

LINCOLN COUNTY POLL WORKER TRAINING

Thursday, March 21, 2024, Room 257 6:00 PM

Friday, March 22, 2024, Room 156 1:00 PM

Meeting Location: Room 247/248 Government Services Center

801 N. Sales St., Merrill, WI 54452

Electronic Attendance Available: Persons wishing to attend the meeting electronically may enter the meeting prior to the start time indicated above using the following number or address:

Conference Call: 1 386-401-8035

Access Code: 113 334 994#

Meeting ID: <https://meet.google.com/eqf-nwrf-dch?hs=122&authuser=0>

AGENDA

1. Call to Order
2. Election Dates
 - a. April 2, 2024 Presidential Primary & Spring Election
 - b. August 13, 2024 Partisan Primary
 - c. November 5, 2024 General Election
3. Important Upcoming Deadlines
4. Election Inspectors/Officials Training
5. Role of Election Inspectors/Officials
6. Polling Place Set Up
7. What's On the Ballot (Presidential Preference & Spring Election)
8. Elections Equipment/Public Testing
9. Voter Registration
 - a. Types of Voter Registrations
 - b. Voter ID & Proof of Residency
 - c. Voter Numbers & Ballots and Poll List/Book
 - d. Ineligible Voter List
 - e. Confidential Voters
10. Provisional Voting
11. Absentee Ballot Log
12. Assisting Electors
 - a. At Polls
 - b. Curbside
13. Certificate of Ballots
14. Inspectors' Statement
15. Board of Canvass Findings
16. New Absentee Envelopes
17. Board of Canvass Tabular Statement
18. Counting Write-Ins
19. Post Election Checklist
20. Election Emergencies
21. Wisconsin Elections Commission Updates
 - a. Election Manuals
 - b. WEC Social Media Calendar
 - c. Mail Handling
 - d. Non-Confrontation Techniques for Election Workers
22. Election Night Plan
23. Open Forum
24. Adjourn

DISTRIBUTION:

Committee Members – Municipal Clerks and/or Town Designees

County Board Supervisors, Samantha Fenske

Posted on _____ At: _____ a.m./p.m. By: _____

There may be a quorum of Lincoln County committees present at this meeting. No other county business will be discussed and no formal actions will be taken at these meetings.

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. You may contact the County Clerk at 715.539.1019. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.

GENERAL REQUIREMENTS:

- Must be held in a location which is reasonably accessible to the public
- Must be open to all members of the public unless the law specifically provides otherwise.

NOTICE REQUIREMENTS:

- In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
- Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

MANNER OF NOTICE:

Date, time, place, and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

TIME OF NOTICE:

- Normally, a minimum of 24 hours prior to the commencement of the meeting.
- No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such a notice is impossible or impractical.

EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

PRODEURE FOR GOING INTO CLOSED SESSION:

- Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
- If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

- Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a).
- Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to the final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
- Considering employment, promotion, compensation, or performance data of any public employee. Sec. 19.85 (1)(c).
- Considering strategy for crime detection or prevention. Sec. 19.85 (1)(d).
- Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).
- Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
- Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
- Considering a request for advice from any applicable ethics board. Sec. 19.85 (1)(h).

CLOSED SESSION RESTRICTIONS:

- Must convene in open session before going into closed session.
- May not convene in open session, then convene in closed session and thereafter reconvene in open session with twelve (12) hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
- Final approval or ratification of a collective bargaining agreement may not be given in closed session.

BALLOTS, VOTES AND RECORDS:

- Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
- Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
- Motions and roll call votes must be preserved in the record and be available for public inspection.

USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

LEGAL INTERPRETATION:

- The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
- The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

PENALTY:

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.