SVRS Spring Election Preparation: Checklist II Review Webinar

The following questions were submitted during the live Webinar presentation on February 25, 2015.

Q: I've entered [candidate filings] already and used voter record. Do I need to re-do all of them?
A: We would leave that to your discretion. It probably won't hurt anything, but we do recommend keeping the voter and candidate records separate.

Q: Page 20 of the Election Setup in the SVRS training manual states you can use the candidate's contact information from the search. It says nothing about having to create a contact record. The photo in the manual shows the candidate information as "City of Reeds".
A: Page 20 of the most current version of Chapter 11 - Election Setup in the SVRS Training Manual includes information regarding adding a contact record if one is not found. You can also refer to chapter 9 – Contacts of the SVRS Training Manual. We can clarify this in the next update to the SVRS manual. "City of Reeds…" in the screen shot refers to the owner of the contact record.

Q: I will now print a county-wide ineligible voter list for all municipalities because we have found that several people will be listed in the wrong municipality - even though the address listed is correct.
A: Please contact the G.A.B. if you find felons on the ineligible list assigned to the wrong municipality – we can correct this. Printing a countywide list may also be useful in the event the felon has moved and attempts to register in a municipality other than the one that appears on the list. Clerks may print ineligible lists at whatever level they deem appropriate.

Q: When entering municipal races, do we enter: District Alderperson #1 - 3000010 or 300002?
A: 3000010 is 7 digits and therefore is outside of the required guidelines for municipal contests. Aside from the requirement to use the 6 digit requirement (in the 300000-399999 range for municipalities), you can use any number that you like, so long as it is placed correctly within the context of any other contests (for example, if you have a mayoral contest, it should be given a lower number than any other municipal contests).

Q: Thank you. It was confusing because she originally said to use 300010, then she typed in 300002. We got it, thanks!!
A: Sorry for the confusion.

Q: I followed the instructions in the SVRS manual for adding a candidate to a contest and it did not instruct me to not use the person's voter record. It simply told me to click on the icon next to "candidate" to search for the person. Is this a problem?
A: This is not a problem per se. G.A.B. staff recommends that clerks create a candidate contact record that is separate from the voter contact record, but it is not required.

Q: FYI the instructions in the SVRS training manual tell you to just search the candidates name and use the record that comes up. It does not tell you to use the "candidate" contact instead of the "voter" contact.
A: Thank you for pointing this out, we can make this clearer in the next version of the manual.

Q: I can't see where to hit PRINT on the Ineligible List.
A: The "print" button will appear depending on your web browser and settings. If you are using Internet Explorer versions 9, 10 or 11, you must add "wi.gov" into your compatibility view settings in order to see the "print" button. You can contact the G.A.B Help Desk for assistance. The "print" button does not appear in Firefox or Chrome browsers. If you do not see a "print" button, you can export the list and print it from your computer.

Q: When entering the contest description, do you need to keep the (MN) in the description?
A: No, you can remove that. The code that appears in parentheses in the default contest description refers to the district the office position is tied to.

Q: I don't think you entered "No. of Seats" for the Contest. Is that needed?
A: Yes. The number of seats usually defaults to 1, but should be changed as necessary.

Q: Why shouldn't we use the Voter record for the Candidate if it is the correct person?
A: In the past, using the voter contact record created problems with the candidate filing in the event that the voter moved, or if the candidate filed using their campaign address rather than their home address. These problems have largely been corrected. Today, there is less of an issue if you choose to use the voter contact record. The voter contact record may also include personal contact information such as home phone or email that should not be part of the candidate filing. Note that County and state candidates, however, cannot be linked to the voter contact record because the voter contact record is owned by the municipality.

Q: Entering the candidates as a contact was not the previous procedure. When did this change?
A: G.A.B. staff has always recommended that a separate contact record be created for candidate filings rather than using the voter contact record, for the reasons listed above.

Q: Is it a good idea to print out all for ineligible voter list so that all municipalities can see all the ineligible people in their county in case someone new registers on Election Day?
A: Clerks can print the ineligible list at the ward, municipality, or county level, based on their preference. A larger list could prevent a voter from registering at a municipality other than the municipality for which they are listed on the Ineligible List. However if the list is too large, it could cause delays at the polling place.

Q: Just a clarification: The municipality will not be allowed to check Milestone #3 until the county has checked, correct?
A: That is correct. The county may only check Milestone #3 after the State has checked it and the municipality may only check Milestone #3 after the county has checked it.

Q: Going back to tracking Absentee Military Ballots: As a County entering for many reliers, is there any tips on getting the information from the reliers for entering these Military Ballots?
A: This will vary depending on the agreement between the provider and the relier. The best advice we can give is to communicate with the relier to determine the best way to exchange this information. Tracking of UOCAVA ballots is required by federal law.

Q: I don't use the mailing labels for the Absentee Ballots. What are the steps for re-entering the Absentee records - just be sure the word ABSENTEE prints on the Poll Book?
A: Without going into all of the specifics, you would follow all of the regular steps for creating absentee applications and issuing the ballots in SVRS, but when you reach the point where you would print the queued mailings, instead select the batch or individual ballot and select the option to mark the ballot as printed. You can refer to chapter 14 - Absentee Applications and chapter 15 - Absentee Ballots in the SVRS Training Manual or you can call the G.A.B. for more specific guidance.

Q: Do you recommend we use Countywide or just our municipality when printing the ineligible voter list for registration?
A: We recommend you use at least the entire municipality. You may want to try the county-wide option and see how long the list is; use whichever option will work best for you.

Q: Do you recommend the County check Milestone #3 prior to the deadline?
A: We recommend that the County check Milestone #3 as soon as they are certain that all of their contests and candidates have been entered. If there is any doubt, it is best to wait until you are certain because once Milestone #3 is checked at the county level, the municipalities in that county will have the ability to check Milestone #3, making it very difficult for the county to roll it back later if they find they have another contest or candidate to add.

Q: Please repeat the numbering for municipal offices - the higher the position the lower the number - is that correct?
A: That is correct. For example, in the unlikely case we have the following contests on the ballot we'd want them in this order: President, US Senator, Governor, County Supervisor, Mayor. If we used a simple numbering system, the President would be 1, US Senator 2, and so on. The President is the highest level position on the ballot and therefore has the lowest number.

Now replace those simple numbers with number ranges as you see in the chart on page 17 of the Election Setup section of the SVRS Manual. In the same case, President would be given the first number in our numbering system (1000) and all other federal contests (US Senator, US Congressional) would follow with similar numbers (1001, 1002, 1003, etc.). Statewide offices would be added using slightly higher numbers. The County and Municipal contests would then be added using the higher numbers ranging in the 100,000s and 300,000s respectively.

Q: Is there a certain date we can begin adding contests?
A: You may begin adding contests and candidates as soon as the election has been inherited and Milestone #2 has been checked. The State, the County, and the Municipality can all work on adding contests and candidates at the same time if all have inherited the election.

Q: So if you have three trustees, the numbers will be 300020; 300021 and so forth?
A: If they are three separate contests, that numbering is fine. Make sure the number you choose puts the contest in the correct order relative to other municipal contests. See the Official Office Titles document attached to the webinar materials. If you have 3 seats available in an "at large" election, only one contest would be setup with direction to choose not more than three.

Q: Can we view previous spring elections on how the contests and such were set up?
A: Yes, that is a very good idea. You can go under previous elections and view your PPAP, RUP and contest numbering to use as guides for your current election. Just make sure if you are looking at an older election to remember if they used an OLD or DO NOT USE plan, you should not use that in your new election.