

1.0 PURPOSE:

To describe the role of the City Clerk/Treasurer in providing administrative and support services for elections.

2.0 ORGANIZATIONS AND PERSONS AFFECTED:

This policy applies to all City of West Allis departments, boards, commissions, and the general public.

3.0 POLICY:

It is the policy of the City to have the City Clerk/Treasurer's Office provide election administrative and support services.

4.0 REFERENCES:

Chapters 5-12, Wisconsin Statutes.
Chapter 2, City of West Allis Revised Municipal Code.
Government Accountability Board (GAB) Administrative Rules

5.0 PROCEDURES:

5.1 RESPONSIBILITY

5.1.1 It is the responsibility of the City Clerk/Treasurer to provide election administrative and support services in the areas of voter registration, polling place management, voting machine set-up and maintenance, absentee voting, election inspector training, etc.

5.2 GENERAL POLICIES - VOTERS

5.2.1 The City Clerk/Treasurer shall maintain a permanent record of all registered voters with a voting history utilizing the Statewide Voter Registration System (SVRS).

5.2.2 After each Fall General Election, the City Clerk/Treasurer, in cooperation with the GAB, conduct the four-year voter maintenance program.

5.2.3 The City Clerk/Treasurer shall audit new registration cards for previous registration at the same or another address utilizing the SVRS.

- 5.2.4 The City Clerk/Treasurer shall receive returned voter address verification postcards mailed by the GAB and refer unverified names to the District Attorney for investigation.
- 5.2.5 The City Clerk/Treasurer shall prepare two (2) copies of the poll list for each ward for each election.
- 5.2.6 The City Clerk/Treasurer shall order the number of ballots needed for every election from the Milwaukee County Election Commission.
- 5.2.7 The City Clerk/Treasurer shall prepare ballots for elections for City offices.
- 5.2.8 The City Clerk/Treasurer shall accept applications for absentee ballot voting, verify registration, issue ballots for in-person absentee voting, and mail absentee ballots for all offices with postage prepaid, if applicable.
- 5.2.9 The City Clerk/Treasurer shall record the return of all absentee ballots. Alphabetized absentee ballots shall be forwarded to the voter's ward on election day.
- 5.2.10 The City Clerk/Treasurer shall maintain a permanent list and forward absentee ballots automatically to indefinitely confined electors, and other registered persons eligible for this service as provided under the State Statutes.
- 5.2.11 The City Clerk/Treasurer manages absentee voting in nursing homes, and trains Special Voting Deputies.
- 5.2.12 The City Clerk/Treasurer shall publish the required notices in the official city newspaper.

5.3 GENERAL POLICIES - CANDIDATES

- 5.3.1 The City Clerk/Treasurer shall publish a notice of election listing municipal offices to be filled, and notify the Milwaukee County Election Commission.
- 5.3.2 The City Clerk/Treasurer shall provide preprinted nomination papers to candidates: A maximum of ten (10) pages for district candidates, and one hundred (100) pages to Citywide candidates, at no charge. Additional pages will be furnished at twenty-five cents (\$.25) per page.
- 5.3.3 The City Clerk/Treasurer shall furnish and audit GAB-1 candidate campaign registration statements, declaration of candidacy, nomination papers, and statement of economic interests. The City Clerk/Treasurer shall furnish GAB-2 campaign finance report forms to candidates, and audit and record GAB-2 forms as received.
- 5.3.4 The City Clerk/Treasurer shall conduct a drawing for local candidates to provide for the ballot order, and certify names of municipal candidates, and any municipal referenda, to the Milwaukee County Election Commission.
- 5.3.5 The City Clerk/Treasurer shall execute a notice of election and administer Oaths of Office to elected persons.
- 5.3.6 The City Clerk/Treasurer manages the recount process.

5.4 GENERAL POLICIES - VOTING

- 5.4.1 The City Clerk/Treasurer shall maintain and provide for the storage of optical scan voting machines and accessible voting equipment.
- 5.4.2 The City Clerk/Treasurer shall allocate voting machines to wards.
- 5.4.3 The City Clerk/Treasurer shall supervise voting machine technicians during machine set-up and provide training, as available, to technicians in preventive maintenance for voting machines.
- 5.4.4 The City Clerk/Treasurer ensures polling places are accessible.
- 5.4.5 The City Clerk/Treasurer assigns appropriate signage at voting sites.
- 5.4.6 The City Clerk/Treasurer shall provide all necessary supplies and training to officials to conduct the election and operate the machines.
- 5.4.7 The City Clerk/Treasurer shall cooperate with the county political parties or party committee persons relative to the nomination of election inspectors and special voting deputies.
- 5.4.8 The City Clerk/Treasurer appoints and trains Special Registration Deputies.
- 5.4.9 The City Clerk/Treasurer shall recruit, schedule, and train temporary election workers.
- 5.4.10 The City Clerk/Treasurer shall conduct training classes for election inspectors prior to each election, and provide overall supervision of election day activities that includes responding to election observer and electioneering matters.
- 5.4.11 The City Clerk/Treasurer shall furnish election results and various data and statistics to the Milwaukee County Election Commission and to the GAB, compile prompt election results, late arriving absentee ballots, and provisional ballots for action by the Municipal Board of Canvassers, and preserve all election material in accordance with State Statutes.
- 5.4.12 The City Clerk/Treasurer shall follow protocols relative to ballot and electronic voting system security.
- 5.4.13 The City Clerk/Treasurer manages the Election Day Emergency Response Plan.

5.5 GENERAL POLICIES – STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)

- 5.5.1 The City Clerk/Treasurer shall administer SVRS for the City of West Allis
- 5.5.2 The City Clerk/Treasurer’s office maintains voter and absentee records, and processes voter registration and absentee ballot applications.
- 5.5.3 The City Clerk/Treasurer’s Office shall regularly conduct the Help America Vote Act (HAVA) interfaces that include HAVA checks, voter matches, felon matches, and deceased electors.
- 5.5.4 The City Clerk/Treasurer shall print the ineligible voter list for use in the clerk’s office and at the polls on Election Day.

- 5.5.5 The City Clerk/Treasurer maintains district and office information.
- 5.5.6 The City Clerk/Treasurer shall be responsible for SVRS mapping.
- 5.5.7 The City Clerk/Treasurer manages polling place and contact information.
- 5.5.8 The City Clerk/Treasurer sets up the election and poll books, and closes out the election when all tasks are completed.
- 5.5.9 The City Clerk/Treasurer tracks provisional ballots.
- 5.5.10 The City Clerk/Treasurer processes and responds to voter data requests.