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CHAPTER 1

Village Government and Elections

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SEC. 2-1-1 VILLAGE GOVERNMENT.

The Village of Prairie du Sac is a body corporate and politic with the powers of a municipality at common law and governed by the provisions of Chapters 61 and 66 of the Wisconsin Statutes, laws amending those chapters, other acts of the legislature and the Constitution of the State of Wisconsin.

State Law Reference: Wis. Const., Art. I, Sec. 3.

SEC. 2-1-2 ELECTION POLL HOURS AND LOCATION.

- (a) The voting polls in the Village of Prairie du Sac, Sauk County, Wisconsin shall be opened from 7:00 a.m. to 8:00 p.m. for all elections.
- (b) The polling place for all wards in the Village of Prairie du Sac, Sauk County, Wisconsin shall be the Village Hall.

History: Code of Ordinances, 1986, 2003, Section 2-1-2 Amended. Ordinance No. 1, Series of 2008

SEC. 2-1-3 ELECTION INSPECTORS/BOARD OF CANVASSERS.

The Village of Prairie du Sac utilizes a single polling place for all wards in the Village. Consequently, the Election Inspectors shall act as the Board of Canvassers.

- (a) **QUALIFICATIONS.** Inspectors shall possess the following qualifications:
 - (1) Be a qualified elector of Sauk County;
 - (2) Be able to speak, read and write fluently in the English language;

- (3) Affiliated with one of the two recognized political parties which received the largest number of votes for president, or governor in nonpresidential general election years; and
 - (4) Not a candidate for office in the election.
- (b) APPOINTMENT.
- (1) The two dominant political parties, per Sec. 2-1-3(a)(3) are each responsible for submitting by November 30 of odd-numbered years a list of names from which appointees are chosen.
 - (2) The Village President shall nominate appointees for Board approval at the last regular meeting in December of each odd-numbered year:
 - a. from the lists submitted by the political parties, or
 - b. if the lists are not submitted by November 30 of the year of appointment, or if the lists are insufficient, from qualified persons until the required appointments are complete.
- (c) OATHS OF OFFICE. Within five days after appointment of the election inspectors, the Village Clerk shall give each appointee notice of the appointment. The appointees shall file the official oath with the Village Clerk within 10 days after the mailing of the notice. An inspector, after taking the oath, may administer any oath required to conduct an election.
- (d) TERM.
- (1) Appointed inspectors shall hold office for 2 years and until successors are appointed. They shall serve at every election during their term of office.
 - (2) Before the first election of the inspectors' term, the Village Clerk shall appoint a chief inspector who shall be a qualified elector of the Village of Prairie du Sac from among the inspectors, per Section 7.30(6)(b) of Wisconsin Statutes.
- (e) DUTIES.
- (1) CHIEF INSPECTOR. Under the supervision of the Village Clerk, the Chief Inspector shall direct the activities of the inspectors at the polling place during election.
 - (2) INSPECTORS. The inspectors are responsible for the following:
 - a. preserve order at the polls;
 - b. permit only one person in a voting booth at one time, unless otherwise allowed by law;
 - c. prevent any person from noticing how another votes, unless that person is assisting another, per Section 6.32 of Wisc. Stat.;
 - d. check ballot boxes to see that they are empty at the opening of the polls and that they are locked until opening for counting of ballots at the close of the polls;
 - e. two inspectors shall take charge of the poll list at each election;
 - f. acting as Board of Canvassers, the inspectors shall canvass the election per requirements of Section 7.51 of Wisc. Stat., which includes, but is not limited to:
 - 1. comparing the poll lists and correcting any errors;
 - 2. counting the ballots, including absentee ballots;
 - 3. lay aside defective, blank, or challenged ballots;
 - 4. prepare the tally sheets;
 - g. fulfill other election responsibilities as directed by the Village Clerk.
- (f) STAFFING OF ELECTIONS BY ELECTION INSPECTORS
- (1) The Village Clerk, or designee, shall determine the number of election inspectors necessary to adequately staff each election; however, while the polls are open for voting, no election shall be staffed by less than five (5) election inspectors or an even number of election inspectors.
 - (2) The Village Clerk, or designee, may provide for alternating shifts of varying hours for election inspectors necessary to adequately staff any election.

State Law Reference: Sections 7.30, 7.31, 7.315, 7.36, 7.37 and 7.51, Wisc. Stats.

History: Code of Ordinances, 1986. Sec. 2-1-3 repealed and recreated to conform to Wis. Stat., 1994. Sec. 2-1-3 amended Ordinance No. 7, Series 2020

SEC. 2-1-4 OFFICIAL NEWSPAPER.

The official newspaper of the Village of Prairie du Sac shall be the Star News.

History: Code of Ordinances, 1986. Sec. 2-1-4 Amended Ordinance N0.6, Series 2017.