

POST-ELECTION ACTIVITIES

Summary

Even though election inspectors count the votes at the polls on Election Day, the results of the election are not determined until the official board of canvassers has met and completed the official canvass. The board of canvassers must review all election materials and correct any errors. They complete the canvass statement, certify the municipal election results and officially determine the winners.

Municipal Board of Canvassers

1. Municipalities with only one polling place.
 - a. In municipalities with one ward or where all wards vote at a single polling place and results are combined, the election inspectors constitute the municipal board of canvassers for that election.
 - b. On Election Night the municipal board of canvassers completes the Board of Canvassers Statement (EB-106), certifies the municipal election results and officially determines the winners.
2. Municipalities with more than one polling place.
 - a. In municipalities with two or more wards that are not combined or utilize more than one polling place, the municipal clerk and two other qualified electors of the municipality appointed by the clerk shall constitute the board of canvassers.
 - b. Members of the board of canvassers shall serve for 2-year terms commencing on January 1 of each odd-numbered year.
 - c. The board of canvassers is required to meet within 24 hours after the close of the polls to certify the election.

Public Notice

1. The meeting of the board of canvassers is subject to open meeting laws and is open to the public to observe the canvass process.
2. Municipalities that do not conduct their canvass on Election Night shall provide notice to the local media at least 24 hours in advance of the meeting.

The notice shall include the date, time, place and subject matter of the meeting.

Board of Canvassers Statement (EB-106)

In order to certify the election, the board of canvassers must complete the Board of Canvassers Statement (EB-106). The report is made up of three parts:

1. A Tabular Statement;
 - a. The tabular statement lists all votes received in each municipal reporting unit.
 - b. The tabular statement separates all votes for a particular office and lists votes for all registered candidates by reporting unit.
 - c. Write-in votes must be listed individually by name.
2. A Summary Statement;
 - a. The Summary Statement lists vote totals cast for each office.
 - b. This includes a breakdown of the total votes received by each candidate and also the total write-in votes cast for that office.
3. A Certification Statement.
 - a. The certification statement is used by the board of canvassers to certify that all the canvass documents are correct and true.
 - b. This requires a signature from each individual canvasser.

SVRS Related Notes

1. Self Providers.
 - a. After the municipal board of canvass, Self-Providers must enter election results into SVRS for all offices, not just municipal offices.
 - b. For more information about entering election results in SVRS, see the *SVRS Application Training* manual, (*Post-Election Activities Tab*), which is available on the agency website.

2. Reliers.

After the municipal board of canvass, Reliers must ensure their Provider receives a copy of the tabular statement for entry into SVRS.

3. Providers.

- a. Providers must enter election results into SVRS for all offices up for election in a relying municipality, not just municipal offices.
- b. For more information about entering election results in SVRS, see the *SVRS Application Training* manual, (*Post-Election Activities Tab*), which is available on the agency website.

Certificate of Election

1. The municipal clerk shall promptly issue a Certificate of Election (EB-153) to each person elected to any municipal office after the deadline for filing a petition for recount has passed--three (3) business days following the certification by the municipal board of canvassers.
2. When a valid petition for a recount is filed, the municipal clerk may not issue the Certificate of Election (EB-153) for the office in question until the recount has been completed and the time allowed for filing an appeal has passed.
 - a. An appeal may be filed in the circuit court within five (5) business days after completion of the recount by the board of canvassers.
 - b. If an appeal is filed in the circuit court, the municipal clerk shall not issue the Certificate of Election (EB-153) until after the appeal is decided.

Election Voting and Registration Statistics Report (EB-190)

Wisconsin statutes require that the municipal clerk complete an Election Voting and Registration Statistics Report (EB-190) within 30 days of a primary or election at which a state or national office is filled or a statewide referendum is held. Public interest is high concerning the information required on the Election Voting and Registration Statistics Report (EB-190). The information the clerk provides is the primary resource for persons requesting statistical information about voting and

registration in Wisconsin. In order for the State Elections Board to provide accurate statistical information, it is important that the information the clerk provides is correct, and that the form is completed promptly and properly.

Procedure

1. The municipal clerk must keep one copy of the Election Voting and Registration Statistics Report (EB-190) for municipal records.
 - a. The clerk must send two copies to the county clerk.
 - b. The county clerk keeps one copy and sends one copy to the State Elections Board.
2. If the municipality is located in more than one county, a separate Election Voting and Registration Statistics Report (EB-190) must be completed for each county.
3. The Election Voting and Registration Statistics Report (EB-190) consists of three parts, to be completed by the clerk:
 - a. Section 1: Municipality and Clerk Information.
 - b. Section 2: Elector Participation.

Report the total number of electors from the municipality who voted in the election; how many of the total electors voted by absentee; how many absentee ballots were sent/returned to military/overseas voters.
 - c. Section 3: Voter Registration/Provisional Ballot Information.

Report how many voters had registered before the registration cut-off; how many after the cut-off; how many at the polling place; how many voted by provisional ballot; and how many of those who voted provisionally had their ballot counted.

The Election Voting and Registration Statistics Report (EB-190) and full set of instructions are available on the agency website, or by contacting the State Elections Board.

Frequently Asked Questions

1. *When may the municipal clerk issue certificates of election to winning candidates?*

The municipal clerk shall issue certificates of election once the deadline for petitioning for a recount has passed, and there is no recount or litigation pending. The clerk may either mail or personally deliver the certificates to the winning candidates.

2. *May a person serve on the board of canvassers if that person is a candidate for an office to be canvassed by that board?*

No person may serve on the board of canvassers if that person is a candidate for an office being canvassed by the board, except a municipal clerk running unopposed that does not have an opponent whose name appears on the ballot. If the clerk is a candidate at an election being canvassed and has an opponent, the presiding officer of the municipality shall designate another qualified elector of the municipality to serve in lieu of the clerk for that election.

3. *May the board of canvassers open a sealed ballot bag?*

During an open session of the board of canvassers, the board may open the bag to remove forms improperly placed in the ballot bag or to correct errors identified during the canvass process.

4. *What happens if, on examination, any of the returns received are so informal or defective that the board cannot intelligently canvass them?*

If any information is incomplete or inaccurate (for example, if the number of votes does not match the number of voters on the poll list, there is no Inspectors' Statement (EB-104), etc) the board may dispatch messengers to obtain complete and correct information from inspectors.

5. *On Section 3 of the Election Voting and Registration Statistics Report (EB-190), do I include voters who registered during a previous election?*

Yes. For Section 3, Question 1, "How many electors appear on your registration list as of 5:00 p.m. on the third Wednesday prior to the primary or election?", you must include ALL electors who were registered to vote before the close of registration. In other words, list the total number of voters appearing on the list as of 5:00 p.m. on the third Wednesday before the election. For more

information, see *Instructions for Completing the EB-190*, available on the agency website.

List of Related Forms and Publications

All forms and publications are available on the agency website or can be ordered from the State Elections Board.

Forms

EB-106: Board of Canvassers Statement

EB-153: Certificate of Election

EB-190: Election Voting and Registration Statistics Report

Instructions for Completing the EB-190

Manuals

SVRS Application Training Manual