



## SVRS Election Checklist I 2012 June 5 Recall Election June 5, 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 June 5 Recall Election in SVRS.

#### County Level Tasks:

**\*Steps 1 - 4 are performed by each county by close of business, May 9, 2012.**

- Step 1: Counties inherit the 2012 June 5 Recall 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: Prior to adding any additional contests or candidates for the 2012 June 5 Recall Election, please contact the Government Accountability Board. Any additional contests or candidates must be added before municipalities generate absentee ballots.
- \*NEW\*** Step 4: 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 June 5 Recall Election in SVRS match the programming established for the Electronic Voting Equipment.

#### 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, May 16, 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. Every municipality must have created new plans in 2012, 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>
- 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. Please review the plan detail, regardless of the name of the plan. Every municipality must create new plans in 2012, 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 June 5 Recall 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 should 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.
- 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 there are any school or municipal level contests on the ballot for this election please contact the Government Accountability Board. (County and State Offices will be entered by County and State users respectively.) (Election Set Up: Pages 15-26, 21-26 are optional)

**\*\*This checklist pertains ONLY to the 2012 June 5 Recall Election.\*\***