State of Wisconsin \ Government Accountability Board

212 East Washington Avenue, 3rd Floor
Post Office Box 7984
Madison, WI 53707-7984
Voice (608) 266-8005
Fax (608) 267-0500
E-mail: gab@wisconsin.gov
http://gab.wi.gov

JUDGE TIMOTHY L. VOCKE
Chairperson

KEVIN J. KENNEDY
Director and General Counsel

MEMORANDUM

TO: Wisconsin Municipal Clerks
Milwaukee City Board of Election Commissioners
Wisconsin County Clerks

FROM: Michael Haas
Elections Division Administrator

Zach Robinson
SVRS GIS Election Specialist

Diane Lowe
Lead Elections Specialist

DATE: November 25, 2013

SUBJECT: Election Administration Manual "Wards, Reporting Units and Annexations" Chapter; Annexation Checklist & Ward/Voter Information Sheet (GAB-100)

The Government Accountability Board (G.A.B.) has received several inquiries from County and Municipal clerks with respect to annexing territory. These questions have revealed several common misconceptions and mistakes which have resulted in errors that may impact elections and boundary representation.

In an effort to reduce these errors, as well as ward and reporting unit errors, G.A.B. staff has added a "Wards, Reporting Units and Annexations" chapter to the Election Administration Manual. The information in this chapter explains the characteristics of wards, how wards may be combined into reporting units and how wards and reporting units are impacted by annexations.

Additionally, staff has developed an Annexation Checklist & Ward/Voter Information Sheet (GAB-100). This is a two-page form. The first page is a checklist that contains helpful information for the clerk of the annexing municipality, as well as the clerk of the municipality losing territory, regarding the SVRS and Election Administration aspects of the annexation process. The second page, the GAB-100 Form, is used by the clerk of the annexing municipality to notify the G.A.B. as soon as the annexation ordinance is approved so affected voters are properly updated in SVRS, ensuring these voters receive the correct ballot and vote at the proper polling place at the next election. (Municipal ward changes must be updated within SVRS, regardless of whether or not any voters live in the area to be annexed.)

The completed GAB-100 Form, along with the approved annexation ordinance should be sent to Zach Robinson at zach.robinson@wi.gov or to Zach's attention via fax at 608-267-0500. Please feel free to contact Zach with any questions or concerns throughout the annexation process. For all other inquiries please contact the G.A.B. Help Desk at gabhelpdesk@wi.gov or (608) 261-2028.

Thank you.