

State of Wisconsin \ Government Accountability Board

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DATE: March 5, 2012

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Nathaniel E. Robinson
Elections Division Administrator
Government Accountability Board

SUBJECT: SVRS Checklist #2 for April 3, 2012 Presidential Preference Vote and Spring Election

IMPORTANT INFORMATION

About the April 3, 2012 Presidential Preference Vote and Spring Election

- **The SVRS Checklist #2 for the April 2012 election is attached.**
- **The Presidential Preference election must be reported by Congressional District.** This means that you may not combine more than one congressional district into a reporting unit. If you have two congressional districts in your municipality or even in the same ward (because new congressional district lines cross ward lines and you haven't passed a new ward plan to fix this), you must track and report votes in the two districts separately. **This means you may need different ballot styles and voting machines may have to be specially programmed.** Updated directions for setting up Polling Place Assignment Plans and Reporting Unit Plans are attached.
- **Counties and municipalities need to double check that their school district contests and multi-jurisdictional judge primaries have been correctly entered by the state.** Because of changes to the districts types this year, the state is temporarily entering all school district contests and multi-jurisdictional judge contest. We have contacted every county and believe they are all entered. **If these contests/candidates are incorrect in SVRS, you must contact the GAB to correct this by close of business on Wednesday, March 7th.** After that, milestone #3 will be checked and we may not be able to fix them.
- **G.A.B. staff will only be setting up school district and MJJ district contests.** Counties and municipalities must set all other contests and candidates as they have in the past.
- **There are new ballot position numbers to use when entering your contests.** The updated numbers can be found on the G.A.B. website at <http://gab.wi.gov/node/2209>.
- **Make sure that all of your data quality issues are fixed in SVRS before you issue absentee ballots.**

- The districts listed on the ballot label must be correct, or voters must be manually assigned to the correct district if the map in SVRS is wrong.
 - New Polling Place Assignment Plans and Reporting Unit Plans must be created
 - Voters with no district combo must be fixed before they can be sent absentee ballots or show up on the poll list.
 - Geocode exceptions and Address/Boundary exceptions must be verified to ensure voters are placed in the correct district.
 - If you have a school district contest, voters on the School District Exception report must be verified.
 - Please double check the converted addresses from the spreadsheet emailed to you by the G.A.B. Most do not have to be fixed, but a few addresses may be incorrect. Please check the tab for your absentee addresses before sending ballots.
 - Normal data quality checks, like Felon and Death record matches, still need to be completed.
- **You can find the redistricting training documents on the G.A.B. website.** Simply follow this link: <http://gab.wi.gov/node/2130>. A compilation of frequently asked questions has recently been posted on the website to assist you.

If you have questions on post-election activities in SVRS, please contact the Help Desk at 608-261-2028, or by email at gabhelpdesk@wi.gov. Thank you.

cc: Kevin J. Kennedy
Director and General Counsel
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Ross D. Hein
Elections Supervisor
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