



## SVRS Election Checklist I 2012 Partisan Primary Election August 14, 2012



Please refer to the training manual found on the Government Accountability Board - website: [gab.wi.gov](http://gab.wi.gov)  
For the SVRS manual go to [gab.wi.gov](http://gab.wi.gov); publications, manuals, SVRS Training Manual or [click here](#)

### The Government Accountability Board – Elections Division (GAB) has created the 2012 Partisan Primary Election

#### County Level Tasks:

**\*Steps 1 - 3 are performed by each county by close of business, June 22, 2012.**

- Step 1: Counties inherit the 2012 Partisan Primary Election. (Election Set Up: Page 10)
- Step 2: Counties check Milestone #2 for the election. Milestone #1 is automatically checked when the election is inherited. (Election Set Up: Page 14)
- \*NEW\*** Step 3: **For the 2012 Partisan Primary and the 2012 General Election, Reporting Unit Plans cannot cross Congressional, Senate or Assembly District Lines, and Reporting Unit Plans and Polling Place Assignment Plans are required to match.** Prior to the election, all counties should run the **Pre-Canvass Reporting Unit List** and **Reporting Unit Exception Report** in the G.A.B. Canvass Reporting System. All counties should then communicate with their self-provider and relier municipalities to assure that the reporting units used for the 2012 Partisan Primary Election in SVRS match the programming established for the Electronic Voting Equipment.
- Step 4: Continue to Follow the Election Set-up chapter to add contests and candidates. (Election Set Up: Pages 15-26, 21-26 are optional). Please see Checklist 2 for the Ballot Position numbering scheme to use for this election. Please note that School District and Multi-Jurisdictional Judge Contests (if any) will be set up at the state level for this election. Therefore, please contact the G.A.B. if you have any of these contests to add to the election.

Note – All contests and candidates must be added before municipalities can generate absentee ballots in SVRS.

#### Municipal Self-Providers/Provider Tasks:

**Steps 5 - 10 can be started as soon as Step 2 is completed by the County. All steps must be performed no later than Wednesday, June 27, 2012, in order to issue absentee ballots.**

- Step 5: Self-Providers/Providers check the Polling Place Assignment Plans (PPAPs) to determine which plan will be used for this election. If none of the existing PPAPs match the poll book set-up for this election, a new PPAP must be created. Plans created before 2012 redistricting may not be used. See the updated information on creating reporting unit plans on the Government Accountability Board Website here – <http://gab.wi.gov/node/2240>
- \*NEW\*** Step 6: Self-Providers/Providers check the Reporting Unit Plans (RUPs) to determine which plan will be used for this election. A RUP is a ward or combination of wards by which clerks report their election results to the county. This plan cannot cross Congressional, Senate or Assembly district lines. Please review the plan detail, regardless of the name of the plan. Plans created before redistricting may not be used. See the updated information on creating reporting unit plans on the Government Accountability Board Website here – <http://gab.wi.gov/node/2240>
- Step 7: Self-Providers/Providers inherit the 2012 Partisan Primary Election. Be sure to assign the PPAP and RUP (that were determined in steps 5 & 6) in the election set-up wizard.
- \*NEW\*** Step 8: Self-Providers/Providers need to ensure that the Polling Place Assignment Plans match the Reporting Unit Plans (that were determined in steps 5 & 6). Polling Place Assignment Plans and Reporting Unit Plans should also match the programming of the Electronic Voting equipment.

**\*\*This checklist pertains ONLY to the 2012 Partisan Primary Election.\*\***



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- Step 9: Self-Providers/Providers check Milestone #2 for the election. Milestone #1 is automatically checked when the election is inherited. (Election Set-Up: Page 14)
  
- \*NEW\*** Step 10: If you have any school district or multi-jurisdictional judge contests on the ballot for this election please contact the Government Accountability Board. The State will enter these contests into SVRS.