

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE TOWN OF \_\_\_\_\_ AND THE COUNTY OF LINCOLN  
RELATING TO THE WISCONSIN VOTER REGISTRATION SYSTEM (WisVote)**

This Memorandum of Understanding (MOU) relating to the Wisconsin Voter Registration System (WisVote) is hereby entered into by and between the local unit of government, the Town of \_\_\_\_\_ (hereafter referred to as the "LOCAL UNIT") and the County of Lincoln, Wisconsin, Office of the County Clerk (hereafter referred to as the "PROVIDER").

NOW, THEREFORE, in consideration of the terms and conditions herein, the parties agree as follows:

1. The LOCAL UNIT and PROVIDER understand that the Wisconsin Elections Commission, (hereinafter referred to as the W.E.C.) intends to continue to utilize the official centralized database of the Wisconsin Voter Registration Information System (WisVote).
2. The LOCAL UNIT understands its responsibility and legal requirements for complying with Help America Vote Act of 2002 (HAVA) and related Wisconsin State Statutes, and accepts the responsibility of adhering to voter registration policies and procedures and maintaining the original hard copy of each voter's current registration documentation.
3. The LOCAL UNIT acknowledges that there are costs associated with the technology, technology maintenance, materials, staffing and training that are required to fulfill the responsibility of entering and maintaining data within WisVote, and that the PROVIDER will continue to enter and maintain LOCAL UNIT data within WisVote, provided that the LOCAL UNIT remunerate the PROVIDER for the service. A breakdown of WisVote activities and cost estimates for each activity for the participating "relied" municipalities are attached in Appendix A. The LOCAL UNIT fully understands that these amounts are only estimates, and that it will be billed according to actual WisVote costs incurred during these election processes.
4. The LOCAL UNIT agrees to utilize technology and resources of the PROVIDER to enter and maintain data within the WisVote System and agrees to reimburse the PROVIDER for the costs associated with entering and maintaining municipal data within WisVote as specified in paragraph three.
5. The PROVIDER accepts the technology and resource responsibilities necessary to enter and maintain the LOCAL UNIT'S data within WisVote.
6. This MOU will be in effect beginning on the date that it has been signed by both parties and will continue in effect through December 31, 2029 unless formally terminated. In addition, this MOU will automatically be renewed for successive 90-day intervals unless officially terminated.
7. Termination.
  - a. This MOU may be terminated without cause by either party upon written notice by certified mail to the other and to the W.E.C.. ninety (90) days prior to the effective date of termination.

b. If terminated, all duties and responsibilities of the PROVIDER shall transfer to the LOCAL UNIT effective on the date of termination. The LOCAL UNIT has the sole responsibility for:

(1) Performing all required municipal-level duties within WisVote.

(2) Purchasing the appropriate equipment and having said equipment validated by the W.E.C.

(3) Any other technology or resource responsibilities required by WisVote or HAVA.

(4) Training its clerks and other personnel in the use and functions of the WisVote, and obtaining W.E.C. validation of such training.

8. The LOCAL UNIT will be billed after each election cycle (which includes the primary, election and/or special election) once the PROVIDER has received all applicable bills and determines the total of all costs. A schedule of the base fee for these services can be found on Appendix A of the agreement.

The persons signing this agreement warrant that they have been authorized to enter into this agreement by and on behalf of their respective parties and that they have full and complete authority to bind their respective parties by executing this agreement.

IN WITNESS WHEREOF, the parties, intending to be legally bound, have executed this agreement on the date(s) shown below.

**PROVIDER - COUNTY CLERK'S OFFICE**

**LOCAL UNIT OF GOVERNMENT**

Christopher Marlowe  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signed Name

\_\_\_\_\_  
Signed Name

Lincoln County Clerk  
Title

\_\_\_\_\_  
Title

Lincoln County  
Municipality Name

\_\_\_\_\_  
Municipality Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Board Chair Printed Name

\_\_\_\_\_  
County Board Chair Signed Name

\_\_\_\_\_  
Date

## WisVote Memorandum of Understanding (Appendix A)

	<b>Self Relier</b>	<b>Absentee Light</b>	<b>Full Relier</b>
<b>Annual Fee</b>	\$0	\$250	\$250
<b>*Fee Per Eligible Voter</b>	\$0	.25¢	.50¢
<b>Poll Book Printing per Page</b>	\$0	.15¢	.15¢

\* Eligible voter numbers are based off the last US Census

**Self Relier:** Self Reliers perform all WisVote duties mandated to municipalities by the State Wisconsin Elections Commission (WEC). WisVote users must be fully certified by the WEC.

**Absentee Light:** Absentee Light Clerks are certified by the WEC to enter Absentee Ballot information in the Absentee Log as mandated by the WEC. Absentee Light Clerks rely on the county for all other WisVote Services.

**Full Relier:** Full Relier Clerks rely on the County Clerk's Office to perform all of their municipality's WisVote requirements.

### **List of WisVote Duties:**

- Maintain active registered voter lists to include registrations, movers, DMV checks, inactive voter purges, and deaths.
- Perform all mailings related to the upkeep of the Voter Registration List.
- Enter all new addresses located within a jurisdiction.
- Set-up of Elections to include the entering of Contests and Candidates.
- Maintenance of Absentee Voter Logs to include entering the dates of the following: Date ABS Application was received, the date the ABS Ballot was sent to the voter, and the date the ABS Ballot was returned to the clerk.
- Election reconciliation to include the verification of voters equaling the number of votes for each election.



**LINCOLN COUNTY**  
**COUNTY CLERK'S OFFICE**  
CHRISTOPHER J. MARLOWE – COUNTY CLERK  
801 North Sales Street, Suite 201 · Merrill, WI 54452  
Tel. (715) 539-1019  
Email: [chris.marlowe@co.lincoln.wi.us](mailto:chris.marlowe@co.lincoln.wi.us)  
County Website: [www.lincoln.co.wi](http://www.lincoln.co.wi)

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**MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF \_\_\_\_\_  
AND THE COUNTY OF LINCOLN RELATING TO THE ANNUAL PAYMENT OF ELECTION  
EQUIPMENT MAINTENANCE AND FIRMWARE LICENSING FEES**

This Memorandum of Understanding (MOU) relating to the payment of election equipment maintenance and firmware agreement fees is hereby entered into by and between the local unit of government, the Town of \_\_\_\_\_ and the County of Lincoln, Wisconsin, Office of the County Clerk.

Lincoln County's election equipment supplier, Election Systems & Software, offers maintenance agreements to its customers for both the DS200 Tabulator and the Express Vote (ADA compliant machine). ES&S also requires licensing fees for the use of the software used to program these machines. There are two maintenance and software packages, Gold and Silver. Lincoln County has elected the Silver Maintenance Agreement which enables preventative maintenance to be done every two years with the agreement being billed annually. All software upgrades are done for no additional fees at the time of the preventative maintenance. Preventive maintenance on the machines is done at the Lincoln County Service Center and requires municipalities, other than the City of Merrill, to deliver their equipment to the Lincoln County Service Center on the agreed upon date. The Gold agreement allows PMs to be done every year and requires a higher annual fee. The fees for the agreement also include annual charges for the use of the proprietary software.

Lincoln County helped facilitate the purchase of the Express Votes in 2023 where it was agreed that municipalities would purchase the equipment individually through ES&S which made each of them eligible for \$750 in grant reimbursements from the Wisconsin Elections Commission. In 2009, with the help of grant funds, Lincoln County purchased enough DS200 Tabulators for each precinct to receive one machine with ownership remaining with the county. At the time of this purchase it was agreed upon that the towns would cover the maintenance agreement fees for the machine they were issued by the county when these fees became due in 2011 or when the one year warranty expired.

The Express Vote machines also come with a one year warranty and the 2024 software user fees are included in the purchase so annual maintenance fees, on this machine, will not be due until 2025. The current rate for the Silver Agreement is \$105 for maintenance and \$75 for software fees for a total of \$180.00/year/machine. In 2023 the annual maintenance and software fees for the DS200 were \$227.50/machine (firmware license - \$85 and maintenance - \$142.50). It is important to note that these fees are susceptible to the current market and are not determined prior to the county and municipal budgeting deadline of November for the following year.

The county, on behalf of all our municipalities, agrees to make the annual payments to ES&S for the maintenance and software use for all our election equipment. By signing this Memorandum of Understanding your municipality agrees to reimburse the county for your portion of the fees. Municipal fees will reflect the number of machines they are using or own and these fees will be available upon receipt of the invoice from ES&S by the county. Your municipality's maintenance fees

and firmware licensing fees, for the DS200 and Express Vote, will be added to your annual election fees invoice from the county and due no later than 45 days after the date of the invoice.

Please signify by signing below that your municipality agrees to reimburse the county annually for the costs associated with the ongoing training, programming, and maintenance of both the DS200 and the Express Vote. This agreement will renew annually through 2029 at which time the agreement will be reassessed.

The persons signing this agreement warrant that they have been authorized to enter into this agreement by and on behalf of their respective parties and that they have full and complete authority to bind their respective parties by executing this agreement.

IN WITNESS WHEREOF, the parties, intending to be legally bound, have executed this agreement on the date(s) shown below.

**PROVIDER - COUNTY CLERK'S OFFICE**

**LOCAL UNIT OF GOVERNMENT**

Christopher J Marlowe

Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signed Name

\_\_\_\_\_  
Signed Name

Lincoln County Clerk

Title

\_\_\_\_\_  
Title

Don Friske County

Board Chair

\_\_\_\_\_  
Municipality Name

\_\_\_\_\_  
Signed Name

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**County Clerk**

**Municipal/Town Clerk**

**Voter**

### 2024 Elections:

- Spring Primary - Tuesday, February 20, 2024
- Primary & Spring Elec - Tuesday, April 2, 2024
- Partisan Primary - Tuesday, August 13, 2024
- General Election - Tuesday, November 5, 2024



Nov-23		Event		Statute	
8-Nov	Election notices and proofs of publication from the November 8, 2022 General Election may be destroyed.	7.23(1)(j)	– One year after the date of the election		
15-Nov	Wisconsin Elections Commission sends Type A notice of April 2, 2024 Spring Election and Presidential Preference Vote to county clerks.	10.01(1), (2)(a), 10.06(1)(a)	–November 15		
28-Nov	County clerks publish Type A notice of Spring Election and Presidential Preference Vote.	10.01(2)(a), 10.06(2)(a)	– 4th Tuesday of November		
28-Nov	Municipal clerks publish Type A notice of Spring Election for municipal offices and referenda.	10.01(2)(a), 10.06(3)(a), (4)(a)	– 4th Tuesday of November		
30-Nov	Deadline for political parties to submit list of nominees for election inspectors and special voting deputies to municipalities.	6.875(4), 7.30(4)(b), (c)	–November 30		
Dec-23		Event		Statute	
1-Dec	First day for candidates to circulate nomination papers for the 2024 Spring Election.	8.05(3)(a), (4)(b), 8.10(2)(a)	– December 1		
1-Dec	First day for town or village governing body to set a date for caucus.	8.05(1)(a)	– between December 1 and January 1		

1-Dec	Municipal clerks certify the approximate number of electors in the municipality to county clerks.	5.66(1) – 1st day of the 2nd month preceding a primary
1-Dec	Deadline for electors of a village to petition for a primary.	8.11(1m)(c) – December 1
12-Dec	Deadline (5:00 p.m.) for eligible political parties to certify participation in Presidential Preference Primary to WEC.	8.12(1)(a) – Second Tuesday in December
12-Dec	Deadline for filing officer to receive referendum questions or petitions for referendum intended for the Spring Primary ballot.	8.37 – 70 days prior to the election
13-Dec	Deadline for filing officer to file a copy of the referendum question intended for the Spring Primary with the county clerk.	8.37 – next business day after receipt by filing officer
15-Dec	Poll lists from the February 15, 2022 Spring Primary may be destroyed.	7.23(1)(e) – 22 months after election
22-Dec	Deadline (5:00 p.m.) for incumbents not seeking reelection to file Notification of Noncandidacy (EL-163) with the filing officer. Failure to notify along with a failure to file nomination papers by the deadline will extend nomination paper deadline 72 hours for that office.	8.10(2)(a), 120.06(6)(b) – 2nd Friday preceding the deadline for nomination papers
28-Dec	Municipal clerk publishes caucus notice.	8.05(1)(b) – at least 5 days before the date of the caucus
31-Dec	Deadline for governing body of a municipality to appoint election inspectors and special voting deputies for the 2024-2025 term.	6.875(4), 7.30(4)(a), (b)1 – December 31
<b>Jan-24</b>	<b>Event</b>	<b>Statute</b>
1-Jan	Last day for town or village governing body to set a date for caucus.	8.05(1)(a) – between December 1 and January 1
1-Jan	First day for political organizations seeking to attain ballot status to circulate the Petition for Ballot Status (EL-171).	5.62(2)(a) – January 1
2-Jan	First day for town or village governing body to hold caucus.	8.05(1)(a) – between January 2 and January 21
2-Jan	Deadline (5:00 p.m.) for candidates to file nomination papers, declarations of candidacy, and campaign registration statements for the 2024 Presidential Preference Primary and Spring Election with the filing officer.	8.05(3)(a), (4)(b), 8.10(2)(a), (5), 8.21 – 1st Tuesday in January

2-Jan	Presidential Preference Selection Committee convenes at State Capitol to choose candidates for placement on Presidential Preference Primary ballot.	8.12(1)(b) – First Tuesday in January
2-Jan	First day for candidates seeking presidential nomination, but not chosen by Selection Committee, to circulate petition (EL-174) for placement on Presidential Preference Primary ballot	8.12(1)(c) – First Tuesday in January
no specific date	Municipal clerk notifies in writing the two candidates receiving the highest number of votes at the caucus of their nomination.	8.05(1)(j)1 – as soon as possible
no specific date	Caucus nominees file declarations of candidacy and campaign registration statements for the Presidential Preference Primary and Spring Election with the municipal clerk.	8.05(1)(j)2 – no later than 5:00 p.m. on the 5th day after notification is mailed or personally delivered
no specific date	Filing officers in municipalities using caucus draw names of candidates by lot for placement on the Presidential Preference Primary and Spring Election ballot.	8.05(1)(j)4 – 3rd day after qualification of candidates from the caucus
no specific date	Municipal clerks using caucus certify names of municipal candidates and any municipal referenda to county clerks for printing of ballots for the Presidential Preference Primary and Spring Election.	10.06(3)(bm) – as soon as possible, but no later than 3 days after qualification of candidates from the caucus
5-Jan	Deadline (4:30 p.m.) for all judicial candidates to file Statement of Economic Interests with Wisconsin Ethics Commission.	19.43(4) – 3rd day following the deadline for nomination papers
5-Jan	Last day for governing body of a city or village to decide upon a primary, or for electors of a city to petition for a primary, if not required by ordinance.	8.11(1)(a), (c), (1m)(a) – 3rd day following the deadline for nomination papers
5-Jan	Deadline for filing officer to accept challenges to nomination papers.	8.07, EL 2.07 – within 3 calendar days of the deadline to file nomination papers
5-Jan	Filing officer arranges to deliver a copy of the challenge to the challenged candidate.	EL 2.07 (2)(a) – within 24 hours of receipt of challenge
5-Jan	Deadline for challenged candidate to file a verified response with the filing officer.	EL 2.07(2)(b) – within 3 calendar days of the challenge being filed
5-Jan	Deadline for WEC to receive certified list of candidates for the Presidential Preference Primary from Presidential Preference Selection Committee.	8.12(1)(b) – Friday following the date on which Committee convenes to choose candidates



5-Jan	Wisconsin Elections Commission notifies all candidates appearing on Selection Committee's certified list of their placement on Presidential Preference Primary ballot.	8.12(1)(d) – Forthwith after receiving certified list of candidates
9-Jan	Deadline for filing officers to draw names of candidates by lot for placement on the Spring Primary ballot or the Presidential Preference Primary and Spring Election ballot if no primary is required.	5.58(1b)(bm), (cm), (1c), (1g)(c), (2), (2m) 5.60(1)(ag), (b), (3)(b), (4)(c), (5)(ar), (6)(a) – 2nd Tuesday in January
9-Jan	Wisconsin Elections Commission sends Type B notice information and certification of candidates to county clerks for the Spring Primary or the Presidential Preference Primary and Spring Election if no primary is required.	10.01(2)(b), 10.06(1)(c) – 2nd Tuesday in January
9-Jan	County clerks send notification of election to municipal clerks as soon as possible after receipt of Type B notice from Wisconsin Elections Commission and after adding any county offices or referenda.	10.06(2)(b) – as soon as possible after receipt of Type B notice
9-Jan	County clerks prepare Spring Primary ballots and send proofs to Wisconsin Elections Commission for review as soon as possible before printing.	5.72(1), 7.10(2) – as soon as possible
16-Jan	Deadline (if primary is scheduled) for municipal governing body to designate an alternate location for requesting and voting an absentee ballot. This location will remain in use through the Presidential Preference Primary and Spring Election.	6.855(1) – no fewer than 14 days prior to the time that absentee ballots are available
21-Jan	Deadline for governing body of municipality to establish location of polling places for the Spring Primary.	5.25(3) – 30 days before the election
21-Jan	Deadline for governing body of municipality to pass resolution combining wards for the Spring Primary.	5.15(6)(b) – 30 days before the election
21-Jan	Deadline for governing body of municipality to authorize appointment of tabulators for the Spring Primary.	7.30(3)(a) – 30 days before the election
21-Jan	Last day for town or village governing body to hold caucus.	8.05(1)(a) – no later than January 21
23-Jan	County and municipal clerks publish Type A notice of referenda, if required.	10.01(2)(a), 10.06(2)(n), (3)(f), (4)(f) – 4th Tuesday preceding the election
23-Jan	Municipal clerks publish Type E notice of absentee voting instructions for the Spring Primary.	10.01(2)(e), 10.06(3)(as) – 4th Tuesday preceding the election

23-Jan	Deadline for the filing officer to receive referendum questions or petitions for referendum intended for the Presidential Preference Primary and Spring Election ballot.	8.37 – 70 days prior to the election
23-Jan	Last day for electors to begin to acquire residence for the Spring Primary. Electors moving after this date may vote from their prior address.	6.02(2), 6.10(3) – 28 days prior to election
24-Jan	Deadline for filing officer to file a copy of the referendum question intended for the Presidential Preference Primary and Spring Election with the county clerk.	8.37 – next business day after receipt by filing officer
29-Jan	First day for special voting deputies (SVDs) to conduct absentee voting for residents in nursing homes and authorized care facilities for the Spring Primary.	6.875(6) – 4th Monday preceding election
29-Jan	Deadline for county clerks and school district clerks to deliver ballots and supplies to municipal clerks for the Spring Primary.	7.10(1), (3)(a), 120.06(8)(d) – no later than 22 days before the election
30-Jan	Deadline for municipal clerks to send absentee ballots to electors with valid requests on file for the Spring Primary.	7.15(1)(cm) – no later than 21 days before the election
30-Jan	Municipal clerks send absentee ballots to electors with valid requests on file for the Spring Primary as soon as they are available. All absentee ballots must be recorded in WisVote.	42 U.S.C. § 1973ff-1, Wis. Stat. § 7.15(1)(cm) – as soon as ballots are available
30-Jan	Deadline (5:00 p.m.) for candidates chosen by Selection Committee, who do not wish to be a candidate at the Presidential Preference Primary, to file a disclaimer to this effect with WEC.	8.12(1)(d) – Last Tuesday in January
30-Jan	Deadline (5:00 p.m.) for candidates seeking presidential nomination, but not chosen by Selection Committee, to submit petition (EL-174) for placement on Presidential Preference Primary ballot.	8.12(1)(c) – Last Tuesday in January
30-Jan	Wisconsin Elections Commission sends certified list of candidates for Presidential Preference Primary ballot to county clerks.	7.08(2)(d) – As soon as possible after last Tuesday in January
31-Jan	County Clerks prepare Presidential Preference only ballots and send proofs to Wisconsin Elections Commission for review	5.72, 7.10(2) – As soon as possible after Presidential Preference candidate certification

31-Jan	Deadline for voters to mail in a voter registration form or submit a voter registration form online ahead of the Spring Primary. After this date, electors must register in person in the municipal clerk's office of at the polling place.	6.28(1) – must be postmarked no later than the 3rd Wednesday before the election. Online registration closes at 11:59 p.m.
<b>Feb-24</b>	<b>Event</b>	<b>Statute</b>
1-Feb	First day for clerks to issue certificate of registrations (EL-133) to late registrants who register to vote in person.	6.29(2)(a) – First day after close of by-mail/online registration
5-Feb	Poll lists from the April 5, 2022 Spring Election may be destroyed.	7.23(1)(e) – 22 months after election
6-Feb	Clerks issue absentee ballots in person in the clerk's office or other designated location(s). Start date set by municipality.	Wis. Stat. §6.86(b) - not more than 14 days prior to the election
10-Feb	First day for municipal or county clerk to conduct public test of electronic voting equipment.	5.84(1) – not more than 10 days prior to the election
no specific date	Municipal or county clerk must publish notice of public test of electronic voting equipment at least 48 hours prior.	5.84(1) – 48 hours prior to public test
12-Feb	Last day (5:00 p.m.) for special voting deputies to make arrangements for absentee voting with nursing home and authorized care facility administrators.	6.875(6) – the 6th working day before the election
13-Feb	Last day for municipal clerk to post notice of absentee voting at nursing homes and authorized care facilities.	6.875(6)(a) – at least 5 working days before the visit
13-Feb	First day for municipal clerk to issue absentee ballots by agent to hospitalized electors.	6.86(3)(c) – not earlier than 7 days before the election
14-Feb	Last day for county clerks to deliver Presidential Preference Only ballots and supplies to municipal clerks for the Presidential Preference Primary and Spring Election.	7.10(1), 7.10(3)(a) – 48 days prior to Presidential Preference Primary
15-Feb	Deadline (5:00 p.m.) for regular and overseas electors to request absentee ballots by mail (online, email, or fax) for the Spring Primary	6.86(1)(b) – the 5th day preceding the election
15-Feb	Deadline for municipal clerks to send Presidential Preference Only ballots to voters with valid requests on file for the Presidential Preference Primary. (UOCAVA deadline)	42 U.S.C. §1973ff-1, Wis. Stat. §7.15(1)(cm) – No later than 47 days prior to Presidential Preference Primary
15-Feb	Municipal clerks send Presidential Preference Only ballots to electors with valid requests on file for the Presidential Preference Primary as soon as they are available.	42 U.S.C. § 1973ff-1, Wis. Stat. § 7.15(1)(cm) – as soon as ballots are available

16-Feb	Deadline (12:00 p.m.) for write-in candidates to file a registration statement with the filing officer for the Spring Primary.	7.50(2)(em) – noon the Friday preceding the election
16-Feb	Deadline (5:00 p.m.) for indefinitely confined electors and military electors, not on active duty or away from their residence, to request absentee ballots by mail, online, by email, or fax for the Spring Primary.	6.86(1)(b) – Friday preceding the election
16-Feb	Deadline (5:00 p.m.) for electors to register to vote in the municipal clerk's office or other designated location(s).	6.29(2)(a) – Friday preceding the election
18-Feb	Deadline (5:00 p.m.) for electors (except hospitalized electors and sequestered jurors) to make application in person for absentee ballots. Date set by municipality, in person absentee voting can end before this date.	6.86(1)(b) – No later than Sunday preceding election
19-Feb	Last day (5:00 p.m.) for special voting deputies to conduct absentee voting for residents in nursing homes and authorized care facilities for the Spring Primary.	6.875(6) – the Monday preceding the election
19-Feb	County and municipal clerks publish Type B notice of voting instructions and sample ballots for the Spring Primary, if required.	10.01(2)(b), 10.02, 10.06(2)(d), (3)(b) – the Monday preceding election
19-Feb	County and municipal clerks publish Type C notice of referenda for the Spring Primary, if required.	10.01(2)(c), 10.06(3)(b) – the Monday preceding the election
19-Feb	Municipal clerks publish Type D notice of the location and hours of polling places for the Spring Primary, if required.	10.01(2)(d) – the Monday preceding the election
20-Feb	Spring Primary (if required).	6.86(1)(b) – Election Day - 3rd Tuesday in February
20-Feb	Deadline (5:00 p.m.) for military electors on active duty away from their voting residence to request absentee ballots.	6.86(1)(b) – Election Day
20-Feb	Deadline (5:00 p.m.) for sequestered jurors to apply for an absentee ballot for the Spring Primary.	6.86(1)(b) – Election Day
20-Feb	Deadline (5:00 p.m.) for hospitalized electors to file a registration form and/or apply for an absentee ballot by agent for the Spring Primary.	6.86 (3)(c) – Election Day
20-Feb	Deadline (8:00 p.m.) for all absentee ballots to be delivered to the polling place or central count location.	6.87(6) – Election Day

20-Feb	Deadline (8:00 p.m.) for clerks of central count municipalities to post a statement in their offices and on the internet listing the number of absentee ballots issued and the number that have been returned	7.52(1)(c) – No later than the closing hour of polls
20-Feb	Election inspectors complete the returns for all votes cast at the polling place.	7.51, 7.53(1)(a) – immediately after the polls close
20-Feb	Election inspectors in municipalities that have combined wards and one polling place complete and sign the municipal canvass statement for the Spring Primary.	7.53(1)(a) – immediately after the polls close
20-Feb	Election inspectors report results of the Spring Primary to proper clerks immediately upon completion of ward/election district canvass.	7.51(4)(b), 7.60(1) – immediately after votes are tabulated
20-Feb	Municipal clerks report the returns, by ward or reporting unit, to the county clerk no later than 2 hours after the votes are tabulated.	7.51(4)(c) – no later than 2 hours after the votes are tabulated
20-Feb	County clerks post all election returns, by ward or reporting unit on the county website no later than 2 hours after receiving the returns.	7.60(1) – no later than 2 hours after receiving the returns
20-Feb	Municipal clerks post a statement of the number of electors who have cast a provisional ballot at the clerk’s office and the internet	7.15(15) – as soon as possible after the polls close on election night
20-Feb	Municipal clerks enter Provisional Ballot Reporting Form (EL-123r) information into the WisVote Provisional Ballot Tracker.	42 U.S.C. § 15482 – election night
21-Feb	Municipal clerks deliver tally sheets, inspectors' statements, ballots, and applicable envelopes and materials to county and school district clerks by 4:00 p.m.	7.51(5) – the day following the election
21-Feb	Election notices and proofs of publication from the February 21, 2023 Spring Primary may be destroyed, where applicable.	7.23(1)(j) – one year after the date of the election
22-Feb	Municipal clerks (in municipalities that canvass absentee ballots at an alternate location) deliver tally sheets, inspectors' statements, ballots, and applicable envelopes to county clerks by 4:00 p.m.	7.51(5), 7.52 – the 2nd day following the election
23-Feb	Deadline (4:00 p.m.) for electors who voted provisionally to provide missing information to the municipal clerk.	6.97(3)(b) – the Friday after the election

26-Feb	Deadline (9:00 a.m.) for the Municipal Board of Canvassers to convene for the canvass of the Spring Primary, if necessary.	7.53(1)(a), 7.53(2)(d) – no later than 9:00 a.m. on the Monday after the election
26-Feb	Deadline (4:00 p.m.) for the Municipal Board of Canvassers to finish the canvass of the Spring Primary, if necessary.	7.51(5)(b) – no later than 4:00 p.m. on the Monday after the election
26-Feb	Municipal clerks certify names of municipal candidates and any municipal referenda to county clerks for printing of ballots for the Presidential Preference Primary and Spring Election.	10.06(3)(bm) – as soon as possible, but no later than 3 days after the municipal canvass is complete
26-Feb	Deadline (if no primary was held) for municipal governing body to designate an alternate location for requesting and voting an absentee ballot for the Presidential Preference Primary and Spring Election.	6.855(1) – no fewer than 14 days prior to the time that absentee ballots are available
27-Feb	Deadline (9:00 a.m.) for the County Board of Canvassers to convene for the canvass of the Spring Primary, if necessary.	7.60(3) – no later than 9:00 a.m. on the Tuesday after the election
27-Feb	Deadline (9:00 a.m.) for the School District Board of Canvassers to convene for the canvass of the Spring Primary, if necessary.	7.53(3)(a) – no later than 9:00 a.m. on the Tuesday after the election
27-Feb	Deadline (4:00 p.m.) for the School District Board of Canvassers to complete the canvass of the Spring Primary, if necessary.	7.53(3)(a) – no later than 4:00 p.m. on the Tuesday after the election
27-Feb	Filing officers draw names of candidates by lot for placement on the Presidential Preference Primary and Spring Election ballot.	5.60(1)(b), (5), (6) – 3rd day after completion of the canvass
27-Feb	Deadline for a qualified candidate, or an individual who voted on a referendum at the Spring Primary to petition for a recount.	9.01(1)(a)1 – 5:00 p.m. on the 3rd business day following the last meeting of the board of canvassers determining the election result
29-Feb	Last day for county clerks to deliver statement of county canvass of the Spring Primary for judicial offices to Wisconsin Elections Commission.	7.60(5) – no later than 9 days after a primary
<b>Mar-24</b>	<b>Event</b>	<b>Statute</b>
3-Mar	Deadline for governing body of municipality to establish location of polling places for the Presidential Preference Primary and Spring Election.	5.25(3) – 30 days before the election

3-Mar	Deadline for governing body of municipality to pass resolution combining wards for the Presidential Preference Primary and Spring Election.	5.15(6)(b) – 30 days before the election
3-Mar	Deadline for governing body of municipality to authorize appointment of tabulators for the Presidential Preference Primary and Spring Election.	7.30(3)(a) – 30 days before the election
5-Mar	Clerks may clear memory devices for their voting equipment from the Spring Primary if the data has been transferred to another medium to be retained for 22 months.	7.23(1)(g) – 14 days after a primary
5-Mar	Last day for chairperson of the Wisconsin Elections Commission to certify results of the Spring Primary.	7.70(3)(a) – 2nd Tuesday following Spring Primary
5-Mar	Wisconsin Elections Commission sends Type B notice information and certification of candidates for the Presidential Preference Primary and Spring Election to county clerks.	10.01(2)(b), 10.06(1)(e) – No later than the 1st Tuesday in March
5-Mar	County clerks send notification of election to municipal clerks as soon as possible after receipt of Type B notice from Wisconsin Elections Commission and after adding any county offices or referenda.	10.06(2)(e) – As soon as possible after receipt of Type B notice
5-Mar	County clerks prepare Presidential Preference Primary and Spring Election ballots and send proofs to Wisconsin Elections Commission for review as soon as possible before printing.	5.72(1), 7.10(2) – As soon as possible after candidate certification
5-Mar	County and municipal clerks publish Type A notice of referenda, if required.	10.01(2)(a), 10.06(2)(f), (3)(bs) – 4th Tuesday before the election
5-Mar	Municipal clerks publish Type E notice of absentee voting instructions for the Presidential Preference Primary and Spring Election.	10.01(2)(e), 10.06(3)(bs) – 4th Tuesday before the election
5-Mar	Last day for electors to begin to acquire residence for the Presidential Preference Primary and Spring Election. Electors moving after this date may vote from their prior address.	6.02(2), 6.10(3) – 28 days prior to election
11-Mar	First day for special voting deputies to conduct absentee voting for residents in nursing homes and authorized care facilities for the Presidential Preference Primary and Spring Election.	6.875(6) – No earlier than the 4th Monday preceding the election

11-Mar	Deadline for county clerks and school district clerks to deliver ballots to municipal clerks for the Presidential Preference Primary and Spring Election.	7.10(1), (3) – No later than 22 days before the election
12-Mar	Deadline for municipal clerks to send absentee ballots to electors with valid requests on file for the Presidential Preference Primary and Spring Election.	7.15(1)(cm) – No later than 21 days before the election
13-Mar	Deadline for voters to use mail or internet submissions to register for participation in the Presidential Preference Primary and Spring Election. After this date, electors must register in person in the municipal clerk's office or at the polling place.	6.28(1) – must be postmarked no later than the 3rd Wednesday before the election. Online registration closes at 11:59 p.m.
14-Mar	First day for clerks to issue certificate of registrations (EL-133) to late registrants who register to vote in person.	6.29(2)(a) – First day after close of by-mail/online registration
19-Mar	Clerks issue absentee ballots in person in the clerk's office or other designated location(s). Start date set by municipality.	6.86(1)(b) – No earlier than 14 days before the election
19-Mar	Wisconsin Elections Commission sends Type A notice of Partisan Primary on August 13, 2024, and General Election on November 5, 2024, to county clerks.	10.01(1), (2)(a), 10.06(1)(f) – 3rd Tuesday in March
21-Mar	Deadline for municipal clerks to submit voter participation, Inspectors' Statement data, and Election Reconciliation data for the Spring Primary via WisVote.	6.275 – within 30 days of each primary and election for a state or national office
21-Mar	Municipal or county clerk must publish notice of electronic voting equipment public test at least 48 hours prior to test.	5.84(1) – 48 hours prior to public test
23-Mar	First day for municipal or county clerk to conduct public test of electronic voting equipment.	5.84(1) – 10 days before election
25-Mar	Last day (5:00 p.m.) for special voting deputies to make arrangements for absentee voting with nursing home and authorized care facility administrators.	6.875(6) – the 6th working day before the election
26-Mar	Last day for municipal clerk to post notice of absentee voting at nursing homes and authorized care facilities.	6.875(6)(a) – at least 5 working days before the visit
26-Mar	First day for municipal clerk to issue absentee ballots by agent to hospitalized electors.	6.86(3)(c) – not earlier than 7 days before the election
28-Mar	Deadline (5:00 p.m.) for regular and overseas electors to request absentee ballots by mail (online, email or fax) for the Presidential Preference Primary and Spring Election.	6.86(1)(b) – 5th day before the election



29-Mar	Deadline (12:00 p.m.) for write-in candidates to file a registration statement with the filing officer for the Presidential Preference Primary and Spring Election.	7.50(2)(em) – noon the Friday preceding the election
29-Mar	Deadline (5:00 p.m.) for indefinitely confined electors and military electors, not on active duty or away from their residence, to request absentee ballots by mail (online, email or fax) for the Presidential Preference Primary and Spring Election.	6.86(1)(b) – Friday preceding the election
29-Mar	Deadline (5:00 p.m.) for electors to register to vote in the municipal clerk's office or other designated location(s).	6.29(2)(a) – Friday preceding the election
31-Mar	Deadline (5:00 p.m.) for electors (except hospitalized electors and sequestered jurors) to make application in person for absentee ballots. Date set by municipality, in person absentee voting can end before this date.	6.86(1)(b) – No later than Sunday preceding election
<b>Apr-24</b>	<b>Event</b>	<b>Statute</b>
1-Apr	Deadline (5:00 p.m.) for political organizations seeking to attain ballot status to file Petition for Ballot Status (EL-171) with WEC.	5.62(2)(a) – April 1
1-Apr	County and municipal clerks publish Type B notice of voting instructions and sample ballots for the Presidential Preference Primary and Spring Election.	10.01(2)(b), 10.02, 10.06(2)(g), (3)(c) – Monday before the election
1-Apr	County and municipal clerks publish Type C notice of referenda for the Presidential Preference Primary and Spring Election, if required.	10.01(2)(c), 10.06(2)(g), (3)(c) – Monday before the election
1-Apr	Municipal clerks publish Type D notice of the location and hours of polling places for the Presidential Preference Primary and Spring Election.	10.01(2)(d), 10.06 (3)(c) – Monday before the election
1-Apr	Last day (5:00 p.m.) for special voting deputies to conduct absentee voting for residents in nursing homes and authorized care facilities for the Presidential Preference Primary and Spring Election.	6.875(6) – Monday before the election
2-Apr	Presidential Preference Primary and Spring Election	5.02(21) – 1st Tuesday in April
2-Apr	Deadline (5:00 p.m.) for military electors on active duty away from their voting residence to request absentee ballots.	6.86(1)(b) – Election Day

2-Apr	Deadline (5:00 p.m.) for sequestered jurors to apply for an absentee ballot for the Presidential Preference Primary and Spring Election.	6.86(1)(b) – Election Day
2-Apr	Deadline (5:00 p.m.) for hospitalized electors to file a registration form and/or apply for an absentee ballot by agent for the Presidential Preference Primary and Spring Election.	6.86 (3)(c) – Election Day
2-Apr	Deadline (8:00 p.m.) for all absentee ballots to be delivered to the polling place or central count location.	6.87(6) – Election Day
2-Apr	Deadline (8:00 p.m.) for clerks of central count municipalities to post a statement in their offices and on the internet listing the number of absentee ballots issued and the number that have been returned	7.52(1)(c) – No later than the closing hour of polls
2-Apr	Election inspectors complete the returns for all votes cast at the polling place.	7.51, 7.53(1)(a) – immediately after the polls close
2-Apr	Election inspectors in municipalities that have combined wards and one polling place complete and sign the municipal canvass statement for the Presidential Preference Primary and Spring Election.	7.53(1)(a) – immediately after the polls close
2-Apr	Election inspectors complete the returns for all votes cast at the polling place, sign the municipal canvass statement if required, and report the results of the Presidential Preference Primary and Spring Election to the proper clerks upon completion of the canvass.	7.51(4)(b), 7.60(1) – immediately after votes are tabulated
2-Apr	Municipal clerks report the returns, by ward or reporting unit, to the county clerk no later than 2 hours after the votes are tabulated.	7.51(4)(c) – no later than 2 hours after the votes are tabulated
2-Apr	County clerks post all election returns, by ward or reporting unit on the county website no later than 2 hours after receiving the returns.	7.60(1) – no later than 2 hours after receiving the returns
2-Apr	Municipal clerks post a statement of the number of electors who have cast a provisional ballot at the clerk’s office and the internet	7.15(15) – as soon as possible after the polls close on election night

2-Apr	Municipal clerks post a statement of the number of electors who have cast a provisional ballot at the clerk's office and the internet and enter Provisional Ballot Reporting Form (EL-123r) information into the WisVote Provisional Ballot Tracker.	42 U.S.C. § 15482 – election night
2-Apr	County clerks send Type A notice of Partisan Primary on August 13, 2024, and General Election on November 5, 2024 to municipal clerks.	10.01(2)(a), 10.06(2)(gm) – 1st Tuesday in April
3-Apr	Municipal clerks deliver tally sheets, inspectors' statements, ballots, and applicable envelopes and materials to county and school district clerks by 4:00 p.m.	7.51(5) – the day after the election
4-Apr	Election notices and proofs of publication from the April 4, 2023 Spring Election may be destroyed.	7.23(1)(j) – one year after the date of the election
4-Apr	Municipal clerks (in municipalities that canvass absentee ballots at an alternate location) deliver tally sheets, inspectors' statements, ballots, and applicable envelopes to county clerks by 4:00 p.m.	7.51(5), 7.52 – the 2nd day after the election
5-Apr	Deadline (4:00 p.m.) for electors who voted provisionally to provide missing information to the municipal clerk.	6.97(3)(b) – the Friday after the election
8-Apr	Deadline (9:00 a.m.) for the Municipal Board of Canvassers to convene for the canvass of the Presidential Preference Primary and Spring Election.	7.53(1)(a), 7.53(2)(d) – no later than 9:00 a.m. on the Monday after the election
8-Apr	Deadline (4:00 p.m.) for the Municipal Board of Canvassers to finish the canvass of the Presidential Preference Primary and Spring Election.	7.51(5)(b) – no later than 4:00 p.m. on the Monday after the election
9-Apr	Deadline (9:00 a.m.) for the County Board of Canvassers to convene for the canvass of the Presidential Preference Primary and Spring Election.	7.60(3) – no later than 9:00 a.m. on the Tuesday after the election
9-Apr	Deadline (9:00 a.m.) for the School District Board of Canvassers to convene for the canvass of the Presidential Preference Primary and Spring Election.	7.53(3)(a) – no later than 9:00 a.m. on the Tuesday after the election
9-Apr	Deadline (4:00 p.m.) for the School District Board of Canvassers to complete the canvass of the Presidential Preference Primary and Spring Election.	7.53(3)(a) – no later than 4:00 p.m. on the Tuesday after the election

9-Apr	County clerks publish Type A notice of Partisan Primary on August 13, 2024, and General Election on November 5, 2024.	10.06(2)(h) - 2nd Tuesday in April preceding a partisan primary and general election
12-Apr	Last day for county clerks to deliver statement of county canvass of the Presidential Preference Primary and Spring Election for judicial offices to Wisconsin Elections Commission.	7.60(5) – no later than 10 days after the election
15-Apr	First day for candidates to circulate nomination papers for the General Election.	8.15(1) – April 15
17-Apr	Deadline for a candidate, or an individual who voted on a referendum at the Presidential Preference Primary and Spring Election to petition for a recount.	9.01(1)(a)1 – 5:00 p.m. on the 3rd business day following the last meeting of the board of canvassers determining the election result
17-Apr	County, municipal, and school district clerks issue certificates of election after the deadline to file a petition for recount and appeal of recount has passed.	7.53(4), 7.60(6), 120.06(10) – As soon as deadline for filing recount petition has passed
23-Apr	Clerks may clear memory devices for their voting equipment from the Presidential Preference Primary and Spring Election if the data has been transferred to another medium to be retained for 22 months.	7.23(1)(g) – 21 days after the election.
<b>May-24</b>	<b>Event</b>	<b>Statute</b>
2-May	Deadline for municipal clerks to submit voter participation, Inspectors' Statement data, and Election Reconciliation data for the Presidential Preference Primary and Spring Election via WisVote.	6.275 – within 30 days of each primary and election for a state or national office
15-May	Last day for chairperson of the Wisconsin Elections Commission to certify results of the Presidential Preference Primary and Spring Election.	7.70(3)(a) – May 15
15-May	Wisconsin Elections Commission notifies state party chairs of Presidential Preference results in state and each congressional district.	8.12(3) – No later than May 15
20-May	Deadline for municipal clerks to submit Election Day Registration Postcard data for the Spring Primary via WisVote.	6.275(1)(f) – Within 90 days of each primary or election for state or national office

20-May	Certain materials and supplies from the 2024 Spring Primary may be destroyed after this date if no election contest, recount, or litigation is pending. Please check the destruction schedule in the Election Administration manual, as established by Wis. Stat. s. 7.23, before destroying any material.	7.23(1)(k) – 90 days after the election
24-May	Deadline (5:00 p.m.) for partisan incumbents not seeking reelection to file Notification of Noncandidacy (EL-163) with the filing officer. Failure to notify along with a failure to file nomination papers by the deadline will extend nomination paper deadline 72 hours for that office.	8.15(1) – 2nd Friday prior to the deadline for nomination papers
<b>Jun-24</b>	<b>Event</b>	<b>Statute</b>
1-Jun	Deadline (5:00 p.m.) for candidates to file nomination papers, declarations of candidacy, and campaign registration statements for the General Election with the filing officer.	8.15(1), 8.20(8)(a), 8.21 – June 1
4-Jun	Deadline for filing officer to receive referendum questions or petitions for referendum intended for the Partisan Primary ballot.	8.37 – 70 days prior to the election
4-Jun	Deadline (4:30 p.m.) for all state candidates to file Statement of Economic Interests with Wisconsin Ethics Commission.	19.43(4) – 3rd day following deadline for nomination papers
4-Jun	Deadline for filing officer to accept challenges to nomination papers.	8.07, EL 2.07 – within 3 calendar days of the deadline to file nomination papers
4-Jun	Filing officer arranges to deliver a copy of the challenge to the challenged candidate.	EL 2.07(2)(a) – within 24 hours of receipt of challenge
4-Jun	Deadline for challenged candidate to file a verified response with the filing officer.	EL 2.07(2)(b) – within 3 calendar days of the challenge being filed
4-Jun	Filing officers draw names of candidates by lot for placement on the Partisan Primary ballot.	5.60(1)(b), 5.62(3), (4) – As soon as possible after challenge deadline has passed
5-Jun	Deadline for filing officer to file a copy of the referendum question with the county clerk.	8.37 – next business day after received by filing officer
9-Jun	Poll lists from the August 9, 2022, Partisan Primary may be destroyed.	7.23(1)(e) – 22 months after an election
9-Jun	Ballots, absentee applications, and other records and papers from the August 9, 2022 Partisan Primary may be destroyed.	7.23(1)(f) – 22 months after a federal election

10-Jun	Wisconsin Elections Commission sends Type B notice information and certification of candidates to county clerks for Partisan Primary.	10.01(2)(b), 10.06(1)(h) – June 10
11-Jun	County clerks prepare ballots and send proofs to Wisconsin Elections Commission for review as soon as possible before printing.	5.72(1), 7.10(2) – as soon as possible after candidate certification
12-Jun	Deadline for municipal governing body to designate an alternate location for requesting and voting an absentee ballot. This location will remain in use through the November general election.	6.855(1) – no fewer than 14 days prior to the time that absentee ballots are available
26-Jun	Deadline for county clerks to deliver ballots and supplies to municipal clerks for the Partisan Primary.	7.10(1),(3) – 48 days before Partisan Primary
27-Jun	Deadline for municipal clerks to send absentee ballots to electors with valid requests on file for the Partisan Primary. (UOCAVA deadline).	7.15(1)(cm) – 47 days before Partisan Primary
27-Jun	Municipal clerks send absentee ballots to electors with valid requests on file for the Partisan Primary as soon as they are available. All absentee ballots must be recorded in WisVote.	42 U.S.C. § 1973ff-1, Wis. Stat. § 7.15(1)(cm) – as soon as ballots are available
<b>Jul-24</b>	<b>Event</b>	<b>Statute</b>
1-Jul	First day for Independent candidates for President and Vice President to circulate nomination papers (EL-167). A list of presidential electors designated to represent them must be included.	8.20(8)(am) – July 1
1-Jul	Certain materials and supplies from the 2024 Presidential Preference Primary and Spring Election may be destroyed after this date if no election contest, recount, or litigation is pending. Please check the destruction schedule in the Election Administration manual, as established by Wis. Stat. §. 7.23, before destroying any material.	7.23(1)(k) – 90 days after the election
1-Jul	Deadline for municipal clerks to submit Election Day Registration (EDR) Postcard data for the Presidential Preference Primary and Spring Election via WisVote.	6.275(1)(f) – Within 90 days of each primary and election for state or national office
14-Jul	Deadline for governing body of municipality to pass resolution combining wards for Partisan Primary.	5.15(6)(b) – 30 days before election

14-Jul	Deadline for governing body of municipality to establish polling places for Partisan Primary.	5.25(3) – 30 days before election
14-Jul	Deadline for governing body of municipality to authorize appointment of tabulators for Partisan Primary.	7.30(3)(a) – 30 days before election
16-Jul	County and municipal clerks publish Type A notice of referenda, if required.	10.01(2)(a), 10.06(2)(n), 10.06(3)(cm) – 4th Tuesday preceding election
16-Jul	Last day for electors to begin to acquire residence for the Partisan Primary. Electors moving after this date may vote from their prior address.	6.02(2), 6.10(3) – 28 days prior to election
16-Jul	Municipal clerks publish Type E notice of absentee voting instructions for Partisan Primary.	10.01(2)(e), 10.06(3)(cm) – 4th Tuesday preceding the election
22-Jul	First day for special voting deputies to conduct absentee voting for residents in nursing homes and authorized care facilities for the Partisan Primary.	6.875(6) – 4th Monday preceding the election
24-Jul	Deadline for voters to use mail or internet submissions to register for participation in the Partisan Primary. After this date, electors must register in person in the municipal clerk's office or at the polling place.	6.28(1) – must be postmarked no later than the 3rd Wednesday before the election. Online registration closes at 11:59 p.m.
25-Jul	First day for clerks to issue certificate of registrations (EL-133) to late registrants who register to vote in person.	6.29(2)(a) – First day after close of by-mail/online registration
30-Jul	Clerks may begin to issue in person absentee ballots at the clerk's office or designated alternate location(s).	6.86(1)(b) – No earlier than 14 days before the election
<b>Aug-24</b>	<b>Event</b>	<b>Statute</b>
1-Aug	Municipal or county clerk must publish notice of electronic voting equipment public test at least 48 hours prior to test.	5.84(1) – 48 hours prior to public test
3-Aug	First day for municipal or county clerk to conduct public test of electronic voting equipment.	5.84(1) – 10 days before election
5-Aug	Last day (5:00 p.m.) for special voting deputies to make arrangements for absentee voting with nursing home and authorized care facility administrators.	6.875(6) – the 6th working day before the election
no specific date	Last day for municipal clerk to post notice of absentee voting at nursing homes and authorized care facilities.	6.875(6)(a) – at least 5 working days before the visit

6-Aug	Deadline (5:00 p.m.) for Independent candidates for President and Vice President to file nomination papers (EL-167), declaration of candidacy (EL-162), and list of presidential electors with WEC.	8.20(8)(am), 8.21 – First Tuesday in August
8-Aug	Deadline (5:00 p.m.) for regular and overseas electors to request absentee ballots by mail (online, email or fax) for Partisan Primary.	6.86(1)(b) – 5th day preceding the election
9-Aug	Deadline (12:00 p.m.) for write-in candidates to file a registration statement with the filing officer for the Partisan Primary.	7.50(2)(em) – noon the Friday preceding the election
9-Aug	Deadline (5:00 p.m.) for calendar year absentee ballot requests to be submitted by mail, online, email, or fax to receive absentee ballot for Partisan Primary.	6.86(1)(b), 6.86(2m) – 5:00 p.m. Friday preceding an election
9-Aug	Deadline (5:00 p.m.) for indefinitely confined and military electors not on active duty away from their voting residence to request absentee ballots by mail (online, email or fax) for the Partisan Primary.	6.86(1)(c), (2)(a) – Friday preceding the election
9-Aug	Deadline (5:00 p.m.) for electors to register to vote in the municipal clerk's office or other designated location(s).	6.29(2)(a) – Friday preceding the election
11-Aug	Last day for electors (except hospitalized electors and sequestered jurors) to make application in person for absentee ballots. Final date set by municipality, in person absentee voting can end before this date.	6.86(1)(b) – No later than Sunday preceding election
12-Aug	County clerks publish Type B notice of voting instructions and facsimile ballots for Partisan Primary.	10.01(2)(b), 10.02, 10.06(2)(j) – Monday preceding the election
12-Aug	County clerks publish Type C notice of referenda, if required.	10.01(2)(c) – Monday preceding the election
12-Aug	Municipal clerks publish Type D notice of the location and hours of polling places for the Partisan Primary.	10.01(2)(c) – Monday preceding the election
12-Aug	Last day (5:00 p.m.) for special voting deputies to conduct absentee voting for residents in nursing homes and authorized care facilities for Partisan Primary.	6.875(6) – Monday preceding the election
13-Aug	Partisan Primary	5.02(12s) – 2nd Tuesday in August
13-Aug	Deadline (5:00 p.m.) for military electors on active duty away from their voting residence to request absentee ballots.	6.86(1)(b) – Election Day



13-Aug	Deadline (5:00 p.m.) for sequestered jurors to apply for an absentee ballot for the Partisan Primary.	6.86(1)(b) – Election Day
13-Aug	Deadline (5:00 p.m.) for hospitalized electors to file a registration form and/or apply for an absentee ballot by agent for the Partisan Primary.	6.86 (3)(c) – Election Day
13-Aug	Deadline (8:00 p.m.) for all absentee ballots to be delivered to the polling place or central count location.	6.87(6) – Election Day
13-Aug	Deadline (8:00 p.m.) for clerks of central count municipalities to post a statement in their offices and on the internet listing the number of absentee ballots issued and the number that have been returned	7.52(1)(c) – No later than the closing hour of polls
13-Aug	Election inspectors complete the returns for all votes cast at the polling place.	7.51(5)(a) – immediately after the polls close
13-Aug	Election inspectors report results of the Partisan Primary to proper clerks immediately after the votes are tabulated or counted.	7.51(4)(b) – immediately after the votes are tabulated or counted
13-Aug	Election inspectors deliver all ballots, statements, tally sheets, voter lists, and envelopes to the municipal clerk.	7.51(5)(a) – immediately after the polls close
13-Aug	Municipal clerks report the returns, by ward or reporting unit, to the county clerk no later than 2 hours after the votes are tabulated.	7.51(4)(c) – no later than 2 hours after the votes are tabulated
13-Aug	County clerks post all election returns, by ward or reporting unit on the county website no later than 2 hours after receiving the returns.	7.60(1) – no later than 2 hours after receiving the returns
13-Aug	Municipal clerks post a statement of the number of electors who have cast a provisional ballot at the clerk’s office and the internet.	7.15(15) – as soon as possible after the polls close on election night
13-Aug	Municipal clerks enter Provisional Ballot Reporting Form (EL-123r) information into the WisVote Provisional Ballot Tracker.	42 U.S.C. § 15482 – election night
14-Aug	Municipal clerks deliver tally sheets, inspectors' statements, ballots, and applicable envelopes and materials to county clerks by 4:00 p.m.	7.51(5) – the day following the election

15-Aug	Municipal clerks (in municipalities that canvass absentee ballots at an alternate location) deliver tally sheets, inspectors' statements, ballots, and applicable envelopes and materials to county clerks by 4:00 p.m.	7.51(5), 7.52 – the 2nd day following the election
16-Aug	Deadline (4:00 p.m.) for electors who voted provisionally to provide missing information to the municipal clerk.	6.97(3) – the Friday after the election
19-Aug	Deadline (9:00 a.m.) for the Municipal Board of Canvassers to convene for the canvass of the Partisan Primary, if necessary.	7.53(1)(a), 7.53(2)(d) – no later than 9:00 a.m. on the Monday after the election
19-Aug	Deadline (4:00 p.m.) for the Municipal Board of Canvassers to finish the canvass of the Partisan Primary.	7.51(5)(b) – no later than 4:00 p.m. on the Monday after the election
20-Aug	Deadline (9:00 a.m.) for the County Board of Canvassers to convene for the canvass of the Partisan Primary.	7.60(3) – no later than 9:00 a.m. on the Tuesday after the election
20-Aug	Deadline for a candidate, or an individual who voted on a referendum at the Partisan Primary to petition for a recount.	9.01(1)(a)1 – 5:00 p.m. on the 3rd business day following the last meeting of the board of canvassers determining the election result
23-Aug	Last day for county clerks to deliver statement of county canvass of Partisan Primary for state and federal offices to Wisconsin Elections Commission.	7.60(5) – 10 days after election
27-Aug	Wisconsin Elections Commission sends Type B notice information and certification of candidates for General Election to county clerks.	10.01(2)(b), 10.06(1)(i) – 4th Tuesday in August
27-Aug	Clerks may clear memory devices for their voting equipment from the Partisan Primary if the data has been transferred to another medium to be retained for 22 months.	7.23(1)(g) – 14 days after a primary
27-Aug	Deadline for filing officer to receive referendum questions or petitions for referendum intended for the General Election ballot.	8.37 – 70 days before election
28-Aug	Deadline for filing officer to file a copy of the referendum question with the county clerk.	8.37 – next business day after received by filing officer
28-Aug	Last day for chairperson of the Wisconsin Elections Commission to certify the results of the Partisan Primary.	7.70(3)(a) – 3rd Wednesday following election
28-Aug	County clerks prepare General Election ballots and send proofs to Wisconsin Elections Commission for review as soon as possible before printing.	5.72(1), 7.10(2) – as soon as possible after candidate certification

Sep-24		Event	Statute
3-Sep	Deadline (5:00 p.m.) for political parties that have attained ballot status to certify names of candidates for President and Vice President to be placed on General Election ballot.	8.16(7) – First Tuesday in September	
3-Sep	Deadline (5:00 p.m.) for Presidential and Vice-Presidential candidates certified to WEC by political parties to submit Declaration of Candidacy (EL-162).	8.21(1) – First Tuesday in September	
8-Sep	Poll lists, ballots, absentee applications, and other records and papers from the November 8, 2022 General Election may be destroyed.	7.23(1)(e), 7.23(1)(f) – 22 months after election	
12-Sep	Deadline for municipal clerk to submit voter participation, Inspectors' Statement data, and Election Reconciliation data for the Partisan Primary via WisVote.	6.275 – within 30 days of each primary and election for a state or national office	
18-Sep	Deadline for county clerks to deliver ballots and supplies to municipal clerks for the General Election.	7.10(1), (3) – 48 days before election	
19-Sep	Deadline for municipal clerks to send absentee ballots to electors with valid requests on file for the General Election. (UOCAVA deadline)	7.10(3), 7.15(1)(c), (cm) – 47 days before election	
19-Sep	Municipal clerks send absentee ballots to electors with valid requests on file for the General Election as soon as they are available. All absentee ballots must be recorded in WisVote.	42 U.S.C. § 1973ff-1, Wis. Stat. § 7.15(1)(cm) – as soon as ballots are available	
Oct-24		Event	Statute
1-Oct	Representative from each political party convene (10:00 a.m.) at the State Capitol to nominate presidential electors.	8.18(1) – First Tuesday in October	
6-Oct	Deadline for governing body of municipality to establish location of polling places for General Election.	5.25(3) – 30 days before election	
6-Oct	Deadline for governing body of municipality to pass resolution combining wards for General Election.	5.15(6)(b) – 30 days before election	
6-Oct	Deadline for governing body of municipality to authorize appointment of tabulators for General Election.	7.30(3)(a) – 30 days before election	
8-Oct	Municipal clerks publish Type E notice of absentee voting instructions for General Election.	10.01(2)(e), 10.06(3)(cm) – 4th Tuesday preceding election	
8-Oct	County and municipal clerks publish Type A notice of referenda, if required.	10.01(2)(c), 10.06(2)(g), (3)(c) – 4th Tuesday preceding election	

8-Oct	Last day for electors to begin to acquire residence for the General Election. Electors moving after this day may vote from their prior address.	6.02(2), 6.10(3) – 28 days prior to election
14-Oct	First day for special voting deputies to conduct absentee voting for residents in nursing homes and authorized care facilities for General Election.	6.875(6) – 4th Monday preceding the election
16-Oct	Deadline for voters to use mail or internet submissions to register for participation in the General Election. After this date, electors must register in person in the municipal clerk's office or at the polling place.	6.28(1) – must be postmarked no later than the 3rd Wednesday before the election. Online registration closes at 11:59 p.m.
17-Oct	First day for clerks to issue certificate of registrations (EL-133) to late registrants who register to vote in person.	6.29(2)(a) – First day after close of by-mail/online registration
22-Oct	Deadline (4:30 p.m.) for write-in candidates for President and Vice President to submit declaration of candidacy (EL-162) and list of presidential electors.	8.185(2), 8.21 – Second Tuesday prior to General Election
22-Oct	Clerks may begin to issue in person absentee ballots at the clerk's office or designated alternate location(s).	6.86(1)(b) – No earlier than 14 days before the election
26-Oct	First day for municipal or county clerk to conduct public test of electronic voting equipment. Municipal or county clerk must publish notice of electronic voting equipment public test at least 48 hours prior to test.	5.84(1) – 10 days before election
28-Oct	Last day (5:00 p.m.) for special voting deputies to make arrangements for absentee voting with nursing home and authorized care facility administrators. The municipal clerk must post notice of absentee voting at nursing homes and authorized care facilities at least 5 working days before the visit.	6.875(6) – the 6th working day before the election
31-Oct	Deadline (5:00 p.m.) for regular and overseas electors to request absentee ballots by mail (online, email or fax) for the General Election.	6.86(1)(b) – 5th day preceding the election
<b>Nov-24</b>	<b>Event</b>	<b>Statute</b>
1-Nov	Deadline (12:00 p.m.) for write-in candidates to file a registration statement with the filing officer for the General Election.	7.50(2)(em) – Noon the Friday preceding the election

1-Nov	Deadline (5:00 p.m.) for electors to register to vote in the municipal clerk's office or other designated location(s).	6.29(2)(a) – not later than 5 p.m. or the close of business, whichever is later, on the Friday before an election
1-Nov	Deadline (5:00 p.m.) for calendar year absentee ballot requests to be submitted by mail, online, email, or fax to receive absentee ballot for General Election.	6.86(1)(b), 6.86(2m) – 5:00 p.m. Friday preceding an election
1-Nov	Deadline (5:00 p.m.) for indefinitely confined electors and military electors, not on active duty away from their residence to request absentee ballots by mail (online, email or fax) for the General Election.	6.86(1)(b) – Friday preceding the election
3-Nov	Last day for electors (except hospitalized electors and sequestered jurors) to make application in person for absentee ballots. Final date set by municipality. In person absentee voting can end before this date.	6.86(1)(b) – No later than Sunday preceding election
4-Nov	County clerks publish Type B notice of voting instructions and facsimile ballots for General Election.	10.01(2)(b), 10.02, 10.06(2)(m) – Monday preceding the election
4-Nov	County clerks publish Type C notice of referenda, if required.	10.01(2)(c), 10.06(2)(m) – Monday preceding the election
4-Nov	Municipal clerks publish Type D notice of locations and hours of polling places for General Election.	10.01(2)(d), 10.06(3)(d) – Monday preceding the election
4-Nov	Last day (5:00 p.m.) for special voting deputies to conduct absentee voting for residents in nursing homes and authorized care facilities for the General Election.	6.875(6) – Monday preceding the election
5-Nov	General Election	5.02(5) – Tuesday after the 1st Monday in November
5-Nov	Deadline (5:00 p.m.) for military electors on active duty away from their voting residence to request absentee ballots.	6.86(1)(b) – Election Day
5-Nov	Deadline (5:00 p.m.) for sequestered jurors to apply for an absentee ballot for the General Election.	6.86(1)(b) – Election Day
5-Nov	Deadline (5:00 p.m.) for hospitalized electors to file a registration form and/or apply for an absentee ballot by agent for the General Election.	6.86 (3)(c) – Election Day
5-Nov	Deadline (8:00 p.m.) for all absentee ballots to be delivered to the polling place or central count location.	6.87(6) – Election Day

5-Nov	Deadline (8:00 p.m.) for clerks of central count municipalities to post a statement in their offices and on the internet listing the number of absentee ballots issued and the number that have been returned	7.52(1)(c) – No later than the closing hour of polls
5-Nov	Election inspectors complete the returns for all votes cast at the polling place.	7.51(5)(a) – immediately after the polls close
5-Nov	Election inspectors report results of the General Election to proper clerks immediately after the votes are tabulated or counted.	7.51(4)(b) – immediately after the votes are tabulated or counted
5-Nov	Election inspectors deliver all ballots, statements, tally sheets, voter lists, and envelopes to the municipal clerk.	7.51(5)(a) – immediately after the polls close
5-Nov	Municipal clerks report the returns, by ward or reporting unit, to the county clerk no later than 2 hours after the votes are tabulated.	7.51(4)(c) – no later than 2 hours after the votes are tabulated
5-Nov	County clerks post all election returns, by ward or reporting unit on the county website no later than 2 hours after receiving the returns.	7.60(1) – no later than 2 hours after receiving the returns
5-Nov	Municipal clerks post a statement of the number of electors who have cast a provisional ballot at the clerk’s office and the internet.	7.15(15) – as soon as possible after the polls close on election night
5-Nov	Municipal clerks enter Provisional Ballot Reporting Form (EL-123r) information into the WisVote Provisional Ballot Tracker.	42 U.S.C. § 15482 – election night
6-Nov	Wisconsin Elections Commission staff selects reporting units and contests to be audited in 2024 voting equipment audit.	U.S.C. §301(a)(5), Wis. Stat. §7.08(6) – Following each general election, timeline set by Commission
6-Nov	Municipal clerks deliver tally sheets, inspectors' statements, ballots, and applicable envelopes and materials to county clerks by 4:00 p.m.	7.51(5) – the day following the election
7-Nov	Deadline for Elections Commission staff to notify clerks of municipalities containing reporting units selected for 2024 voting equipment audit.	U.S.C. §301(a)(5), Wis. Stat. §7.08(6) – Following each general election, timeline set by Commission

7-Nov	Municipal clerks (in municipalities that canvass absentee ballots at an alternate location) deliver tally sheets, inspectors' statements, ballots, and applicable envelopes and materials to county clerks by 4:00 p.m.	7.51(5)(b), 7.52 – the 2nd day following the election
8-Nov	Deadline (4:00 p.m.) for electors who voted provisionally to provide missing information to the municipal clerk.	6.97(3)(b) – the Friday after the election
8-Nov	First day for selected municipalities to conduct 2024 voting equipment audit.	U.S.C. §301(a)(5), Wis. Stat. §7.08(6) – Following each general election, timeline set by Commission
11-Nov	Deadline (9:00 a.m.) for the Municipal Board of Canvassers to convene for the canvass of the General Election, if necessary.	7.53(1)(a), 7.53(2)(d) – no later than 9:00 a.m. on the Monday after the election
11-Nov	Deadline (4:00 p.m.) for the Municipal Board of Canvassers to finish the canvass of the General Election.	7.51(5)(b) – no later than 4:00 p.m. on the Monday after the election
11-Nov	Deadline for clerks in selected municipalities to submit extension request waiver, for cause, for 2024 voting equipment audit	U.S.C. §301(a)(5), Wis. Stat. §7.08(6) – Following each general election, timeline set by Commission
11-Nov	Certain materials and supplies from the 2024 Partisan Primary may be destroyed after this date if no election contest, recount, or litigation is pending.	7.23(1)(k) – 90 days after the election
11-Nov	Deadline for municipal clerks to submit Election Day Registration (EDR) Postcard data for the Partisan Primary via WisVote.	6.275(1)(f) – Within 90 days of each primary and election for national or state office
12-Nov	Deadline (9:00 a.m.) for the County Board of Canvassers to convene for the canvass of the General Election.	7.60(3) – no later than 9:00 a.m. on the Tuesday after the election
15-Nov	Wisconsin Elections Commission sends Type A notice of the Spring Primary on 02-18-2025, as well as the Spring Election on 04-01-2025, to county clerks.	10.06(1)(a) – No later than November 15
19-Nov	Last day for county clerks to deliver statement of county canvass of General Election for state and federal offices to Wisconsin Elections Commission.	7.60(5) – 14 days after election
26-Nov	County clerks publish Type A notice of the Spring Primary and the Spring Election.	10.01(2)(a) – 4th Tuesday in November
26-Nov	Municipal clerks publish Type A notice of the Spring Primary and the Spring Election.	10.06(3)(a) – 4th Tuesday in November

26-Nov	Clerks may clear memory devices for their voting equipment from the General Election if the data has been transferred to another medium to be retained for 22 months.	7.23(1)(g) – 21 days after an election
27-Nov	Deadline for completion of 2024 voting equipment audit in selected municipalities and submission of audit reports and associated materials to WEC.	U.S.C. §301(a)(5), Wis. Stat. §7.08(6) – Following each general election, timeline set by Commission
<b>Dec-24</b>	<b>Event</b>	<b>Statute</b>
1-Dec	Last day for chairperson of the Wisconsin Elections Commission to certify the results of the General Election.	7.70(3)(a) – December 1
1-Dec	First day for candidates to circulate nomination papers for the 2025 Spring Election.	8.05(3)(a), (4)(b), 8.10(2)(a) – December 1
1-Dec	First day for town or village governing body to set the date for caucus.	8.05(1)(a) – Between December 1 and January 21
1-Dec	Municipal clerks certify the approximate number of electors in municipality to county clerks prior to Spring Primary.	5.66(1) – 1st day of the 2nd month preceding a primary
1-Dec	Deadline for electors of a village to petition for a primary.	8.11(1m)(c) – December 1
10-Dec	Deadline for filing officer to receive referendum questions or petitions for referendum intended for the Spring Primary ballot.	8.37 – 70 days prior to the election
11-Dec	Deadline for filing officer to file a copy of the referendum question intended for the Spring Primary with the county clerk.	8.37 – next business day after receipt by filing officer
20-Dec	Deadline for municipal clerk to submit voter participation, Inspectors' Statement data, and Election Reconciliation data for the General Election via WisVote.	6.33(5)(a)(3) – 45 days to enter registrations. Reconciliation must be entered after registrations. Therefore, 45 days for reconciliation.
21-Dec	Poll lists from the February 21, 2023 Spring Primary may be destroyed.	7.23(1)(e) – 22 months after election
27-Dec	Deadline (5:00 p.m.) for incumbents not seeking reelection to file Notification of Noncandidacy (EL-163) with the filing officer. Failure to notify will extend nomination paper deadline 72 hours for that office.	8.10(2)(a), 120.06(6)(b) – 2nd Friday preceding the deadline for nomination papers
no specific date	Municipal clerk publishes caucus notice.	8.05(1)(b) – at least 5 days before the date of the caucus
<b>Jan-25</b>	<b>Event</b>	<b>Statute</b>



1-Jan	Last day for town or village governing body to set a date for caucus.	8.05(1)(a) – between December 1 and January 1
2-Jan	First day for town or village governing body to hold caucus.	8.05(1)(a) – between January 2 and January 21
7-Jan	Deadline (5:00 p.m.) for candidates to file nomination papers, declarations of candidacy, and campaign registration statements for the 2025 Spring Election with the filing officer.	8.05(3)(a), (4)(b), 8.10(2)(a), (5), 8.21– 1st Tuesday in January
10-Jan	Deadline (4:30 p.m.) for all judicial candidates to file Statement of Economic Interests with Wisconsin Ethics Commission.	19.43(4) – 3rd day following the deadline for nomination papers
10-Jan	Last day for governing body of a city or village to decide upon a primary, or for electors of a city to petition for a primary, if not required by ordinance.	8.11(1)(a), (c), (1m)(a) – 3rd day following the deadline for nomination papers
10-Jan	Deadline for filing officer to accept challenges to nomination papers.	8.07, EL 2.07 – within 3 calendar days of the deadline to file nomination papers
10-Jan	Filing officer arranges to deliver a copy of the challenge to the challenged candidate.	EL 2.07 (2)(a) – within 24 hours of receipt of challenge

## MCT Certification Hours Reporting Form

Name:		Title:	
Municipality:		County:	
HINDI #:		Phone:	
<small>(e.g. 10101)</small>		<small>[e.g. (555) 555-5555]</small>	
Class Description (e.g. MCT Core, Webinars, WisVote, County Clerk training, etc.):	Date (mm/dd/yyyy)	Number of hours:	
	Total:		
<b>I certify the above is true and correct.</b>			
Signature:			
	<small>Signature (or typed name if submitted by email)</small>		<small>(mm/dd/yyyy)</small>
<p><b>Instructions:</b> Please fill out the highlighted fields. Hour totals will readjust if you are entering multiple activities.          You may submit this form by email, fax or mail.  <u>To email this form:</u> Save the form, fill it out electronically, attach it to an email and send to <a href="mailto:elections.training@wi.gov">elections.training@wi.gov</a>  <u>To fax this form:</u> Save the form, fill it out by computer or by hand, print it out and fax to : MCT Training, 608-267-0500.  <u>To mail this form:</u> Save the form, fill it out by computer or by hand, print it out and mail to: Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984</p>			



# Wisconsin Elections Commission

201 West Washington Avenue | Second Floor | P.O. Box 7984 | Madison, WI 53707-7984  
(608) 266-8005 | elections@wi.gov | elections.wi.gov

## **2023 ACCESSIBLE VOTING EQUIPMENT SUBGRANT REIMBURSEMENT PROGRAM**

### **REQUEST FOR FUNDS & MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**THE WISCONSIN ELECTIONS COMMISSION**

**AND**

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**(NAME OF MUNICIPALITY, COUNTY)**

#### **I. PARTIES**

The parties to this Memorandum of Understanding (hereinafter referred to as “MOU” or “agreement”) are the Wisconsin Elections Commission (hereinafter referred to as the “WEC” or the “Commission”) and the (City) (Village) (Town) of \_\_\_\_\_ in \_\_\_\_\_ County, Wisconsin. The Commission is the state agency providing an election security subgrant of federal funds to the city, village, or township. The City, Village or Town identified above is the entity receiving a local election security subgrant from the Commission and is referred to herein as the “receiving jurisdiction.” By signing and dating this agreement, the participating City, Village, or Town agrees to the terms of this agreement with the Commission.

#### **II. PURPOSE**

The purpose of this MOU is to set forth the requirements that cities, villages and towns must meet to be eligible to receive an accessible voting equipment subgrant from the Commission and the requirements for the use of the funds. The subgrant program is funded by the federal HAVA Election Security Grant which was authorized by the U.S. Congress under Section 101 of the Help America Vote Act of 2002 (P.L. 107-252) (HAVA) and provided for in the Consolidated Appropriations Act of 2023 (Public Law 117-328) and issued by the federal Election Assistance Commission. The purpose of the federal grant is to “improve the administration of elections for Federal office, including to enhance election technology and make election security improvements to the systems, equipment and processes used in federal elections” (CFDA Number 90.404; Federal Award Identification Number (FAIN) EAC-ELSEC18WI).

The purpose of the local election security subgrant is to help improve overall election security of federal elections statewide by providing cities, villages, and towns across the State of Wisconsin with federal election security funds to implement baseline and advanced election security measures.

*Wisconsin Elections Commissioners*

Don M. Millis, chair | Marge Bostelmann | Joseph Czarnecki | Ann S. Jacobs | Robert Spindell | Mark L. Thomsen

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Administrator  
Meagan Wolfe

### III. SUBGRANT PROGRAM REQUIREMENTS

#### A. Introduction

The Commission’s Election Security Subgrant Reimbursement Program (“subgrant”) is intended to fund jurisdictions who require accessible voting equipment in order to facilitate voting for people with disabilities and ensure compliance with Wis. Stat. § 5.25(4)(a). Each jurisdiction may be reimbursed their actual costs up to \$750.00 under this subgrant.

#### B. Purchase Accessible Voting Equipment.

The Help America Vote Act of 2002 mandates that accessible voting equipment be available at every polling place so that all individuals can vote independently. HAVA Section 301 specifically requires, “at least one direct recording electronic voting system or other voting system equipped for individuals with disabilities at each polling place.” The voting system shall, “be accessible for individuals with disabilities, including nonvisual accessibility for the blind and visually impaired, in a manner that provides the same opportunity for access and participation (including privacy and independence) as for other voters.”

The following accessible voting systems are currently approved for use in Wisconsin:

#### Accessible Voting Equipment Vendor/Dealer-Model

Clear Ballot ClearAccess 2.0.1

Dominion Voting - ImageCast Evolution (ICE)

Dominion Voting - ImageCast X (ICX) BMD

Dominion Voting - ImageCast X (ICX) VVPAT

ES&S ExpressVote

ES&S ExpressVote Tabulator

Work with your vendor to ensure purchases are compatible with your existing equipment.

### IV. FUNDING

A. Commission staff will award subgrants based on a documented purchase of approved accessible voting equipment and a signed Memorandum of Understanding (MOU). Jurisdictions may receive reimbursement for the actual amount spent for accessible voting equipment or associated accessories, up to a maximum award of \$750.00. The Commission has authorized \$350,000.00 for the Accessible Voting Equipment Subgrant. MOU requests will be reviewed until allocated funds are expended and the submission term has ended.

B. **Purchases must improve the jurisdiction’s compliance with HAVA accessible voting requirements.** The grant is not intended to provide for spare or excess equipment. Subgrant funding decisions based on a jurisdiction’s need, including the amount allocated, are at the sole discretion of the Commission staff administering the subgrant program. Jurisdictions are encouraged to consult with WEC staff in advance to confirm a purchase is eligible for the subgrant. A county purchasing equipment on behalf of a municipality may receive a subgrant award, however only one award will be granted per municipality.

- C. Subgrant period: **March 3, 2023 – June 30, 2024**. All costs must be incurred, including goods or services received during this project period. Invoices may contain future contractual or IT services. Bids, proposals, or purchase orders are not adequate for this subgrant.
- D. Documentation: Receipts or invoices for all subgrant expenditures, showing date and amount for all funds expended, must be submitted with the MOU before a subgrant request will be considered.
- E. Reimbursement processing. Subgrant funds will be distributed in a timely manner after the WEC receives the completed and signed MOU from the jurisdiction. Subgrant funds will be disbursed by electronic transfer to a jurisdiction’s shared revenues account (if available), or via a physical check sent to a jurisdiction’s shared revenues location. For questions related to the processing of subgrant reimbursements, contact the Commission’s financial team via the WEC Help Desk at 608-261-2028 or [elections.finance@wi.gov](mailto:elections.finance@wi.gov).

## V. SUBGRANT PROGRAM DEADLINES

To help increase overall election security across the state, the election subgrant program has established the following deadlines:

**Subgrant project period: March 3, 2023 – June 30, 2024**

**MOU (Application) Deadline: June 30, 2024:** Jurisdictions must submit a completed MOU and receipts or invoices for approved accessible voting equipment no later than June 30, 2024. Requests will be processed in the order received. Funds will not be disbursed until a completed MOU is submitted and approved. No subgrants will be awarded after funds are exhausted.

## VI. COMPLIANCE MONITORING, CERTIFICATION, DOCUMENTATION AND AUDIT

### A. Certification.

The receiving jurisdiction shall certify (by completing the MOU) that information provided is true and correct; it has complied with all terms of the subgrant; the election security subgrant funds were used to meet the terms of the subgrant, including to increase the accessibility of federal elections; that all required documentation as requested on the Subgrant Compliance Form has been submitted; and that any falsification of information related to the subgrant could subject the jurisdiction official to civil or criminal penalties.

### B. Documentation.

In addition to submitting to the WEC with this MOU, receipts and/or invoices for all subgrant expenditures, showing date and amount for all funds expended, must be retained by requesting jurisdiction for a minimum of **eight years**. “Equipment” is defined as an asset with a useful life of more than one year and a per-unit acquisition cost of \$5,000 or greater (2 CFR § 200.33) and requires additional documentation. A standard inventory list of all Equipment purchased in whole or in part using subgrant funds must be created and maintained by the jurisdiction for purposes of any state or federal audit. This inventory list must be **provided to the WEC** and again provided whenever there are changes to this inventory list. Per 2 CFR § 200.313(d), this inventory list must include the

following nine fields: (1) a description of the property, (2) a serial number or other identification number, (3) the source of funding for the property (including the FAIN), (4) who holds title, (5) the acquisition date, and (6) cost of the property, (7) percentage of Federal participation in the project costs for the Federal award under which the property was acquired, (8) the location, use and condition of the property, and (9) any ultimate disposition data including the date of disposal and sale price of the property. At least once every two years, a physical inventory of the property must be taken, and the results reconciled with the inventory list. Please consult 2 CFR § 200.313 for additional federal requirements and conditions pertaining to Equipment.

**C. Audit.**

All subgrant funds received are subject to audit by the Commission and/or the federal government to ensure funds have been spent appropriately and in accordance with all applicable state and federal laws. Pursuant to Wis. Stat. § 5.05(11), if the federal government objects to the use of any funds provided to a county or municipality under the subgrant, the county or municipality shall repay the amount of the subgrant to the Commission.

**D. Regulations.**

As the receiving jurisdiction, we further certify that we will follow all state and federal laws, including adherence to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200) found here: (<https://www.govinfo.gov/app/collection/cfr/2022/>) Most pertinent to this subgrant are the regulations relating to equipment in 2 CFR § 200.313 to which jurisdictions must adhere.

**VII. SIGNATURES**

By signing and dating this agreement the receiving jurisdiction agrees to the terms of this MOU and certifies that the information provided in this MOU is true and correct.

**Receiving Jurisdiction**

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Authorized Representative of Jurisdiction)

**Printed Name** \_\_\_\_\_  
(Authorized Representative of Jurisdiction)

**Amount Requested:** \_\_\_\_\_

**Jurisdiction Name:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Jurisdiction Clerk Name:** \_\_\_\_\_

**Jurisdiction Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Jurisdiction Contact Phone Number:** \_\_\_\_\_

**Jurisdiction Contact E-mail Address:** \_\_\_\_\_

**Submit completed form by June 30, 2024, to:**

Wisconsin Elections Commission  
201 West Washington Avenue, Second Floor  
P.O. Box 7984  
Madison, WI 53707-7984

[elections@wi.gov](mailto:elections@wi.gov)  
Fax: 608-267-0500

### Equipment Inventory List Template

“Equipment” is defined as an asset with a useful life of more than one year and a per-unit acquisition cost of \$5,000 or great. Please consult 2 CFR § 200.313 for additional federal requirements and conditions pertaining to Equipment.

A standard inventory list of all Equipment purchased in whole or in part using subgrant funds must be created and maintained.

Per 2 CFR § 200.313(d), this inventory list must include the following nine fields:

Description of Property	Serial Number	Source of Funding (including FAIN)	Who Holds the Title	Acquisition Date
DS200-Birch	ES0107380942		Lincoln County	2/26/2010
DS200-Bradley	ES0108340663		Lincoln County	2/26/2010
DS200-Corning	ES0108340103		Lincoln County	2/26/2010
DS200-Harding	ES010390938		Lincoln County	2/26/2010
DS200-Harrison	ES0107380352		Lincoln County	2/26/2010
DS200-King	ES0108370382		Lincoln County	2/26/2010
DS200-Merrill (T)	ES0107390308		Lincoln County	2/26/2010
DS200-Pine River	ES0108340379		Lincoln County	2/26/2010
DS200-Rock Falls	ES0107392198		Lincoln County	2/26/2010
DS200-Russell	ES0107381088		Lincoln County	2/26/2010
DS200-Schley	ES0107392319		Lincoln County	2/26/2010
DS200-Scott	ES0107381536		Lincoln County	2/26/2010
DS200-Skanawan	ES0107381249		Lincoln County	2/26/2010
DS200-Somo	ES0107392169		Lincoln County	2/26/2010
DS200- Tomahawk (T)	ES0107380654		Lincoln County	2/26/2010
DS200-Wilson	ES0107390134		Lincoln County	2/26/2010
DS200-Lincoln Cty Clerk	ES0108330124		Lincoln County	2/26/2010
DS200-City of Merrill	ES0108340751		Lincoln County	2/26/2010
DS200-City of Merrill	ES0107380848		Lincoln County	2/26/2010
DS200-City of Merrill	ES0107392193		Lincoln County	2/26/2010
DS200-City of Merrill	ES0107390434		Lincoln County	2/26/2010
DS200-City of Merrill	ES0107392100		Lincoln County	2/26/2010
DS200-City of Merrill	ES0107391954		Lincoln County	2/26/2010
DS200-City of Merrill	ES0108340753		Lincoln County	2/26/2010
DS200- City of Merrill	ES0108340576		Lincoln County	2/26/2010



AutoMark	AM0206466054	Municipality/State Grant	Town of Russell	8/31/2006
AutoMark	AM0206466402	Municipality/State Grant	Merrill Ward 2	8/31/2006
AutoMark	AM0206466485	Municipality/State Grant	Merrill Ward 3	8/31/2006
AutoMark	AM0206466514	Municipality/State Grant	Town of Somo	8/31/2006
AutoMark	AM0206466479	Municipality/State Grant	Town of Scott	8/31/2006
AutoMark	AM0206466615	Municipality/State Grant	Town of Skanawan	8/31/2006
AutoMark	AM0206466636	Municipality/State Grant	City of Merrill Ward 4	8/31/2006
AutoMark	AM0206466662	Municipality/State Grant	Town of Schley	8/31/2006
AutoMark	AM0206466073			8/31/2006
AutoMark	AM0206466610	Municipality/State Grant	Merrill Ward 1	8/31/2006
AutoMark	AM0206466062	Municipality/State Grant		8/31/2006
AutoMark	AM0206466073	Municipality/State Grant	Town of Wilson	8/31/2006
AutoMark	AM0206466610			8/31/2006
AutoMark	AM0206466062	Municipality/State Grant	Merrill Ward 6	8/31/2006
AutoMark	AM0206420036		County Clerk's Office	8/31/2006
AutoMark	AM0206466636		Town of Rock Falls	8/31/2006
AutoMark	AM0206466068	Municipality/State Grant	Town of King	8/31/2006
AutoMark	AM0206466034	Municipality/State Grant	Tomahawk Ward 1-2	8/31/2006
AutoMark	AM0206466414	Municipality/State Grant	Town of Bradley	8/31/2006
AutoMark	AM0206465900	Municipality/State Grant	Town of Harrision	8/31/2006
AutoMark	AM0206466376	Municipality/State Grant	Town of Harding	8/31/2006
AutoMark	AM0206466217	Municipality/State Grant	Town of Corning	8/31/2006
AutoMark	AM0206466398	Municipality/State Grant	Merrill Ward 5	8/31/2006
AutoMark	AM0206466637	Municipality/State Grant	Merrill Ward 8	8/31/2006
AutoMark	AM0206466589	Municipality/State Grant	Tomahawk Ward 1-6	8/31/2006
AutoMark	AM0206466047	Municipality/State Grant	County Clerk's Office	8/31/2006
AutoMark	AM0206466598			8/31/2006
AutoMark	AM0206466665	Municipality/State Grant	Merrill Ward 7	8/31/2006