



Wisconsin for America First

Poll Watcher's Guide

September 9, 2022

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Operation Eagles Wings

Virginia for Election Transparency and Virginia for America First are part of a national initiative called “Operation Eagles Wings” supported by the America Project (TAP), and through the voluntary contributions of individuals committed to the restoration and strengthening of constitutional democracy in America. OEW grew out of the program developed for the 2021 state and local elections in Virginia, creating a template for issue advocacy and election integrity programing which became nationally known as the “Virginia Model”.¹

Virginians for America First (VFAF) launched on 09 March 2021 with the intent to achieve which aimed to elect an America First majority in the Virginia House of Delegates. Bishop Leon Benjamin, initially supported by Americans for Limited Government (ALG), led the efforts as the founder of Virginians for America First. His courageous stand on America First principles resonated with Virginians of all races and social standing. He was instrumental in bringing unity, building coalitions, and reaching into communities not normally engaged.

Once VFAF launched there was great response with hundreds of sign-ups within hours. This came as a surprise. The *overwhelming* interest of those sign-ups was *election integrity* (EI). It became obvious we must include an EI program component to satisfy the interests of our volunteers.

While I was a political appointee during the Trump Administration at the US Agency for International Development, I had worked with Tim Meisburger, who was appointed to USAID by President Trump in 2017 as a director of USAID’s Center for Democracy, Human Rights, and Governance (DRG).

Tim is an expert in EI, with 30+ years experience around the globe working to ensure free and fair elections in third world and developing democracies; so I contacted him, and asked for his help in developing an EI program based on accepted international standards. Tim joined VFAF/ALG and developed the EI program. He generated a manual for election observation specific to Virginia based on recognized international standards.

The EI program in conjunction with the America First voter education component became the complete “Virginia Model.” Parts of this model are being shared in states across the nation by others, but only TAP is providing the model in total.

In the summer of 2021 TAP learned of VFAF’s project in Virginia, and began supporting it financially as the major contributor. TAP recognized early on that this project was making an impact in Virginia, and that what had been effective in Virginia in 2021 could serve as a model for programs in battleground states in 2022.

The EI component of OEW consists of four major parts:

- Voter education of America First issues concentrating on low-propensity voters. These are voters who are generally not politically engaged but want America First principles in our government.
- Training of poll workers/poll watchers with an in-depth program on election observation, reporting, and the rights of citizens to have free and fair elections.

¹ See [Fixing Virginia’s Elections to Save America](#)

- Direct citizen observation and review of processes and procedures pertaining to the maintenance of and handling of voter rolls. This is primarily achieved by communicating directly with election officials in each municipality.
- Real time evaluation of absentee ballot processing during election season (45 days of early voting in Virginia). This part of the program will need to be adjusted to correspond with state specific statutes.

The voter education component of the OEW conducts campaigns to inform voters who have historically had little access to information on the America First movement about the of how America First policies can increase their freedom and improve their lives. Increased turnout by new America First voters, particularly in minority communities, was a very important part of the victory in Virginia. We learned through our targeted voter education efforts, and canvassing, that addressing issues that directly affected voters and their families made the difference in turning out minorities to support candidates who embraced America First principles.

Following its successes in Virginia, TAP developed the “Operation Eagles Wings” program to share its approaches with like-minded organizations across the country, and to implement the Virginia Model Template in nine critical states: Florida, Georgia, Virginia, Pennsylvania, Georgia, Wisconsin, Arizona, Texas, and Illinois.

2021 in Virginia was a message sent to every America First Patriot that with dedicated hard work, focus, and a united effort “We the People” can save the Republic for future generations. 2022 offers us the opportunity to repeat a Virginia type victory all around the nation. Join us by going to www.americaproject.com to volunteer for, and donate to this effort.

*Mark Lloyd
Director
Operation Eagles Wings*

Wisconsin's Broken Elections

Wisconsin is in trouble. Our elections are seen as among the most mismanaged and fraudulent in the country, and, as the eminent former Supreme Court Justice Michael Gableman pointed out in his recent report (see a summary below), vote fraud in Wisconsin may have contributed to undermining both state and national elections in 2020. Given the issues and problems reported, no Wisconsinite can be confident that our elections are conducted fairly, and that the announced winners were legitimately elected.

The problems in elections are grounded in our election administration, beginning with the perception that there is political bias in the hiring of election inspectors and conduct of the election process. There are credible reports that corrupt state officials have provided privileged election information to partisan individuals and organizations, and concern is growing about the dark money corruption and bribery through private “funding” of election processes.

Our election procedures are a mess. A mix of ill-defined, non-transparent, inefficient, and constantly changing processes. This confusion was multiplied through ill-advised changes in procedures in response to the COVID pandemic. Two of the most harmful measures expanded as COVID response—early voting and mail-in voting—severely damaged election security, facilitating fraud, coercion, intimidation, and vote buying. In a fundamental violation of equal protection, early voting was implemented unequally, and unfairly, across the state. The new procedure failed to provide adequate security measures for absentee ballots, “chain of custody” processes, and oversight for drop boxes.

Wisconsin's voter rolls are wildly inflated and riddled with error. Our decentralized registration lists facilitate fraud and impersonation, and the ID requirements for registration and voting are insufficient to ensure identity and citizenship. Fraud is also facilitated by a lack of transparency in counting and polling processes; and there are many reports from 2020 of observers being intentionally prevented from effectively observing these processes; and of some processes being conducted in secret, without observers.

Beyond the administration of elections, we have evidence of significant vote fraud being sponsored by corrupt party and union officials, and ‘non-partisan’ non-profits; including organized election fraud in nursing homes, an unconscionable abuse of the most vulnerable in our society. Among the general public, we see widespread doubt in the accuracy and security of machine-based voting, which fuels public distrust in the integrity of the election process and the democratic legitimacy of elected representatives. Finally, public confidence in our judicial institutions is decreasing, as we witness impunity for election process crimes and fraud; with clear violations ignored and unprosecuted, and politicized institutions and courts blocking the collection and presentation of evidence.

Fundamental reforms in law and procedures are required to restore lasting public confidence in the integrity of Wisconsin elections, but these reforms will take time. Unfortunately, we don't have much time, as our next election season begins August 9th, 2022. While we must not cease to advocate for fundamental reforms, in the near term we believe that the most important action we can take to strengthen the integrity of our elections, and confidence in the democratic legitimacy of our elected representatives, is to increase transparency in electoral processes.

Your participation is essential to achieving this goal. This guide aims to provide you, a citizen, with the knowledge and tools needed to help ensure a free and fair election process for all of Wisconsin's voters. In the guide you will find information on election reform advocacy, becoming an officer of election, and monitoring election processes; all activities aimed at increasing transparency in the elections, and public ownership of that process.

The American republic was founded on the principle and promise of self-government. Now that promise is threatened by a loss of faith in the integrity of the very process that enables self-government, and the republic that so many struggled and fought and died to establish, is at risk. Now, as our forefathers once did, we are called to lead; to secure again the right to self-government for ourselves and our families and our fellow citizens. If we are to save our republic, it must begin here, now, and with this election. As has ever been, success will require sacrifice and hard work, but with your help, and the guiding hand of God, it is not too late to restore our republic.

Mark Lloyd
State Director
Wisconsin for America First

1 Wisconsin Election Observer Guide

1.1 Introduction

This guide is intended to help Election Observers (sometimes called poll-watchers): those who want to exercise their right to be an observer of the election process, either in the municipal clerk's office during registration, during early absentee voting, in nursing homes and retirement communities, or on Election Day.

There is an observer checklist at the end of this guide. Read the whole checklist so you are prepared when you go to your polling place. While you are observing, you can answer the questions and take notes on the form, or fill out the online version of the form [here](#). If you do use the print form, after your observation, please transcribe your answers and notes into the online form using your phone, a tablet, or a computer, and submit as soon as possible.

If you witness a serious incident of maladministration, malpractice, or fraud, you should file an Incident Report Form. A completed Incident Report Form helps ensure we have the information needed to follow up with election administrators or through the legal process. A print version of the Incident Report Form is included at the end of this guide; or for immediate consideration you can submit an incident report form online [here](#).

The election process is summarized in this guide. If you have additional questions about any aspect of the process, you may refer to the Wisconsin Election Commission Election Day Manual <https://elections.wi.gov/resources/manuals/election-day-manual>. Other useful resources provided by the WEC include training videos for election inspectors: <https://elections.wi.gov/clerks/education-training/election-inspectors>, and clerks: <https://elections.wi.gov/clerks/education-training>

1.1.1 Organizing Election Observation

Anyone other than a candidate up for election has the right to be present at a polling place to observe the conduct of the election. There is no requirement for Election Observers to obtain a permit. Wisconsin law does not prohibit non-U.S. citizens or foreign nationals from observing the election process. Although anyone can be an election observer, most observers are affiliated with political parties.

Election Observers may be assigned by their respective political parties to sit at a poll on Election Day. Remember to sign in when you get there and make sure that your party has called ahead with the number of Election Observers who will be scheduled at that polling place. It is the Chief Election Inspector's right to limit the number of observers based on the space available, and those from one particular party if they greatly exceed the number from the other party observing. It is important to sign up with your party to be an Election Observer.

Whenever possible, try to have at least two Election Observers at each polling place – one to watch the registration table and one to watch the voting table. More Election Observers should be assigned to the polling places where the most activity occurs on Election Day. If there is a location in your municipality where the voters primarily speak another language, it is important to try to assign observers who also speak that language, in order for them to be able to understand random conversations that they may be able to overhear.

The State of Wisconsin permits individuals to observe voting and the election administration process at polling places and central counting locations on Election Day. It also permits Election Observers to view the absentee voting process at the municipal clerk's office; the absentee central count location; during recounts; and during voting in nursing homes, retirement homes, and community based residential facilities. It has become more and more important that Election Observers be present at these facilities and during these periods in an election year, as much election activity is now taking place prior to Election Day.

Municipal Clerk's Office, Absentee Ballot Canvass, or Central Count: Election Observers may be present during absentee voting in the clerk's office where video and still cameras ARE NOT allowed. When absentee voting is occurring in the clerk's office, the same rules apply to the clerk's office as they do at the polling place on Election Day. Election Observers may also be present at an absentee ballot canvass, or a centralized vote counting location where video and still cameras ARE allowed. The municipal clerk is in charge, and Election Observers must follow the clerk's directives.

Nursing and Retirement Homes, and Community-Based Residential Facilities: Only two observers appointed by each of the two major political parties may be present during absentee voting in one of these facilities. One Special Voting Deputy (SVD) from each major political party is in charge, and observers must follow the deputies' directives. Video and still cameras ARE NOT allowed.

If political parties do not provide sufficient SVDs, they can be appointed at the Clerks' discretion. Given our history of electoral fraud and abuse, it is important that every party nominates sufficient SVDs to cover these facilities. The WEC *Absentee Voting in Residential Care Facilities and Retirement Homes* manual outlines procedures and requirements for Special Voting Deputies, and the processes used in these facilities, and is available here (<https://elections.wi.gov/resources/manuals/absentee-voting-residential-care-facilities-and-retirement-homes-svd-voting>).

Recounts: Election Observers may be present during election recounts, as may candidates and their legal counsel. The board of canvassers is in charge and observers must follow the board's directives. Video and still cameras are allowed at the board's discretion.

1.1.2 Election Observation Tips

Arrive 15 minutes before your shift and be prepared to stay at least 15 minutes after your shift, if possible, to go over what's happened during your shift with the person who will be following you. If you have the last shift of the day, be prepared to stay until all counts and votes have been reconciled and all materials have been accounted for. By using the checklist and recording observations you will be creating a proper "chain of events" for future reference, especially in the case of a recount. Bring a cell phone, but make sure you set it on "vibrate" because no calls may be accepted or made while in the polling place itself. And don't forget to bring a pen for notes, and a copy of this guide.

Usually, polls churn through people until 9:30 a.m. and then get busy again around lunchtime. During a presidential election year, the polls will be busy from 3:00 until past 8:00 p.m., when the polls close by statute. You need to plan your breaks accordingly. Bring your own lunch, snack and beverage. Bring a folding chair in case your polling place does not have adequate seating.

Find the Chief Election Inspector (polling place supervisor): You will need to check in with the Chief Inspector, the poll-worker in charge of your polling place. You will need to sign an "Election Observer" form and receive and wear an "Election Observer" nametag. Remember that the Chief Inspector has the final answer at your polling place and you should follow their instructions unless you see something that is really questionable. A Chief Election Inspector can remove you for cause.

Tip: When you see the Chief Election Inspector hovering around a table or a crowd develops near them, it is a tip that there is a question that needs answering or that something unusual has happened. Try to see what is going on. Remember that you must stay within the area allowed for Election Observers and that you may not interfere with the process.

Many times, the decisions that are made early in the day are the most important ones. Decisions made on machine and table placement may be critical later in the day. If there is a machine that is not working or a bad poll list is being used, this will become apparent immediately. This needs to be noted but generally not contested. You need to know what happened and why. It is important to document your observations thoroughly. Remember to give the Chief Election Inspector time to try to fix the problem before you raise the issue with them.

Plan for a Long Day: If you have never sat at the polls on Election Day, you may be surprised at the tedium and slow going of a normal polling place – even during a Presidential Election. Once the polls open, everyone keeps to themselves and does their job. Excessive talking is distracting and can cause poll-workers to miss hearing the names and addresses of voters at the voting table. You need to hear them as well. You should plan for a long, quiet day, sitting on a folding chair or standing in the middle of a gym or church basement.

Observing the Process: As an observer, you must be able to see and confirm all processes. You need to be close enough to hear names called but you cannot impede the process. The Chief Inspector should place you in a place where you are able to hear the voter say his/her name. If you have been provided an allowed space or area from which you cannot effectively observe any process, notify the Chief Inspector. If the Inspector does not resolve the issue, immediately file an incident report, if possible.

Other Observers: You may see other Election Observers – many of them may be hostile to you or to your interests. They could be groups of attorneys, from union organizations, community organizers and other groups who are highly trained, are experienced observers, and are aggressive in promoting their points of view. They may be working together while not giving notice of this to anyone else. What they do is not a concern of yours unless they insert themselves into the voting process.

It is important that you do not present yourself as an adversary. Try to maintain a good relationship with the poll-workers and the Chief Inspector. An Election Observer may be removed by the Chief Inspector if the Chief Inspector believes that the observer is impeding the voting process. If this happens to you, immediately file an Incident Report.

Ninety-nine percent of the conduct at a polling place is routine and will be dealt with easily. It is when problems occur that we need eyewitnesses, documentation and a quick call for help. Remember to document your observations throughout the day.

ELECTION OBSERVERS MAY NOT

- Engage in electioneering

- Handle official election documents
- Have conversations about candidates, parties or ballot questions
- Make calls or use cell phones for voice calls inside the polling area
- Wear clothing or buttons related to candidates, parties or referenda
- Use video or still cameras inside the polling area until voting totals are printed and announced (since processing is still considered voting), or use their cell phones in that capacity
- Interact with voters, except upon the voter's request
- View the confidential section of the poll list, or take photos or make photocopies of the poll list on Election Day

Observer Note: Although photos and video would be an effective tool for documenting issues and concerns in the polling station, observers are not allowed to use these tools. Oddly, both voters and media are allowed to take photos and video in the polling station, as long as they are not violating the secrecy of the vote. Observers are allowed to text while in the polling station, so if you observe something that should be photographed, you may want to text a voter for that station or a journalist, and ask that they come and record the problem. Alternatively, if you are qualified at the station you are observing, you might put off voting until the end of your shift, so that if you see something you can take a break to cast your ballot, and while a voter, photograph the issue. Citizen Election Observers (voters observing the process as they cast their ballots) can also take photos and video.

1.2 Election Officials

Elections in Wisconsin are conducted at the local level. Responsibility falls on election officials to ensure that every election is conducted in a manner that is fair, transparent and accessible to all. On Election Day it is up to the local election officials and you as observers to protect the integrity of the election process.

An election official is defined as “an individual who is charged with any duty relating to the conduct of an election.” County, municipal and school district clerks are election officials, as are poll-workers (election inspectors), Chief Election Inspectors (poll supervisors), Special Registration Deputies (SRD's), Special Voting Deputies (SVD's), Election Commissioners, tabulators, and greeters. Election officials perform a very important public service by enhancing the high quality and integrity of our elections.

For each polling place, there is one Chief Election Inspector or poll supervisor. The Chief Election Inspector acts as liaison between the poll-workers and the municipal clerk and is in charge of the polling place on Election Day.

Poll-workers, sometimes called “election inspectors”, staff the polling place on Election Day. Each polling place should have a minimum of three poll-workers, although more are often common. Under no circumstances may there be fewer than three, even in smaller municipalities with fewer numbers of voters. There are always an odd number of poll-workers including the Chief Election Inspector.

A poll-worker must be able to read, write and understand the English language. They may not be a candidate for any office to be voted on at an election in which they serve. Poll-workers must be qualified voters of the municipality and ward served by the polling place in which they work, unless the clerk chooses to reassign them to work in another ward or polling place in the municipality.

Their duties include setting up the polling place, preserving order, registering voters, recording voters, issuing ballots, monitoring voting equipment, counting votes and properly completing the required forms.

Poll-workers representing the two main political parties are assigned according to the last general election preference for that polling place. The assignments made by the municipal clerk are chosen from the lists provided by the two main political parties unless there aren't enough candidates. If the latter happens, the clerk will choose from a list of unaffiliated candidates for each polling location.

1.3 The Polling Process

1.3.1 *Before Opening*

Precinct staff should arrive at the polling location around 6:00 am to begin setting up. If you will be at the location all day, or for the first shift, you should aim to arrive no later than 6:30 am, so you can witness opening processes. Whether you begin your observation at opening, or arrive for a shift later in the day, be sure to introduce yourself to the clerk when you arrive. He or she will ask for a photo ID, then have you fill in and sign the observer form.

The election team will arrange furniture, precinct supplies, and voting equipment; set up the voting booths in a way that voters cannot see each other's ballots to ensure privacy, and set up the accessible voting equipment for persons with disabilities. The clerk will confirm the required equipment is operational, and will check the ballots to confirm the names, numbers and letters on the ballots are identical to a sample ballot provided, and will then certify this by signing a form.

With any observers present in attendance, the clerk will then confirm the seals on the voting machines are unbroken, and that the numbers on the seals match those in the log, then will open the machines to confirm there are no ballots in the main storage area and the emergency storage area. The clerk will then print a report from each machine. The report, called a zero tape, should list all candidates for the election, with vote totals of zero. Each member of the polling team will sign the zero tape. The zero tape is left attached to the tabulator throughout the day. Poll watchers should be able to confirm that all candidates who should be on the ballot are listed on the zero tape, and that the totals for each candidate are zero.

1.3.2 *Voter Check-in*

At 7:00 the chief inspector with open polling. Voters will be allowed into the location and will stop at the voter check-in table. An inspector will ask the voter to state their name and address, and present a valid photo ID. Accepted forms of ID include:

- A Wisconsin DOT-issued driver license
- A Wisconsin DOT-issued identification card
- A Military ID card issued by a U.S. uniformed service
- A U.S. passport
- A certificate of naturalization that was issued not earlier than two years before the date of an election at which it is presented.
- An unexpired driving receipt issued by Wisconsin DOT.
- An unexpired identification card receipt issued by Wisconsin DOT.
- An identification card issued by a federally recognized Indian tribe in Wisconsin.

- An identification card issued by a Wisconsin-accredited university or college ONLY valid if the voter provides proof of enrollment.
- An unexpired Veterans Affairs ID Card
- A temporary identification card receipt issued by Wisconsin DOT through the Identification Petition Process (IDPP) (valid for 60 days).

Prospective voters who do not have the required ID may cast a provisional ballot.

Each reporting unit will have two poll lists, which must be maintained identically by the election inspectors on Election Day. After the voter's ID is confirmed, the inspectors will find and check off the voter's name on both lists, issue the voter a unique number and record that number on both lists, then the voter will sign next to their name on one list.

Observer note: You should be able to clearly see the voter's name announced, and see the ID presented, and confirm that the photo on the ID matches the voter, and that the name of the voter is the same as that checked off in the poll list. If any of these are not possible, notify the chief inspector, and if the issue is not resolved, record in your checklist, and file an incident report.

1.3.3 The Voting Process

Once a voter has been marked on both poll lists, and signed one list, two inspectors will initial a ballot, give it to the voter, and direct the voter to the voting area. The initialing of the ballots is a security measure. Ballots should be initialed one-by-one, just prior to issuance to the voter. Ballots should not be initialed in advance, as initialed but uncast ballots create a security vulnerability.

Observer note: If you witness inspectors initialing ballots in advance, challenge that; and if the practice continues, record on your checklist, and consider filing an incident report. Also ensure that both inspectors are initialing each ballot issued, as a ballot missing one or both initials will not be counted, and leaving off an initial is an effective method to intentionally disenfranchise selected voters. If you witness this practice, immediately file an incident report.

The voter will then mark the ballot in secret, place it in the tabulating device or ballot box, and leave the polling station. If the voter is unable to mark a ballot on their own through some disability or illiteracy, they are allowed to choose someone to assist them in marking the ballot. If a voter makes an error while marking his or her ballot, the voter may request another ballot. The mismarked (spoiled) ballot will be torn to make it unusable before issuance of the replacement ballot.

Any spoiled ballots are kept in an envelope and returned to the municipal clerk with the other election materials after the closing of the polls.

1.4 Challenging Electors

When there is reason to believe that an elector does not meet the qualifications to vote or has not adhered to any voting requirement, the elector may be challenged. The following challenges may be made by any qualified elector of the state, including election inspectors:

- a) Citizenship
- b) Age
- c) Residency
- d) Felony Status
- e) Competency to Vote

- f) Bet or Wager
- g) Voted Previously at the Same Election

Some challenges can only be made by an election inspector, and they are:

- a) Physical Disability does not prevent signing of poll list.
- b) Photograph on the proof of identification does not reasonably resemble the elector, or the name on the poll list does not conform to the name on the proof of identification.
- c) The municipal clerk has instructed the election inspectors to challenge
- d) the ballot because the clerk does not believe the person requesting a
- e) replacement ballot is the original voter.
- f) Any other failure to adhere to voting requirements.

If an election inspector is offering the challenge, another election inspector should administer the process. All challenges must be made for reasonable cause (as outlined in the WEC election day manual).

Challenge Procedure

- a) When a challenge is made, the challenging elector is placed under oath and asked to make a sworn statement giving the reason for the challenge.
- b) The challenging elector is then questioned by the election inspector using the questions on the Challenge Documentation form (EL-104c) to provide reasonable support for the challenge.
- c) After the challenge has been made and supported under oath, the challenged elector is placed under oath and asked to make a sworn statement in response to the challenge.
- d) If the challenged elector refuses to make a statement under oath, the elector shall not be given a ballot or permitted to vote.
- e) Once the challenged elector has responded to the challenge, the challenging elector has the opportunity to withdraw his or her challenge. If the challenge is withdrawn, a ballot is issued with no special marks, a notation is made in the Inspectors' Statement (EL-104), and no mark is made on the poll lists.
- f) If the challenge is not withdrawn, the election inspector administers the "Oath of Eligibility" to the challenged elector. Once the oath has been made by the elector, a ballot is issued with the voter number and "Section 6.95" marked on the back of the ballot.
- g) Once the challenged elector has marked the ballot, it is placed by the elector into the ballot box.
- h) The entire Challenge Documentation (EL-104c) is completed and attached to the Inspectors' Statement (EL-104).
- i) A notation "Challenged" and the reason for the challenge is made on the poll lists and the appropriate sections of the Inspectors' Statement (EL-104) are completed by the election inspector.

Wis. Stat. § 6.95.

1.5 Processing Absentee Ballots

On Election Day, the municipal clerk delivers absentee ballots to the polling place, or to an alternate absentee canvassing site (also known as Central Count Absentee). Observing absentee ballot processing is the same in both locations. The ballots are delivered in a sealed envelope or container that bears the name and official title of the clerk. All absentee ballots must be processed in the same room votes are cast or at an alternate absentee canvassing location so that any interested observer is able to hear the public announcement of the names of the absentee electors.

Any observer who is a qualified elector of Wisconsin, including an election inspector, can challenge an absentee elector's ballot the same as if the elector were voting in person. The procedures for challenging an elector's ballot are the same as the challenge procedure in person.

Election inspectors may process (but not count) absentee ballots at any time between the opening and closing hours of the polling place, so during less busy periods at the polling location, inspectors may begin processing the absentee ballots received prior to election day, and any that arrive during the day.

To be valid, absentee ballots must be received by closing time. To process the ballots, an inspector will double check the certificate envelope for the voter signature, witness signature and complete address and verify that envelope does not appear to have been tampered with, and then read aloud the voter's name and address.

The inspector will then assign the voter a number and write that number on the absentee ballot log, and on the ballot envelope. Next, he or she will open the envelope, remove the ballot and verify there is only one ballot, briefly inspect it for any tears or stray marks and verify it contains the municipal clerk's initials and is for the proper ward; and if all that checks out, will insert the ballot in the ballot box or tabulator. The absentee ballot envelopes are securely stored in a special envelope.

Observer note: When absentee ballots are being processed, confirm the names called out are on the list, and ensure the envelopes have been completely filled in, including the signature of the voter and of their witness. Look for similar handwriting on envelopes, missing or different clerk initials on ballots, or other signs the ballots might have been fraudulently submitted.

1.6 Closing the Poll and the Counting Process

At 8:00 the chief inspector will announce the polls are closed, and prevent anyone else from joining a line, but anyone in line at closing will be allowed to vote. Once all the voters have cast their ballots, the polling place remains open to the public (the doors to the polling place must NOT be locked) and the process of reconciling poll lists, counting ballots, and completing the required forms begins.

1.6.1 Hand-Counted Paper Ballots

The procedure for counting paper is simple. If there are multiple ballot boxes, they will open the boxes one at a time, and count the ballots in each box (without examining them) to determine the total number of ballots in the box(es). They will then compare this number to the number of voters marked off the poll list to determine if the number of ballots is equal to the number of voters. If they are not equal (i.e., do not reconcile), there is a problem, and they will recount the ballots, and check to ensure they didn't accidentally issue the same number to two voters, in an attempt to resolve the discrepancy.

If the number of ballots still exceeds the number of voters, they will place the ballots face down and check initialing; then mark, set aside, and preserve any ballot not bearing the initials of two election inspectors, or any absentee ballot not bearing the initials of the municipal or a deputy clerk. If the number of ballots still exceeds the total number of voters recorded on the voter lists, they will separate the absentee ballots from the election-day ballots.

Observer Note: If there are still more ballots than voters (a clear indication of fraud), the inspectors will remove ballots at random until they balance the number of voters and ballots, virtually assuring that some fraudulent ballots will be counted. If this occurs, observers should record the details, and consider

filing an incident report. If a blank piece of paper is found in a ballot box, or any paper other than a ballot, this is an indication that vote-telegraphing may have occurred, and details should be recorded in your checklist or on an incident report.

Next the votes are counted and recorded on two separate Tally Sheets (EL-105). State statutes do not specify the manner for actually counting ballots, but the following method is recommended by the Elections Commission: one election official reads each ballot while a second election official observes, and two other election officials mark the votes using hash marks (/) on the Tally Sheets. When counting is complete the tally sheets are compared for accuracy and totals documented for each candidate.

While the votes are being counted, each ballot is examined to determine if it is valid or invalid. In Wisconsin, invalid ballots are called "Defective." A "Defective ballot" is a ballot for which a majority of the election inspectors agree that voter intent cannot reasonably be determined. Note that a ballot paper list more than one office can be defective for some offices and valid for others. Only valid votes on each ballot are counted.

Observer Note: You should be close enough to the count to confirm that the vote announced matches that recorded on the ballot, and recorded on the Tally Sheet. When invalid ballots are being assessed, confirm that a reasonable standard is applied in determining validity, and that the same standard is used in assessing votes for all parties and candidates.

When all counting is complete, the Chief Inspector will announce the results, then prepare materials to be returned to the clerk. At this point the observation is over. Please complete your checklist, record the results of the count, and submit your report as soon as possible.

1.6.2 Optical Scan Ballots

When all votes have been cast, an inspector will check the auxiliary ballot box on the tabulator, and run any ballots found there through the tabulator. Ballots which were stored in the auxiliary ballot box because they were rejected when entered into the optical scan unit should be examined by two election officials (one representing each political party, if affiliated) to determine the cause for rejection. The two election officials make a duplicate ballot to correct the problem, and insert it into the machine.

Observer note: If ballots are duplicated, you should be close enough to determine if the intent of the voter is clear, and that valid ballots are duplicated accurately.

Next, the clerk will enter a password in the tabulator, close the poll, and the machine will automatically print a report. An inspector will announce the results of the count. As an observer, you should receive a copy of the report. If they do not provide one, photograph, or hand copy the results report, as this information will be needed for your report. When this process is over, your observation is complete. Please fill in the observation form, if you have not already, and submit immediately.

1.7 Election Day Observer Form

Wisconsin Observer Report Form for Election Day						
Ward(s):		Name:				
Voting site:		Phone No:				
City/Town:		Email:				
County:		Arrival:		Departure:		
Instructions						
<i>Read the questions carefully. Please make a check (✓) in the appropriate box. If you cannot answer the question, or it is not relevant, leave it blank. If clarification is required, briefly explain in the comment section of the form. If at any time you re prevented from observing any process, please challenge this to the Chair, and if the challenge is not resolved, immediately file an incident report.</i>						
Before Opening					Yes	No
1	Were you allowed to observe the set-up of the voting site before opening? (if no, prepare and immediately file an incident report)					
2	Are all polling team members and required materials present?					
3	Are there inspectors from both major parties on the polling team?					
4	Did the inspectors swear an oath to conduct fair elections?					
5	Did the tag on the tabulator match the name of the voting site?					
6	Does the seal number on the flash drive door match the seal number on the GAB-104 form?					
7	Did the configuration report show a public count of zero?					
8	Was a zero tape printed and signed by the inspectors?					
9	Were you able to confirm the zero tape listed all candidates, and showed no votes?					
10	Was the zero tape left attached to the tabulator?					
11	Did the precinct open on time (7:00 AM)?					
The Polling Process					Yes	No
12	Were all voters required to show acceptable photo ID?					
13	Were you able to see voter's ID and confirm their name on the pollbook?					
14	Was each voter issued a numbered pink slip?					
15	Did two inspectors initial each ballot before it was issued?					
16	Were any voters challenged? (if yes, please provide details in comment section)					
17	Could voters mark and cast their ballots in secret, without anyone see how they voted? (if no, give details in the comment section)					
18	Were observers present from both major parties?					
Closing the Poll and the Counting Process					Yes	No
19	Did the voting site close at 8:00 PM?					
20	Were voters in the line at closing time allowed to vote?					
21	Do the pollbooks agree, and does the number of pink slips issued equal the number voters crossed off in the pollbook, and the number of votes recorded on the public count of the tabulator? (If no, seek an explanation, and record in the comment section)					
22	Were there any ballots in the emergency (auxiliary) ballot storage area of the tabulator? (if yes, question Chair, and provide explanation in comment section, or file incident report)					
23	Was a results report run on the tabulator?					
24	Were you given a copy (or allowed to copy or photograph) the results tape from the tabulator (if no, file an incident report).					
25	Were you allowed to observe all aspects of the polling and counting process? (If no, file an incident report)					
26	total number of pink slips issued		total number of voters from Pollbook		total number of ballots cast from tabulator	
27	Are the totals above equal? (If no, provide details in the comment section, or file an incident report).					
Please record each candidate and the total votes below						
Candidate Name		Votes	Candidate Name		Votes	

1.8 Incident Report Form

WFAF Election Incident Report Form		
<p><i>Instructions: Please fill in the form as completely as possible as soon as possible after (or during) the incident. Take the time to collect names and contact details of other witnesses. If you collect electronic evidence (picture, video or audio recording), make a copy of the file and submit with your report, but retain the original on your phone or other electronic device. Submit the completed form as soon as possible to: WFAF</i></p>		
REPORTER INFORMATION		
Reported by:	Phone:	
Position (voter, election inspector, poll watcher, etc.):	Email:	
DESCRIPTION OF THE INCIDENT		
Date of incident:	Time of incident:	Were the police notified: Yes / No
Location of incident:		
<p>Description of the incident: (What happened, how it happened, etc. Be as specific as possible. Continue on back if needed and attach additional sheets if necessary)</p>		
Is there electronic evidence of the incident? Yes ___ No ___		What type of evidence is it? Phone photo ___ video ___ audio ___
Is the evidence in your possession? Yes ___ No ___		CCTV ___ Other ___
Did you witness the incident? Yes ___ No ___	If no, list the person who reported the incident to you below, along with details of any other witnesses. Attach additional sheets if needed.	
WITNESSES		
Name of Witness:	Phone:	
Role of Witness:	Email:	
Name of Witness:	Phone:	
Role of Witness:	Email:	
Name of Witness:	Phone:	
Role of Witness:	Email:	
Name of Witness:	Phone:	
Role of Witness:	Email:	
PARTIES INVOLVED IN INCIDENT		
Name:	Phone:	
Role:	Email:	
Name:	Phone:	
Role:	Email:	
Name:	Phone:	
Role:	Email:	

ADDITIONAL INFORMATION