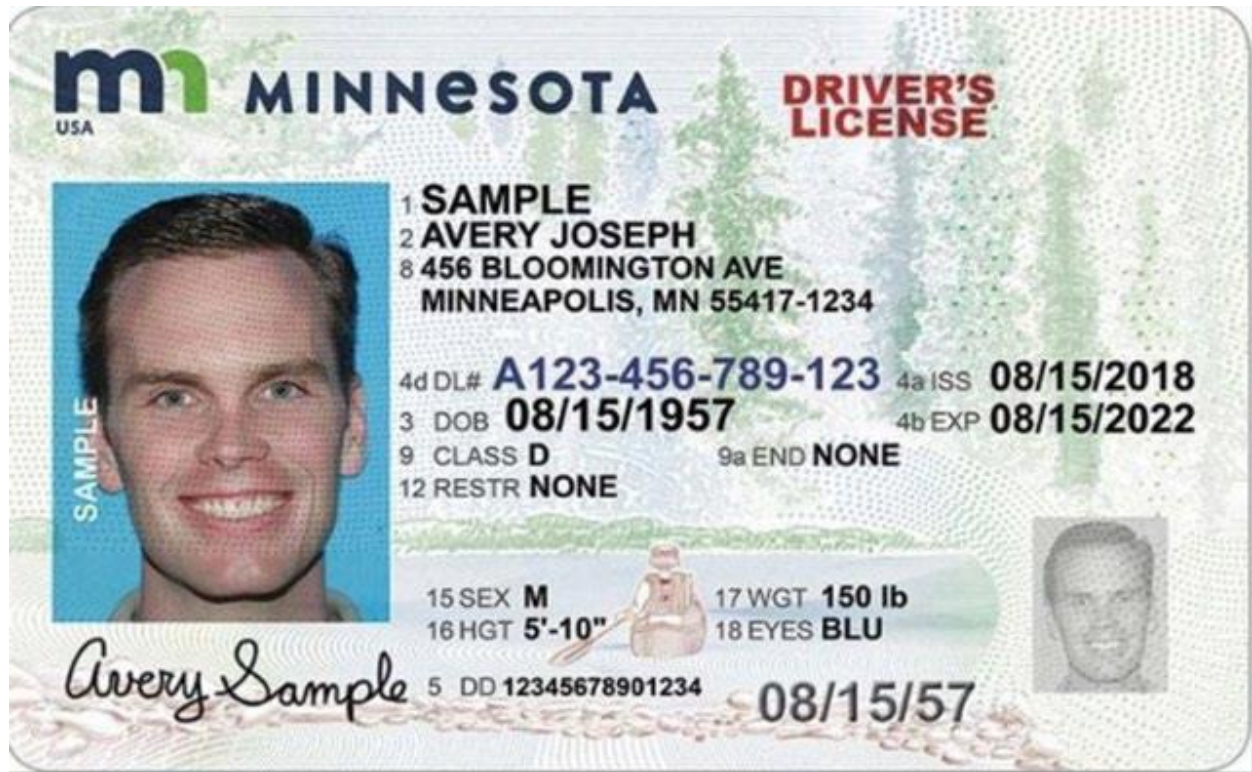
- The name on the voter's photo ID must conform to the name on the poll list.
- The voter can re-register with the name change or provide a different type of photo ID that lists a name that conforms to the name on the poll list.

Discussion:

- A hyphenated name (example: Smith-Jones) is considered conforming if either Smith or Jones is the name on the poll list.
- Note that a voter who has changed their name and has not updated their photo ID can still vote if registered under previous name.

Scenario 11

A voter presents a Minnesota driver license for photo ID.



Solution:

- An out-of-state driver license is not an acceptable form of photo ID. It cannot be used under any circumstances.
- The election inspector should ask for a different type of photo ID and provide the voter with a list of acceptable forms of photo ID if necessary.
- The election inspector should offer the voter a provisional ballot.

Discussion:

- The picture guide in your green accordion poll book table folder should be referenced for acceptable forms of photo ID.



## Scenario 12

A voter asks a poll worker which candidates are the incumbents for several contests.



Solution:

- Election inspectors should not provide this information to a voter, even if they are aware of who the incumbents for an office are.
- It could be construed as electioneering.

Discussion:

- Incumbency is not listed on the ballot and should not be provided to a voter.

## Scenario 13

A voter is taking a selfie with their marked ballot in the polling area.



<https://bloximages.newyork1.vip.townnews.com/standard.net/content/tncms/assets/v3/editorial/0/ef/0ef8da91-3da4-5a3c-b711-6d6816e8dea6/5b52d3230050a.image.jpg?resize=1200%2C751>

### Solution:

- Several courts have ruled that taking a selfie is a 1<sup>st</sup> Amendment right.
- It may create more of a disturbance to draw attention to the voter taking a selfie of their ballot.
- If the voter is moving through the voting process, it may prove better to let it go.
- The voter should be advised that posting a completed ballot on social media is still against the law.

### Discussion:

- It's important for election officials to be aware of policy changes as directed by the WEC due to court decisions and law changes.
- Inspectors need to be mindful of creating more of a disturbance trying to get a voter to take off a campaign button or T-shirt if other voters haven't complained.

## Scenario 14

Several voters are yelling to others in polling place encouraging support for specific candidates and referendum issues.



### Solution:

- Electioneering is prohibited within 100 feet of an entrance a voter uses to access the polling place. Vocalizing support for a candidate or issue on a ballot is electioneering.
- However, inspectors must determine if confronting the situation creates more of a disturbance rather than moving those voters through the voting process as quickly as possible.

### Discussion:

- Election inspectors need to be aware of what electioneering is and what it is not, but they need to look rationally at the situation and decide what action is appropriate given the circumstances.
- Voters yelling their support for a candidate may be perceived as more disruptive during high turnout elections with long lines, rather than small turnout primaries or special elections.



## Scenario 15

A voter shows up at wrong polling place, but in the correct municipality, and demands a ballot, pointing out that all ballots in the municipality are the same for this election.



### Solution:

- Ballot styles are determined by the voter's address. Even if the contests are the same, voters are not allowed to vote in other polling places.
- Voting in the incorrect polling place will affect end-of-night reconciliation efforts.

### Discussion:

- Once a voter casts a ballot in the wrong polling place, they are likely to return for future elections, but their name will only be listed on the poll book at their correct polling location.



## Scenario 16

An election observer has moved outside of designated observer area to talk to a voter.



#### Solution:

- Chief Inspector or poll worker should inform and warn the observer that they should not engage with a voter unless the voter requests assistance from them.
- The observer should remain within the designated observer area when observing in the polling place. If the inappropriate behavior continues or escalates, the observer can be asked or ordered to leave the polling place by the Chief Inspector.

#### Discussion:

- Anyone, other than a candidate on the ballot for the election, has the right to be present to observe the conduct of the election.
- Observers must sign in on the Election Observer Log (EL-109), present photo ID, and must wear a name tag or badge which reads "Election Observer" (these items are now found in the yellow binder).
- Observers should stay within the dedicated observer area and not interact with voters unless the voter requests assistance from the observer.
- Observers should direct questions and concerns to the Chief Inspector or their designee.
- If an observer fails to follow the established rules, the Chief Inspector should issue them a warning.
- If the behavior in question continues or escalates the Chief Inspector should order the removal of the observer. The Chief Inspector is required to provide a written order to the observer (EL-110) which includes the reason for the order and the signatures of the Chief Inspector as well as another election inspector election official representing the opposite political party, if available. The order to leave the polling place is a carbonless form found with your observer materials in the yellow binder. One copy goes to the observer, and the other copy is given to the Clerk in the Clerk's Office envelope at the end of the night.
- Law enforcement can be called if the observer refuses to comply with the order to leave the polling place.

## Scenario 17

An election observer challenges a voter's eligibility and U.S. citizenship and claims they are "not an American."



### Solution:

- Any challenge based on an individual's ethnicity, accent, or inability to speak English is unacceptable.
- A notation of the alleged grounds should be made on the Challenge Documentation form (EL-104c, found in your red resource binder).
- The challenge should be dismissed, and a blank ballot issued to the voter.

### Discussion:

- There must be a legitimate and supported reason for the challenge and challenges based on the perception that someone does not "look like an American" are not valid.
- When a challenge is made, both the challenger and challenged elector are placed under oath and asked to make a sworn statement giving the reason for the challenge.
- Challenges that may be brought by any qualified elector of the state, including election inspectors, are as follows:
  - a) Citizenship
  - b) Age
  - c) Residency
  - d) Felony Status
  - e) Competency to Vote
  - f) Bet or Wager
  - g) Voted previously at the same election



## Scenario 18

An election observer is demanding to see the poll list.



### Solution:

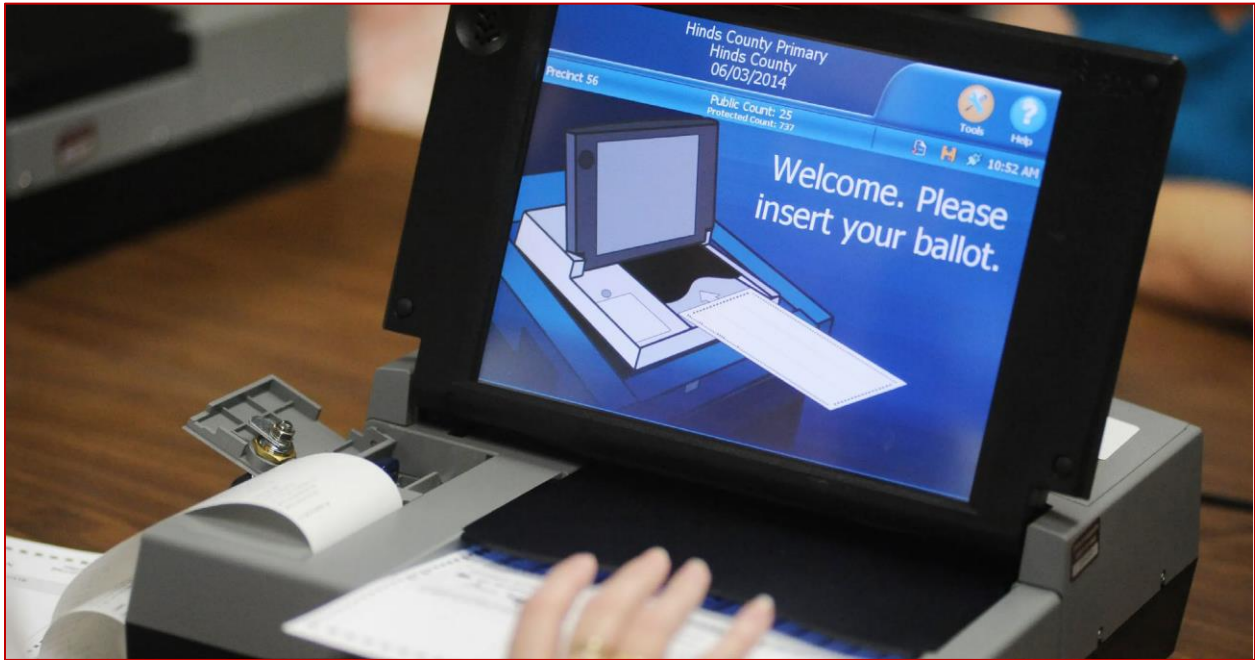
- The poll list is a public records and observers may examine or photograph the poll list with the approval of the Chief Inspector as long as they do not interfere with election official responsibilities.

### Discussion:

- The election official determines whether it is an appropriate time to allow an observer to examine or photograph the poll list. If voters are standing in line to have their names recorded and to receive a ballot, it is not an appropriate time to allow observers to view the poll list.
- The poll list must remain under the control of election officials at all times.
- The poll list may not be handed to the observers.
- Observers are prohibited from viewing the portion of the poll list that lists confidential voters (found in the back of the poll book).
- Observers are not permitted to make a photocopy of or take photographs or video of proof of residence documents, completed voter registration forms, voter ID cards, or voted ballots.
- All observers, regardless of affiliation, should be accorded the same treatment with respect to examining the poll lists.

## Scenario 19

The optical scan tabulator has a ballot jam and it can no longer be used.



#### Solution:

- First, read the tabulator screen.
- Dance with the tabulator (place your hands in the tabulator's side handles, and do the twist with the tabulator to get the ballot to drop).
- Call the clerk and explain the problem to them so they can send help.
- Take the machine out of service and use the emergency bin until the machine can be brought back online. Post the sign from your emergency signage folder in the red accordion folder that notifies voters you are waiting for someone from the Clerk's Office to service the tabulator.
- Options for secure storage are the emergency bin of the tabulator, a locked ballot box, or any other container that that can be used to securely store voted ballots.
- Explain the situation to voters when they are checking in so that they understand what is going on and that their ballot will be secured.
- The situation should be documented on the Inspectors' Statement.

#### Discussion:

- The emergency bin on the tabulator may be the easiest option for ballot storage if the tabulator cannot be used.
- The bin should be emptied regularly, and the ballots should be transferred to a secure location for storage until after the polls close. This is why you have a padlock and padlock key in your supply box.
- Transparency is essential in these situations and poll workers should explain the situation to voters to minimize their concerns.
- Any tabulator issues should be well documented on the Inspectors' Statement.
- The municipal clerk should be contacted immediately so that they can assist with addressing the problem.
- Poll workers should be sure to process all ballots from the emergency bin once the machine is fixed or replaced. Again, notify voters about what you are doing, and document everything on the Inspectors' Statement.



## Scenario 20

A voter wants their ballot counted by hand, and refuses to feed the ballot into the tabulator.



Solution:

- If the voter refuses to place the ballot into the tabulator, they can be instructed to place their voted ballot in the emergency bin of the voting equipment. The ballot can then be processed on the equipment by poll workers after the polls close.

Discussion:

- By law, all votes are recorded on paper, and create a “paper-trail.”

## Scenario 21

A voter's name appears on the ineligible list but claims they are recently "off paper."



### Solution:

- Call the clerk or WEC to confirm eligibility of the voter in question. The Department of Corrections has a hotline for Election Day that can be used to confirm the felony status of voters.
- If the voter still appears to be ineligible, and still wishes to vote, the poll worker should allow them to register and issue a challenged ballot to the voter.
- They should follow the challenge instructions outlined in the Election Day Manual. Challenge forms are found in your red resource binder.
- If the voter provides documentation that they have finished all terms of their sentence, the poll worker can allow them to register and vote without challenging the registration or ballot.

### Discussion:

- The ineligible list is generated from the Elections Commission system and is often printed days or weeks prior to Election Day, so it may not contain the most up-to-date information.
- In addition, there is often lag time between when a voter's status changes with the Department of Corrections, when that record is updated in their system and when that information is shared with the Elections Commission.



## Scenario 22

A voter cannot provide proof of residence and wants to know their options, including the possibility of a provisional ballot.

The image shows two overlapping Wisconsin Voter Registration Applications (Form EL-131) on a speckled surface. The top form is partially obscured by a blacked-out redacted form. The bottom form is filled out with 'Madison' and 'Dane' county, and has a signature marked with an 'X'.

**Wisconsin Voter Registration Application**

Confidential Elector Use Only  
Please print your information clearly and legibly. Fill in circles where indicated.

Instructions for completion are on the back of this form. Return this form to:  
Proof of Residence (see reverse) must accompany the application unless:  
If this is a change of address, upon completion of this application, the voter must provide proof of residence in the new address.

1  New WI Voter  
 Name Change  
 Address Change

Municipality: **Madison**  
County: **Dane**

2 WI Driver License or WI DOT-issued ID #  
(Res. if not expired or cancelled)

3 Social Security Number - Last Four Digits  
(Res. if driver license or state ID is not issued, has expired, or has been

4 Last Name  
Middle Name  
Date of Birth (month/year)

5 Residence Address: Street Number & Name  
Apt. Number  
Mailing Address: Street Number & Name  
Apt. Number

6 Last Name  
Middle Name  
Previous Address: Street Number & Name  
Apt. Number

7 Accommodation needed at poll location (if applicable):  
 I am interested in being a poll worker

8 Please answer the following questions by marking "Yes" or "No":  
1. Are you a citizen of the United States?  
2. Will you be 18 years of age before the first election at which you are eligible to vote?

9 I hereby certify, to the best of my knowledge, that the information provided on this form is true and correct. I am not offering to vote in this election, with my registration, unless I have provided proof of residence in the new address. I have provided proof of residence in the new address. I have provided proof of residence in the new address. I have provided proof of residence in the new address.

10 I hereby certify, to the best of my knowledge, that the information provided on this form is true and correct. I am not offering to vote in this election, with my registration, unless I have provided proof of residence in the new address. I have provided proof of residence in the new address. I have provided proof of residence in the new address. I have provided proof of residence in the new address.

11 Elector Signature: **X**  
Official's Signature

12 Falsification of information on this form is a crime under Wisconsin law. A Class 1 felony if 4 OF 2:  
Assistant Registrar (REV 2016-09)

Official's Signature

Mark  Job Director  Allow  Cor. Sec.  Other

13 Side printed name and title - 2nd Official's Signature

EL-131 (REV 2016-09)

### Solution:

- If a voter cannot provide proof of residence on Election Day, they cannot receive a ballot.
- The poll worker should inform them of the different types of proof of residence documents that can be used. Ask the voter if they drove to the polls, and if their vehicle registration from the DMV lists their current address.
- They should also inform the voter that they can show the proof of residence document electronically on their phone, tablet or other electronic device.
- The voter can access a proof of residence document electronically or return to the polling place with the required documentation later on Election Day.

### Discussion:

- Lack of proof of residence when attempting to register on Election Day is not a situation where a provisional ballot can be issued.
- There are only two situations where provisional voting is appropriate in Wisconsin and a lack of proof of residence is not one of them.

## Scenario 23

A voter registering to vote for the first time states they are a green card holder, but not a citizen. Voter states that their dependent child is a citizen and the voter would like to vote on the school district referendum because it impacts their child. The voter was told that they could vote in local elections.



Solution:

- The voter should not be allowed to register to vote. All voters in Wisconsin must be U.S. citizens at the time they are registering to vote.
- Green card holders are not U.S. citizens and are not eligible to register to vote until they complete the naturalization process.

Discussion:

- In Wisconsin, all voters must be U.S. citizens in order to register and vote, but this is not the case in all states. A dependent child who is a citizen does not provide an exception to this requirement.



## Scenario 24

A media camera crew comes to your polling place and asks to speak with you about how the election is going.

With the cameras rolling, the reporter says, “We’re live. There are rumors that this election has been hacked. How can you prove that today’s election is secure?”



## Solution:

- Mention that we have a paper trail for every vote cast.
- Talk about verifying the tamper evident seal on election morning to make sure nobody tampered with the election equipment after the public test.
- Talk about reconciling the number of ballots counted to the number of voters throughout Election Day.

## Discussion:

- Dane County is the only county in Wisconsin to post images of all its ballots online once election results have been certified.
- Anything out of the ordinary is documented on the Incident Log, which is reviewed by the Board of Canvassers.
- Review the Election Day Media Communications Plan (see Voting Hours – pages 70 and 71).

## Scenario 25

The fire alarm goes off in your polling location.



### Solution:

- Evacuate and gather at your designated meeting area.
- Poll workers should bring election paperwork and ballots with them.
- If possible, bring the tabulator outside with you.
- Document time of evacuation and amount of time voting was not available.
- Notify Clerk.

### Discussion:

- See Election Emergency Contingency Plan and Evacuation Procedures (Voting Hours – 72).

## Scenario 26

A language barrier makes it difficult to effectively communicate with a voter.

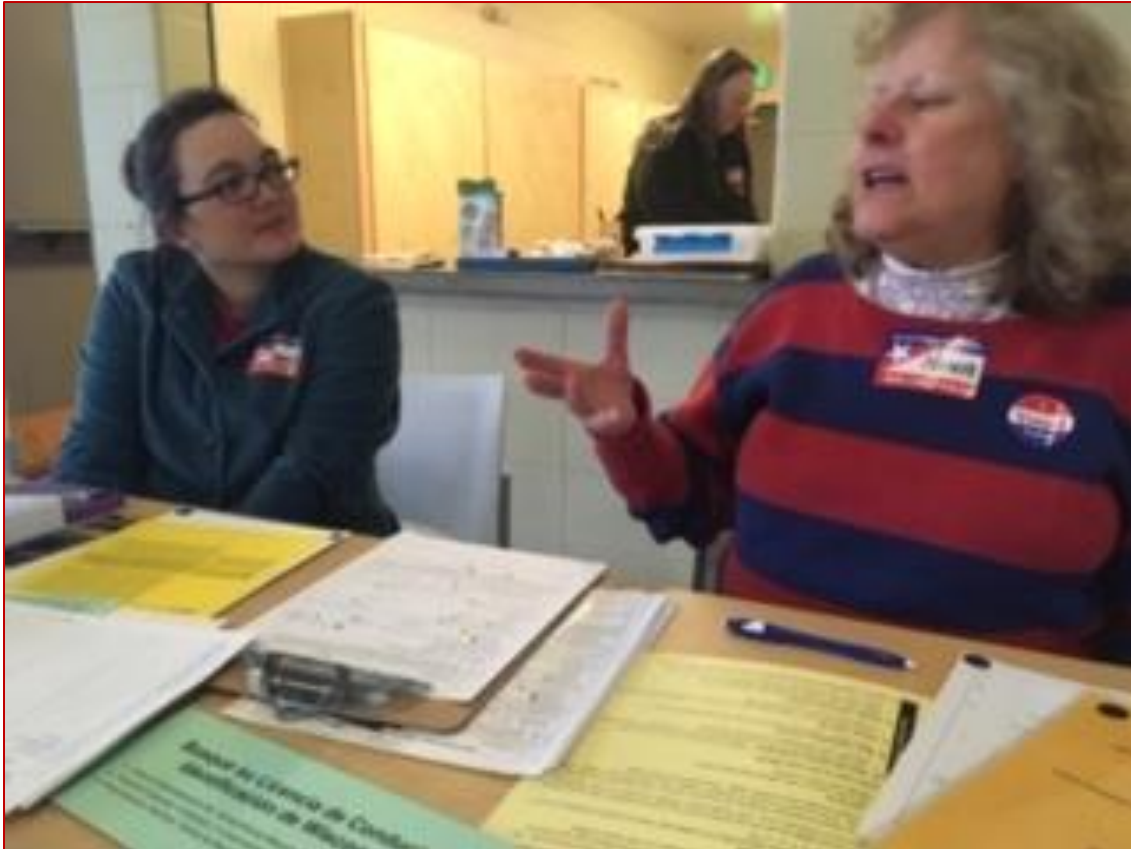


Solution:

- Offer to call for an interpreter. The interpreter phone number is taped to the front of the greeter table accordion folder. Interpretation is available for every language.
- Remember, Spanish translation is available on the ExpressVote and the DS200 tabulator.

## Scenario 27

Someone wants to register to vote and tells you they became a U.S. citizen yesterday. A poll worker asks you whether someone has to be a citizen for ten days before they can vote.



Solution:

- Ten days applies to residency, not to citizenship. This individual can register and vote today.



## Scenario 28

A voter complains that it was difficult to figure out where to enter the polling location.



Solution:

- Ask the voter about the direction from which they approached the polling place, and then check the signage outside. If additional signage would be helpful, notify the Clerk's Office.

## Scenario 29

It is time to close the polls, but you have more ballots counted than voter slips issued.



## Solution:

- Double-check that each Election Day registration form was assigned a voter number.
- Check the opened absentee envelopes to make sure each was assigned a voter number.
- Check whether a provisional voter returned and was able to cast their ballot, but was not assigned a voter number.
- Count the number of voters checked into the poll book and add that number to the number of Election Day registrations to determine how many voters are accounted for today.

## Scenario 30

It is time to modem the results, but the modem is not working.



Solution:

- Move the tabulator to another location at your polling place, and try again.
- If not successful, try to modem from a nearby polling location.
- Otherwise, send two poll worker to the City-County Building with the memory sticks in the Dane County Elections security bag.



**Thank you!**

