



Wisconsin Elections Commission

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DATE: October 11, 2021

TO: Wisconsin Municipal Clerks
City of Milwaukee Elections Commission
Wisconsin County Clerks
Milwaukee County Elections Commission

FROM: Richard Rydecki Allison Coakley
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SUBJECT: Election Administration Training webinar series schedule
(September 2021 – May 2022)

To supplement our current training program and outreach efforts, we have developed a new election administration training webinar series, scheduled to begin in September and continue into the 2022 Spring Election cycle. Election administration webinars are focused on providing all types of election workers with information about their duties before, during and after an election.

We will once again post the webinar schedule with webinar access links to allow interested clerks and their election workers to sign-up in advance of all webinars. After you have signed up, you will receive reminder emails one week, one day, and one hour before the webinar is scheduled to start. We will continue to post Live Webinar access information and related materials under “Recent Clerk Communications” no later than the Monday prior to each webinar. You must be able to view videos on your computer using your computer’s speakers and use a media application such as Windows Media Player.

The webinar recording, related materials, and a list of frequently asked questions, will be posted shortly after the webcast. The posted webcasts will now include indexing links to allow clerks to go directly to a specific topic covered during a webinar. The programs and materials are free for you to download from our website or a disc may be ordered for a small fee: <https://elections.wi.gov/node/6554>. The live or recorded webcasts may be counted toward the hours clerks need for recertification purposes.

We will continue to explore education, training and outreach modalities that are effective, can be delivered at a reduced cost and will provide uniform instruction and training across the state. Please send any questions or comments you have to us: elections@wisconsin.gov or (608) 261-2033.

Wisconsin Elections Commissioners

Ann Jacobs, chair | Marge Bostelmann | Julie M. Glancey | Dean Knudson | Robert Spindell | Mark L. Thomsen

Administrator
Meagan Wolfe

2021-2022 Election Administration Training Webinar Series

New Clerk Orientation

September 29, 2021, 10:00 a.m. – 11:00 a.m.

County and Municipal Clerks

Registration Link: <https://attendeegotowebinar.com/register/1245688817591271437>

Welcome to the world of elections! This webinar will introduce clerks to our agency and staff and provide information on training requirements for local election officials and the wide variety of resources available to help you do a great job before, during and after an election. We will also review the importance of election security preparation and contingency planning. Experienced clerks are welcome to add any insights into elections they may have! (*Webinar announcement originally posted September 2, 2021:*

<https://elections.wi.gov/node/7504>)

Appointing Election Inspectors and Ballot Access Procedures

October 20, 2021, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Registration Link: <https://attendeegotowebinar.com/register/7002537087925920779>

Municipal clerks have the responsibility of providing their governing bodies with lists of election inspector nominees for appointment to the 2022-2023 term. This webinar will address the nomination procedure, including the submission of lists by the county's primary political parties. We will also review ballot access procedures utilizing the filing of nomination papers or the caucus system and answer some common questions about training requirements for election officials.

The Photo ID Law

November 10, 2021, 10:00 a.m. – 11:00 p.m.

Clerks, Chief Inspectors and Poll Workers

Registration Link: <https://attendeegotowebinar.com/register/6211538527299292427>

The spring elections are right around the corner! This webinar will review Wisconsin's Photo ID law, detail standards for each of the acceptable forms of ID and what election officials need to look for when they review these documents. The end of the 2020-2021 training term for election officials is rapidly approaching. We will include some reminders about certification requirements and review current and brand new training resources that clerks and chief inspectors can use for recertification for the 2022-2023 training term.

Wrapping Up 2021

December 8, 2021, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Registration Link: <https://attendeegotowebinar.com/register/7631380773199958795>

We had another busy election year and 2022 promises to be even busier! This webinar will act as a type of "cracker barrel" and review procedures, questions and problems we have found election officials may be confused by or just need a refresher about. So bring your questions and WEC will have the answers for you!

Special Voting Deputies

January 12, 2022, 10:00 a.m. – 11:00 a.m.

Clerks and Special Voting Deputies

Registration Link: <https://attendee.gotowebinar.com/register/5855180211667387403>

Special Voting Deputies (SVDs) conduct absentee voting at certain care facilities and qualified retirement homes. Clerks are required to send SVDs to these facilities if they meet a threshold of registered voters and absentee requests, but clerks may also choose to send them if they feel the residents of the facility may have difficulty getting to the polls on Election Day. This webinar will review the special absentee voting procedures for voters who are occupants of residential care facilities and retirement homes that are required by law or designated by the municipal clerk to be served by Special Voting Deputies.

Absentee Voting

January 19, 10:00 a.m. – 11:00 p.m.

Clerks, Chief Inspectors and Poll Workers

Registration Link: <https://attendee.gotowebinar.com/register/256830941380823307>

Absentee voting by mail can begin as soon as ballots are available, which will be soon! This webinar will review absentee voting rules – by mail, in-person in the clerk’s office and at the polls on Election Day. We will also take an in-depth look at the absentee certificate envelope and what constitutes an address of a witness.

Remaking and Spoiling Ballots

February 23, 2022, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Registration Link: <https://attendee.gotowebinar.com/register/8848707270915503115>

A Wisconsin voter can “spoil” his or her ballot up to three times and receive a new ballot within certain deadlines before Election Day and at the polling place if they make a mistake. We will review the deadlines for spoiling a ballot and requesting a new one and the process of spoiling and issuing ballots at the polling place on Election Day. This webinar will also review why a ballot may need to be remade at the polls on Election Day and the process for doing so.

Get Ready for the April Election!

March 9, 2022, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Registration Link: <https://attendee.gotowebinar.com/register/7570880145881702411>

This webinar will review any legislative changes or court decisions that impact election administration for the spring election. Election security has been an ongoing concern and we will review our efforts toward ensuring the integrity of elections data and voting equipment. How to correctly count write-in votes always tops the list of questions we receive before the spring election, so WEC staff will provide a number of examples and walk election officials through the counting votes process.

Spring Elections Wrap-Up

May 4, 2022, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Registration Link: <https://attendee.gotowebinar.com/register/6439079160132835339>

This webinar will take a look at the spring elections and what we can all take away from them, the good and the “needs work.” Believe it or not the August partisan primary is only a few short months away and we will start our preparations with a new election administration training webinar series, set to begin in July. Please share any suggestions or ideas you have the 2022-2023 training series!