Everything you wanted to know about helping voters, but were afraid to ask

Produced by the League of Women Voters of Dane County, February 2023

Helping Wisconsin Voters

- Eligibility to vote
- Registration and proof of residence
- Acceptable voter ID
- Engaging with the voter
- Appropriate behavior and communication

Registering to Vote - WHEN

- Up to 20 days before election
  Online, by mail, clerk’s office (in Madison, any city agency including public libraries)
- Up through Friday before election
  Clerk’s office and absentee voting locations
- Election Day
  Your polling place
Registering to Vote - HOW

1. Online
2. Paper form with proof of residence

How to Register - Online (OVR)

Things you can do at MyVote.wi.gov
- Online Voter Registration
- Polling Place
- Voting History
- Elected Officials
- Request an Absentee Ballot
- Sample Ballot

Registering online: All steps completed at MyVote website

How to Register - Online (OVR)

- Must have a valid unexpired Wisconsin driver license or Wisconsin DOT-issued ID card
- Name, DOB & address used for registration must match the name, DOB and address at DMV
- Must be 18 years of age
- Available to the voter up to 20 days before an election
How to Register - Online (OVR)

Summary
- DMV record of name and address serves as proof of residence; no separate proof of residence required
- No printing, signing, mailing form
- reduces data entry errors

OVR Practice Updating Address
- Go to MyVote.wi.gov
- Select the Register to Vote tab
- Enter your name and DOB
- Select updating your address
- Proceed through the next 4 screens (through Step 4)
  - assume you’ve already changed your address at the DMV

Do not proceed to Step 5 or you will change your registration.
How to Register - Paper

• Two ways to complete paper registration
  • Mail/Delivery (printed out from OVR)
  • Registration application form

• Requires
  • Voter’s signature
  • Proof of Residence (POR)
  • Deliver or mail to the clerk

Role of Registration Helper

• Helping at food pantries, registration drives etc.
  • registration not complete until processed by municipal clerk
• Working as a poll worker or at early voting
  • registration actually completed
  • POR verified and documented
• Online registration completed on the spot

Qualifications

Section 1:
• U.S. citizen
• 18 years old by Election Day
• Resided at address for 28 days prior to election
• Completed terms of sentence if convicted of a felony

Note: 17 year olds can register only on paper
Your Name/About You

Section 2:
- Last name, first name, full middle name

Section 3:
- DOB - make sure DOB is not listed as today's date
- Phone number and email address - optional but helpful

The Address Where You Live

Section 4:
- Address must be a physical residence - PO box cannot be a residence
- Include apt/room number - moving within the same building requires re-registering

- City/Town/Village = Voting Municipality
- Mailing Municipality = Postal Address
Homeless Voters

If you do not have a street address or address, please use this map to show where you live:

- If you are a homeless voter and are registering to vote, please also provide a letter from an organization that provides services to the homeless that:
  - Describes the location designated as your residence for voting purposes

Your Mailing Address

- Voter receives mail at a different location
- Can be a PO box
- Mailing address is optional
Prior Registration Information

Section 6:
- Name change – must first be updated with the DMV and SS administration
- Address change – listing city and state only is ok if full address is not known

Identification

Section 7:
- If Voter has unexpired and valid WI driver license or ID, voter must provide number and expiration date
- If Voter has expired, cancelled, suspended, or revoked WI driver license, voter must provide last 4-digits of SS# (WI DL/ID # optional)
- If Voter was never issued WI DL/ID, voter must provide last 4-digits of SS#

Proof of Residence

Section 8:
Voter documents that proof of residence is being provided by checking a box
Signature and Certification

Section 9
• Voter reads eligibility criteria
• Voter signs (and dates) form, certifying that all is correct

Assistant

Section 10:
If unable to sign, voter can designate an assistant who signs on the voter’s behalf

Documenting Proof of Residence

• Election officials have authority to document proof of residence
• Volunteer registration helpers do not have this authority
Tips for Completion

- Legal document - must be legible
- Check for accuracy and completeness
- Ask colleague to double-check
- Avoid creating extra work for clerk’s staff

Paper Registration Practice

Find the errors on the completed forms

Proof of Residence (POR)

- If registering on paper, must mail or submit POR
- Single document that shows
  - voter’s current name,
  - voter’s current address, and
  - document issuer
- Can be a paper or electronic document
Proof of Residence (POR)

- POR may be sent via email
- Last name, first name in subject line
- City of Madison residents: POR@cityofmadison.com
- Residents outside of the city of Madison - check LWVDC website

Acceptable Proof of Residence

- Valid unexpired WI driver license or DOT-issued ID card (or receipt)
- Utility bill (last 90 days)
  - Water
  - Gas
  - Electric
  - Phone – landline or cellular
  - Cable
  - Internet

Acceptable Proof of Residence

- Bank or Credit Union statement
- Credit card statement
- Paycheck or pay stub
- Real estate tax bill for current or previous year
Acceptable Proof of Residence

Residential lease
• Not acceptable for registrations by mail
• Care facility residents may use care facility contract or intake document

Government Document Examples
• Any government web page with the voter’s name and address
• Fishing license
• Ticket/station
• Social Security
• Food Share Wisconsin
• Medicare/Medicaid
• Public library electronic system - voter’s account page
• Correspondence from Native American tribe in WI
• Bartender license
• Public high school transcript, report card, or schedule
• Document from the University of WI or WI-Tech Colleges
• Automobile registration

Acceptable Proof of Residence
• College fee statement from last 9 months, with student ID
• Useful for private colleges such as Edgewood College
Acceptable Proof of Residence

High school students:
- Wisconsin DL or ID
- Public high school students can use a letter or document from the school (government document)

Proving Address when Homeless

- Affidavit from homeless shelter or a social service agency providing services for the homeless
  - Identifies voter
  - Describes residence for voting purposes

Not Acceptable

- Insurance statement
- Medical bill (except UW Hospitals and Clinics)
- Business card
- Magazine subscription
- Expired license/ID
- Out-of-state driver license
- Piece of mail
- Post office forwarding sticker
POR Practice

• Is it an acceptable proof of residence?
  • If yes, why?
  • If no, why not?
  
  \[ \begin{array}{c}
  \text{YES} \\
  \text{NO}
  \end{array} \]

Helping Wisconsin Voters

• Eligibility to vote
• Registration and proof of residence
• Acceptable voter ID
• Engaging with the voter
• Appropriate behavior and communication

Acceptable Voter Photo ID

• Voter must show acceptable ID to receive a ballot
• Address on ID does not matter for purposes of proving identity
Acceptable Voter Photo ID
unexpired or expiring after 11/8/2022

- Wisconsin driver license
- Wisconsin DOT-issued ID
- U.S. passport
- Military ID card

Voter ID vs POR
Driver license and state ID

<table>
<thead>
<tr>
<th>Voter ID</th>
<th>POR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can be expired after Nov. 8, 2022</td>
<td>Must be unexpired</td>
</tr>
<tr>
<td>Address does not need to be current</td>
<td>Address must be current</td>
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</table>

Acceptable Voter Photo ID

- Certificate of Naturalization issued within last 2 years
- Unexpired Wisconsin driver license/state ID receipt
- ID card issued by a federally recognized Native American tribe in Wisconsin - unexpired or expired
- Unexpired or non-expiring Veterans Affairs ID
Acceptable Voter Photo ID

- ID issued by a Wisconsin accredited university or college
  - Issuance date
  - Expiration within 2 years of issuance
  - Student signature & picture
  - If card is expired, must be accompanied by proof of current enrollment

Acceptable Voter Photo ID

- UW-Madison
  - Standard "Wiscard" - not acceptable
  - Free special student voter ID - acceptable
- Madison College
  - Standard "ONECARD" - not acceptable
  - Free special student voter ID - acceptable
- Edgewood College
  - ID Card - acceptable

Acceptable Voter Photo ID

Can be expired or unexpired

<table>
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<tr>
<th>ID card type</th>
<th>expiration requirement</th>
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<td>ID card issued by a federally recognized Native American tribe in Wisconsin</td>
<td>Any date – unexpired or expired</td>
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<tr>
<td>Veterans Affairs ID card</td>
<td>Unexpired or has no expiration</td>
</tr>
<tr>
<td>A photo ID card issued by a Wisconsin accredited college, university or technical college</td>
<td>Issued not earlier than two years before the date of an election at which it is presented; can be expired (if expired must show proof of enrollment)</td>
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Acceptable Voter Photo ID
Cannot be expired

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<tr>
<td>Wisconsin DMV-issued driver license receipt*</td>
<td>Issued not earlier than 45 days before date of the election at which it is presented</td>
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<tr>
<td>Wisconsin DMV-issued photo ID receipt*</td>
<td></td>
</tr>
<tr>
<td>Citation or notice of intent to revoke or suspend a Wisconsin DMV-issued driver license</td>
<td>Issued not earlier than 60 days before the date of the election at which it is presented</td>
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REAL ID-Compliant DL/ID
• WI DMV issuing REAL ID-compliant driver licenses and ID cards
• Required by May 7, 2025
  • to fly in US
  • to visit military base/federal buildings

NOT required for voting

Free ID from the DMV
REAL ID-compliant and non-compliant IDs obtained for free
Documents needed for a non-compliant ID
• proof of identity
• proof of name and DOB
• proof of citizenship
• proof of WI residency
Documents missing?
• ID petition process
• non-compliant ID only
For help getting an ID: Voter Helpline, 608-285-2141
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Helping Voters with Registration

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Our Goal

- Communicate that voters are valued, welcomed, and included
- Increase civic engagement
LWV is an organization fully committed to diversity, equity, and inclusion in principle and in practice. Diversity, equity, and inclusion are central to the organization’s current and future success in engaging all individuals, households, communities, and policy makers in creating a more perfect democracy.

There shall be no barriers to full participation in this organization on the basis of gender, gender identity, ethnicity, race, native or indigenous origin, age, generation, race, gender identity, sexual orientation, culture, religion, belief system, marital status, parental status, socioeconomic status, HIV status, disability, ability status, mental health, educational level or background, geography, nationality, work style, work experience, job role function, thinking style, personality type, physical appearance, political perspective or affiliation and any other characteristic that can be identified as recognizing or illustrating diversity.

**What are protected classes in the City of Madison?**

- Age
- Arrest record
- Skin color
- Conviction record
- Current or past military service
- Disability / Handicap
- Familiar status
- HIV status
- Less than honorable discharge
- Marital status
- National origin / Ancestry
- Physical appearance
- Political beliefs
- Race
- Religion / Creed
- Sex / Gender
- Sexual orientation
- Source of income
- Student status
- Use or non-use of lawful products off the employer’s premises during non-work hours

**Barriers to full participation**

- **Biases** = attitudes for/against a group
- **Discrimination** = negative treatment
- **Microaggressions** = unintentional discrimination
  - brief, every day slights
  - verbal, behavioral, or environmental communications
**Examples of microaggressions**

- A poll worker raises her voice when speaking to a voter who is visually impaired.
- “You speak English really well.”
- “When I look at you, I don’t see color.”
- “Where are you really from?”
- “That’s such a pretty name.”

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**Who is impacted?**

- Volunteer ➔ Voter
- Volunteer ➔ Volunteer
- Volunteer ➔ On-site staff
- Voter ➔ Volunteer

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**What does this look like when registering voters?**

- National Origin (citizenship)
- Race/Ethnicity
- Gender
- Political Beliefs
Citizenship (eligibility to vote)

- Make voter aware of basic requirements
- Voter determines eligibility
- NOT appropriate to ask only certain individuals if they are citizens
  - Assumes citizenship is visible
  - It is biased and discriminatory!
- NOT appropriate to comment on a voter’s age

Bias on the basis of race/ethnicity

- NOT appropriate to comment on voter’s name. For example:
  - “How do you say your name?”
  - “That’s a pretty/unusual/hard to pronounce name”
  - “You must be from X”
- NOT appropriate to comment on language
- Appearance

Bias on the basis of gender identity

- Voters are registered by name and address, NOT by gender
- Do not question voter’s “real” name
- OK if name on documents does not match gender presentation
Use gendered language with caution

- Use gender neutral language
  - they/them/theirs as a singular pronoun
  - "The voter," "the applicant," and "this person/student"
  - "The student in the red shirt" instead of "The lady over there"

Partisan behavior

- Do NOT engage in partisan behavior!
  - Partisan = endorsing candidate or party
- You CAN:
  - Provide dates and deadlines
  - Help to register
  - Inform about candidates through non-partisan resources
    - Candidates Answers
    - MyVote.wi.gov
    - VOTE411.org
More information: nonprofitvote.org

Partisan behavior

- Applies to everyone, including other volunteers
  - Don’t assume or ask other volunteers’ political affiliation or voting preferences
  - Do not hold partisan discussions with volunteers or friends
Summary

- Don’t make assumptions based on people’s appearances
  - Voting preference
  - Citizenship
  - Gender
  - Whether they have family who live nearby.
- Ask everyone the same questions!
- Keep all comments about appearance to yourself (yes, even positive ones)

What to do if inappropriate conduct happens?

- Direct: Confront the situation.
- Distract: De-escalate. Change the subject.
- Delegate: Seek help from the lead volunteers, or bring in peers for support.
- Delay: Check in with the person being targeted later.
- Document: Make notes about the incident.

Who to talk to?

- Talk to the other person (if not the Lead)
- Talk to the Lead Volunteer
- City Clerk
  - 608-266-4601
  - clerk@cityofmadison.com
- Department of Civil Rights
  - 608-266-4910
  - dcr@cityofmadison.com
What to do if you engage in biased behavior?

- Apologize briefly and move on
- Then, think about your actions
  - Why?
  - What kind of unconscious associations have you learned?
  - How can you unlearn them?
- Reflect beforehand! Do you have assumptions about...
  - Who is eligible to vote?
  - Who needs assistance?
  - What strengths you and others have?

You represent the League of Women Voters

- Show dignity and respect to everyone
- Conduct yourself in a non-partisan manner
- Act in ways to increase civic engagement.

Resources

Statewide
- MyVote: MyVote.wi.gov
- Wisconsin Elections Commission (WEC): elections.wi.gov/voters
- WEC Help Desk for technical assistance: 608-261-2028
- Template for homeless voter affidavit: tinyurl.com/homeless-POR
- Driver license look-up: tinyurl.com/look-up-DL

Dane County
- League of Women Voters of Dane County (LWVDC): lwvdanecounty.org
- Madison City Clerk: 608-266-4661: cityofmadison.com/clerk
- Dane County Voter ID Coalition: www.voteridwisconsin.org/

Volunteer Opportunities
- Madison City Clerk: cityofmadison.com/voteroutreach
- Voter ID Coalition: www.voteridwisconsin.org/calendar/