

Wisconsin Recount Observer Instructions

Your job is to **OBSERVE & PRESERVE** (i.e., document) the recounting process. Follow the recount closely, take notes, record vote totals and describe challenges lodged by any of the participants or election officials. Photograph/video key pieces of the process, including challenged ballots, ballot seals, vote totals, important records, and any problems that should be documented. Record proceedings on a smart phone using Facebook live, if possible. You may ask questions and object but you cannot disrupt the counting process or touch ballots. If you think something is being conducted improperly, call the **Boiler Room** immediately. **For the Boiler Room call 608-720-1060; 608-720-1061; 608-720-1062; 608-720-1063; 608-720-1070; 608-720-1071; 608-720-1072; or 608-720-1073.**

1. Have a copy of The Wisconsin Election Recount Procedures.
http://elections.wi.gov/sites/default/files/publication/65/recount_manual_11_2016_pdf_17034.pdf
2. Be on time and dress in business casual attire.
3. Be cordial and respectful, but insistent on your right to observe.
4. Check in with your regional coordinator when you arrive.
5. Diligently record and report: i) count tallies ii) ballot issues iii) reconciliation numbers iv) information about rejected ballots
6. Return completed worksheets.
7. Be available via phone for follow-up.

General Guidelines

1. Election officials are focused on conducting the recount according to the Wisconsin Election Recount Procedures issued by the state Election Commission. Make sure they follow those procedures. Your presence will help assure the accuracy of the recount.
2. The process may seem haphazard and move along slowly at first. Be attentive at all times, even if election officials appear disorganized or not accomplishing much.
3. **Everything is observable.** Observers are allowed to watch the process closely enough so that it is possible to see each ballot, take notes of questioned ballots, verify vote totals, record the numbers on the seals, and review machine readouts. Should a dispute arise, take detailed notes and report the issue to the Boiler Room.
4. One election official is supposed to be taking official notes of the recount proceedings. Take your own detailed notes when there is something you want to be certain is included in the official record. All objections should be included in the official minutes.

5. Take careful notes on all matters related to questioned or rejected ballots. Use the worksheets provided. If there is a question regarding voter intent, summarize the issue; photograph or draw a picture of the ballot in dispute.