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Introduction to Districts, District Combinations and Offices

Defining governmental districts is a requirement in the voter registration and election management processes. Once these districts are defined, registered voters can be assigned to districts associated with their physical addresses. This information is shared between many SVRS modules so that voters are assigned to the correct polling location and receive the proper ballot style for each election.

Key Terms

District Type: District Type records define the different categories of districts found within the state (for example, Congressional District; WI State Senate District; WI Assembly District; Technical College District; Unified School District; Lake Management District).

District Details: These are the actual codes and descriptions for each district within a District Type. For the District Type of State Assembly there are records giving the district code and district description for the 99 Assembly Districts in Wisconsin. In this case, the State is the only jurisdiction that is allowed to add and update the District Detail records. Counties and municipalities will work with their district details in the same manner. District Details are referred to simply as Districts in most of this chapter.

District Combo or **District Combination** is simply that – a record containing the unique combination of governmental districts which represent a specific physical area. District Combos are attached to an Address Range, which is then linked to the voter's record. Based on a voter's physical address, the voter can be linked to a district combo and therefore all the appropriate districts – federal, state, county and municipal districts, plus school district, sanitary district, technical college district, etc.

Each municipality (City, Village or Town) is divided into distinct areas called **wards** for voting purposes. State law defines the size of wards (number of voters in a ward) and also what constitutes a ward. Everyone in a ward is in the same federal, state, county and municipal districts. A ward can be split by School districts, Sanitary Districts, Lake Management Districts or Technical College Districts.

This unique combination of districts defines who the voter may vote for in an election (ballot style). This is a District Combo. The **District Combo Code** is in a new format – 11111-222-3333-4. The first 5 digits are the Hindi number, unique to every municipality. The second block of 3 digits stands for the ward. The new block of 4 digits contains the School District Number – in the example, 0119 stands for Amery School District. The last digit is the split, used for sanitary or transportation districts that might split a ward into more than one section.

Office Types: An office type is a public office based on a specific district type. For example, an Office Type may be "State Assembly," which is based on the district type of State Assembly District. When the Office Types are in place, information can be added for candidate eligibility and filing requirements for a particular office. Even if there are multiple Office Positions (or seats) for one Office Type, like for County Supervisors, Alderpersons, or School Board Members, you only need to create one Office Type.

Office Positions: Once an office type is setup, an office position is automatically created for each district of that type. For example, when you setup the office type "State Assembly" the office position called "State Assembly District 1" is created by SVRS. The office position is held by an office holder. When an office is to be voted on at a specific election, it is tied to that election by adding a contest for that office position.

Office Holder: The person who holds (is elected or appointed to) that office. For example, an Office Holder for the office position "State Assembly District 36" may be "Shirley Smith." There can be multiple Office Holders for a position that has more than one seat, such as School Board Members. Information such as term beginning and ending date can be assigned for each Office Holder. In addition, non-elected Office Holders can be entered into the system so that they appear on the MyVote website.

View and Maintain District Types

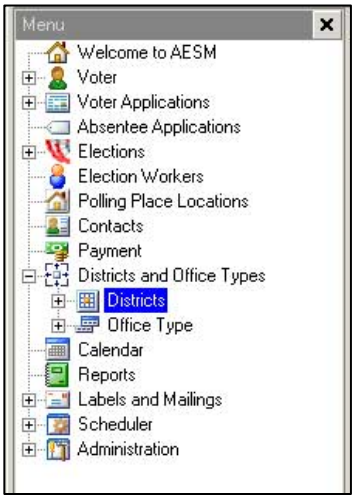
A District Type defines the different categories of districts found within the state, county, municipality or region. All district types in the state can be viewed at all levels. Only the Owner of a District Type (the State of Wisconsin, a specific County or a specific Municipality) can modify a District Type. Every District Type is now presented by showing a map in which the district covers. Every District covers a certain geographical area and is represented on a map.

In Wisconsin, the State maintains most district types and has created most of those needed at the County and Municipal levels. There are some instances where a unique district has not been created, so a new District Type will have to be added. Remember any “district” that has the same physical boundaries as an existing district, can use that district for Office Types. For instance, all County Officials will use the District Type of County.

All municipal offices elected by all voters use the District Type of Municipal. Aldermanic Districts can use the District Type of Ward, if each Aldermanic District matches identically with a Ward. If a Town is divided into 3 Wards, but has 2 Town Supervisory districts, then a new District Type may have to be added.

View District Types

1. Expand **(+)** the **Districts and Office Types** node on the Main Menu tree.
2. To see a list of **District Types**, click on **Districts**.
3. A list of **District Types** is displayed on the data grid.



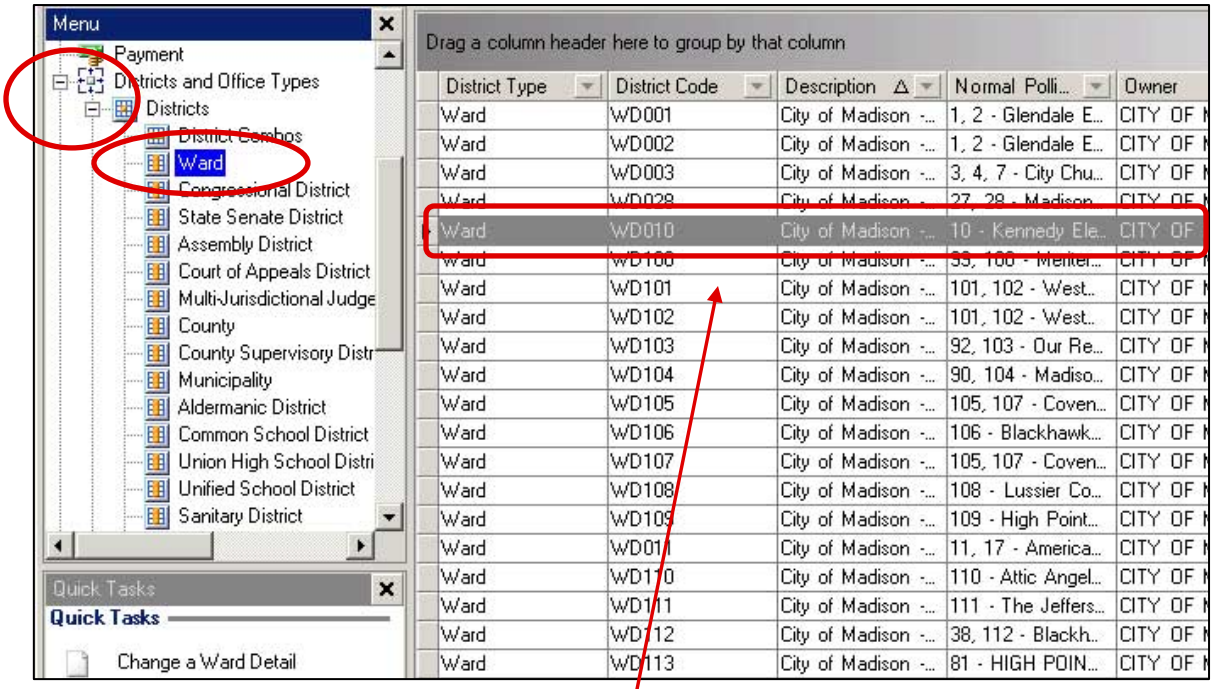
Description	Short Descri...	Tiny Descrip...	Jurisdiction Level	Owner
Ward	Ward	WARD	Municipality	STATE OF WISCO
Congressional Di...	Congressional	CONG	State	STATE OF WISCO
State Senate Dis...	State Senate	SEN	State	STATE OF WISCO
Assembly District	Assembly	ASSM	State	STATE OF WISCO
Court of Appeals...	Appeals	COA	State	STATE OF WISCO
Multi-Jurisdiction...	Multi-Jur Judge	MJJ	County	STATE OF WISCO
County	County	CO	County	STATE OF WISCO
County Supervis...	Co Supervisory	COSUP	County	STATE OF WISCO
Municipality	Municipality	MUNI	Municipality	STATE OF WISCO
Aldermanic Distri...	Aldermanic	ALD	Municipality	STATE OF WISCO
Common School...	Common School	CSCH	County	STATE OF WISCO
Union High Scho...	High School	HSCH	County	STATE OF WISCO
Unified School Di...	Unified School	USCH	County	STATE OF WISCO
Sanitary District	Sanitary District	SAN	County	STATE OF WISCO
Technical Colleg...	Tech College	TECH	County	STATE OF WISCO
Lake Manageme...	Lake Manageme...	LKMGT	County	STATE OF WISCO
Public Inland Lak...	Lake Pro-Rehab	LKRHB	County	STATE OF WISCO
Statewide	Statewide	WI	State	STATE OF WISCO
District Attorney	District Attorney	DA	State	STATE OF WISCO
Circuit Court Dist...	Circuit Court	CCJ	State	STATE OF WISCO
Transit Authority	Transit Authority	TRANS	County	STATE OF WISCO
Recall State Sen...	Recall State Sen...	RSEN	State	STATE OF WISCO

4. To view the District Type Details, double-click on the **District Type**.

5. To view a District Type Map:

   a. On the Menu Tree, expand **(+) Districts and Office Types**.

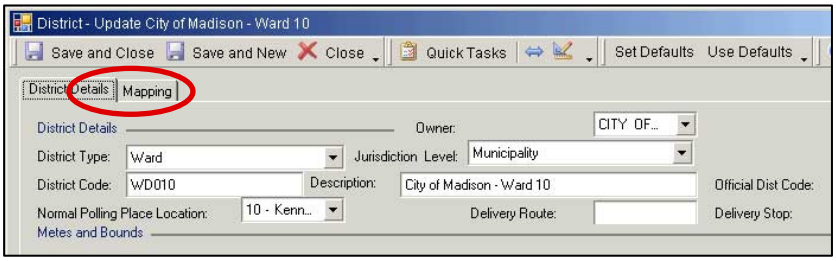
   b. Expand **(+)** the **Districts** node.

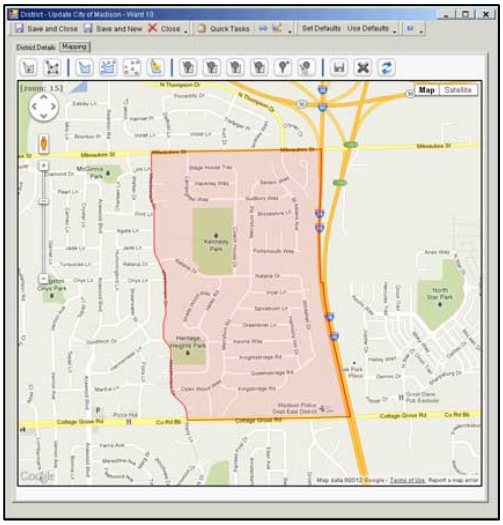


   c. A list of **District Types** is displayed in the menu. For this example choose **Ward**.

   d. To view the Map associated with **District Details**, select from the list and double-click on a specific **District Type**.

   e. Click on the tab labeled, **Mapping**.





The **Mapping** Tab will show you the map associated with this District Type. For more information on how to use Maps, please see the Mapping chapter of this manual.

To report problems or errors with the mapping, please use the **Incident Tracker** in this chapter or contact the Government Accountability Board Help Desk.

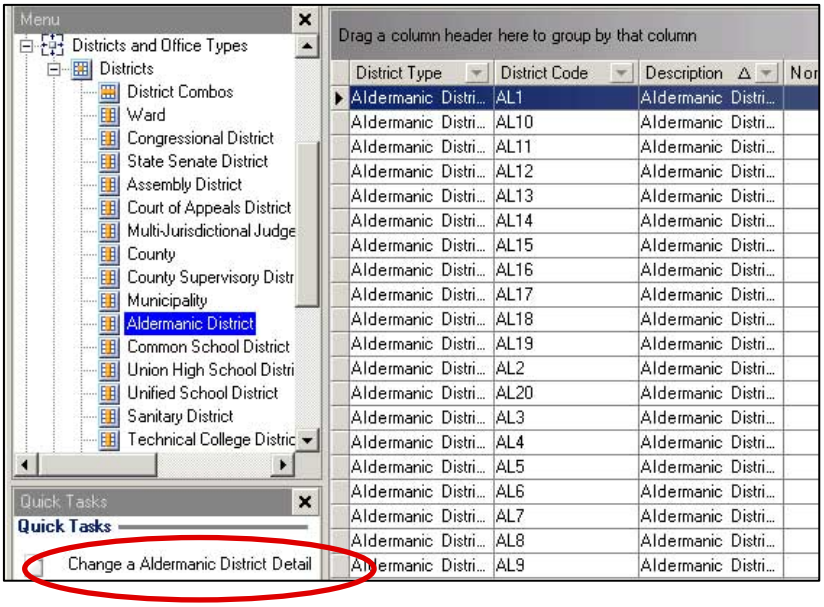
Maintain Districts

District Details provide information for individual districts based on the District Type. A District Type of Municipal will have one District Detail. The District Type of County Supervisor will have a detail record for each of the Supervisory Districts in a County. If new districts are added, a District Detail record is added. If districts change, the District Detail records must be edited. After the District Details are created, District Combos are assembled from individual districts chosen from drop-down menus.

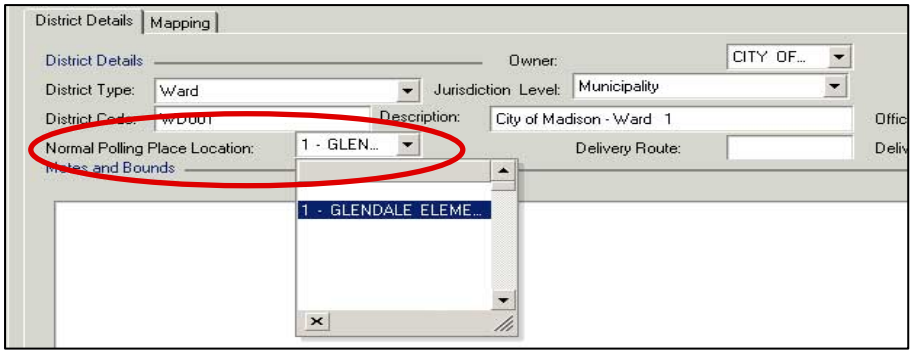
Edit District Detail

Only the Owner of a District Detail record can edit a district. The Owner is the jurisdiction level who created it originally.

1. Expand **(+)** the **Districts and Office Types** node on the Main Menu tree.
2. Expand **(+)** the **Districts** node.
3. Click on the **District Type** to be modified. In this example, **Aldermanic District** is selected.
4. Click on the **Change a [*District Type*] Detail** Quick Task. In this example, the choice is to **Change a Aldermanic District Detail**, since **Aldermanic District** is selected above.
5. Make changes to the detail as needed. Remember only the owner of a detail record can make changes.
6. Click **Save and Close**.



*One common reason to edit a district detail is to make sure every **Ward** is assigned the correct **Normal Polling Place Location**. If any **Ward** does not have the correct **Normal Polling Place Location** assigned, you must open the record, select the polling place from the drop-down list, and **Save and Close**.*



View and Maintain District Combos

A District Combo is a single code representing the unique combination of voting districts in which a voter lives. Another way to think of it is as the unique combination of races that could possibly appear on a voter's ballot. For example, if Ward 1 in a Municipality is split by School Districts A & B, then two District Combos would be required, 1-A and 1-B, each representing a different ballot (or combination of paper ballots) needed at the polling place serving Ward 1.

In Wisconsin, wards should not be split by any districts except School, Sanitary, Lake Management or Technical College. The easiest way to tell if your District Combos are correct is to get all of your district boundaries onto a single map and compare that to the District Combo Listing report, covered at the end of this chapter.

View District Combo Details

There are three reasons why a municipality might not have a District Combo represented in SVRS:

- **Conversion**
- **Annexation**
- **Redistricting**

If you need to modify, add or delete a District Combo please use the **Incident Tracker** to report what changes need to be done. Instructions on using the Incident Tracker can be found in this chapter.

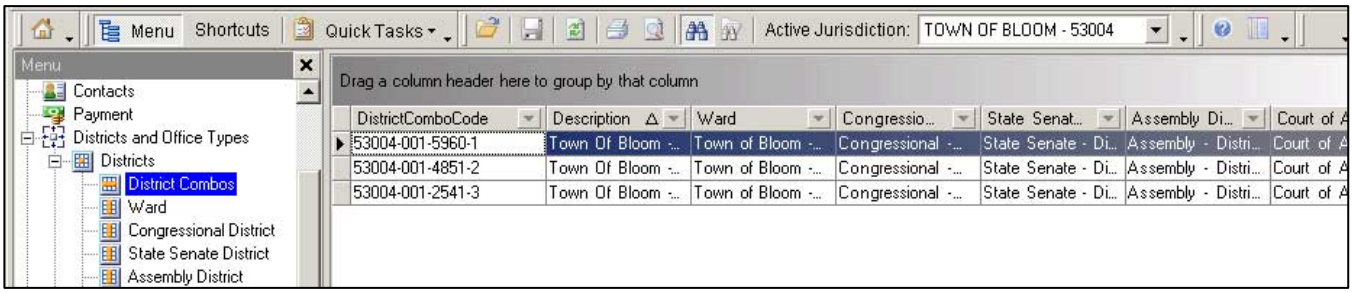
1. Expand **(+)** the **Districts and Office Types** node on the Main Menu tree.

2. Expand **(+)** the **Districts** node.

3. Click on words **District Combos** to select.

4. **District Combo(s)** will appear in the data grid.

5. Double-click on a **District Combo** in the data grid to open a View Only of the details.
   The fields will be grayed out and not editable.



View and Maintain Office Types

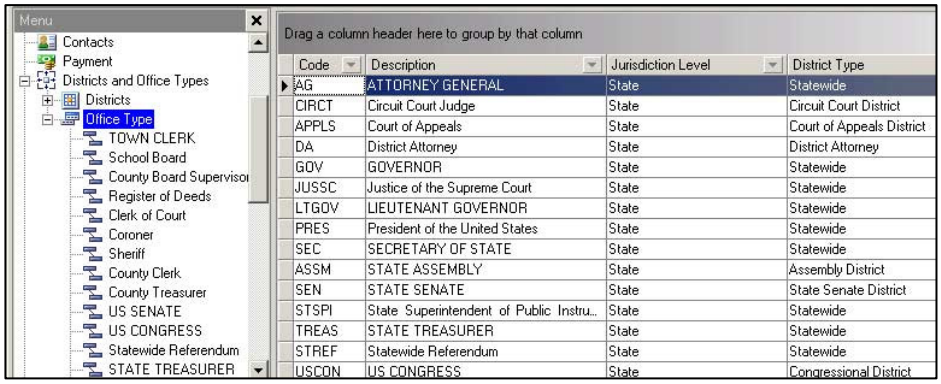
Before a Contest or Candidates can be added to an Election, Office Types for each position must be setup. Each Office Type is associated with a specific District. State and Federal offices are added by the State, County and School District offices by Counties, and Municipal offices by Municipalities.

It is important to note that you should already have the necessary Office Types already created in SVRS. New office types only need to be created when new districts or a new office is created. Therefore, office types are not likely need to be added or modified or deleted. If you do need to add an Office Type, please contact the Government Accountability Board prior to proceeding with the instructions below.

Self-Providers will only have to add Office Types for municipal offices, such as Mayor, Alderperson and possibly Clerk. Counties will enter municipal Office Types for their Reliers, as well as County-wide and School District offices.

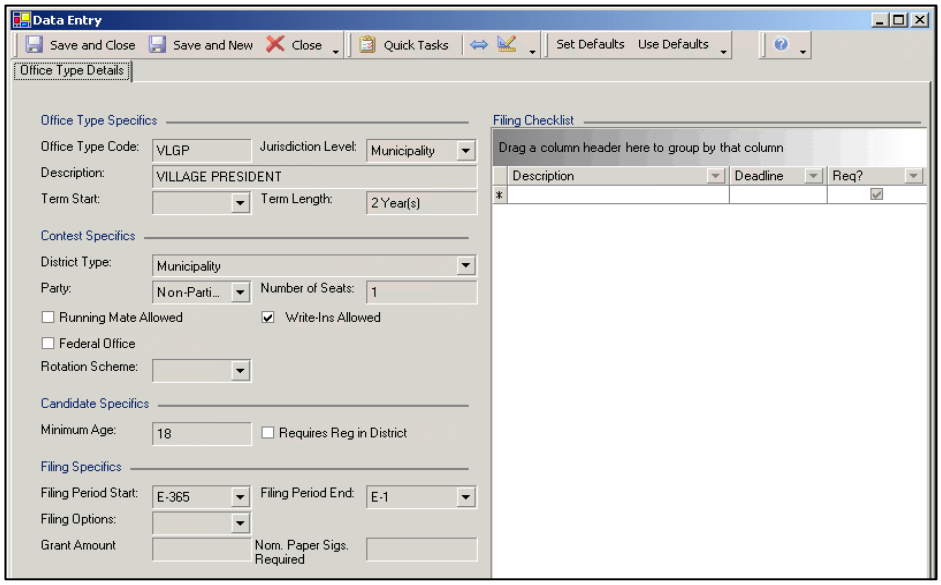
View Office Type

1. Expand **(+)** the **Districts and Office Types** node from the Main Menu tree.
2. Click the **Office Type** node.



*When **Office Type** is selected, all the current office types available for this jurisdiction are displayed in the data grid. The **Jurisdiction Level** indicates who "Owns" the **Office Type**, and will setup **Contests** and **Office Holders**. The **District Type** is what each **Office Type** is based on, such as "**County**."*

3. Double-click on an **Office Type** in the data grid to view its details. **Office Types** outside of the current jurisdiction are available for viewing, but cannot be edited. **Office Types** within the current jurisdiction can be edited when the record is opened.
4. Click **Save and Close** or **Close**.



Add or Edit Office Type

1. Expand **(+)** the **Districts and Office Types** node from the Main Menu tree.

2. Click the **Office Type** node.

3. Click the **Add Office Type** Quick Task. A **Data Entry** form for **Office Type** is opened.

4. Enter an **Office Type Code,** 1 which must be a 5 letter and/or number code. This must be unique within a jurisdiction.

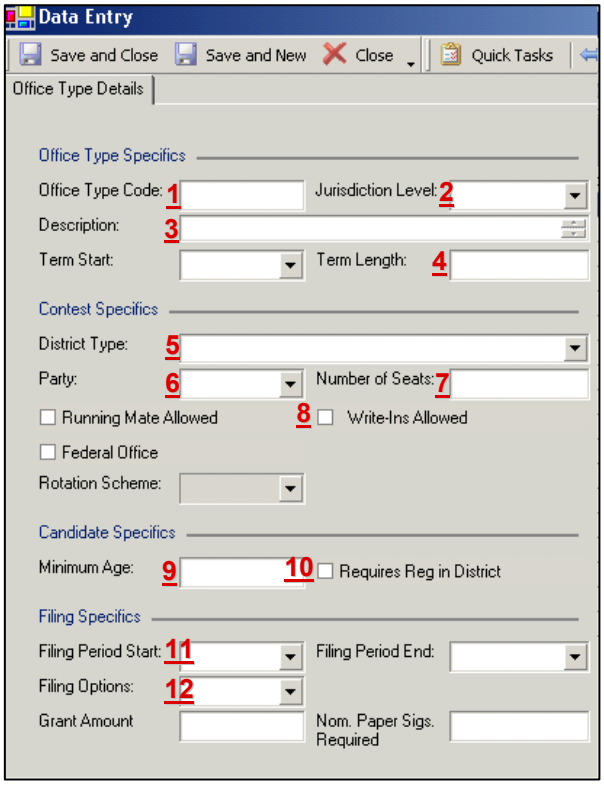
5. Select the **Jurisdiction Level,** 2 which is the the government level of the office, such as **Municipality** or **County**.

6. Enter a **Description.** 3 It should uniquely describe the Office, like “Milwaukee Mayor” or “Portage County Clerk”.

7. **Term Start** is not used. Leave this field blank.

8. **Term Length** 4 is required. (For example, enter “2 y” for 2 years.)

9. Select the **District Type** 5 for this Office Type. For instance, if Aldermanic District is selected, every Aldermanic District in the jurisdiction will elect its own representative for this office. If Municipality is selected, all voters in the municipality will vote for this municipal office.



*If you have more than one district, there is no need to create more than one **Office Type**. If creating an office type based on **Aldermanic District**, an **Office Position** is created for each **Aldermanic District**. If **District Type** is **Municipality**, only one office position will be created.*

10. The **Party** 6 affiliation will be **Non-Partisan** for all Wisconsin offices.

11. **Number of Seats** 7 should be set to the maximum number of districts or officeholders. For example, if there are seven school board members, set this number to 7.

12. **Write-in Allowed** 8 must be checked if applicable. This will allow write-ins to be entered in election results.

13. **Minimum Age** 9 should be set to 18 for **County** and **Municipal** level offices.

14. Do not check **Requires Reg in District**[10]. This will require any candidates for this **Office Type** to be a currently registered voter. However, a candidate does not always have to be registered to run for office. In Wisconsin, most laws require that the person be *eligible* to vote in that district.

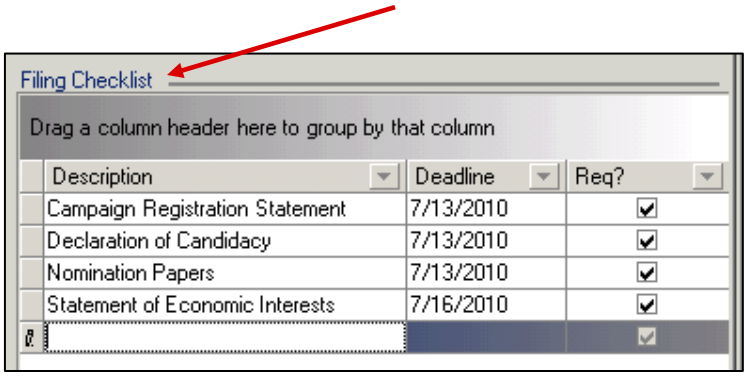
15. **Filing Period Start/End**[11] should always be set as a date relative to the election. You will not be able to enter candidate information before the start date and after the end date, so leave plenty of time between the two, eg. E-365 to E+30 (365 days before the election to 30 days after the election.). SVRS will not enforce actual filing periods.

16. **Filing Options** and **Nom. Paper Sigs. Required**[12] are optional fields at the county and local level. For state level office types, the number of required signatures must be entered. This allows for tracking nomination paper status within the **Candidate Filing** record added during an election.

17. **Filing Checklist** information is not required, but can help track the required filings.

Examples of filings you can track include the GAB-1, Statements of Economic Interest, and Declarations of Non-Candidacy.

*Any filing entered here will appear in a candidate's record once created. Marking a filing item as "**Req?**" will require marking this item as received before approving a **Candidate Filing** record.*



18. Click the **Save and Close** button.

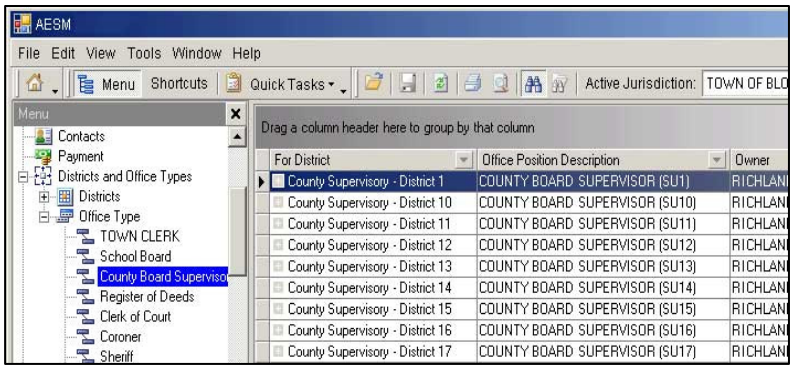
Edit Office Positions

When an **Office Type** is created, the corresponding **Office Positions** are automatically created, so you will not need to add an **Office Position**. However, the default information can be edited, and the current **Office Holder(s)** information can be updated.

1. Expand **(+)** the **Districts and Office Types** node from the Main Menu tree.

2. Expand **(+)** the **Office Types** to display the list of **Office Types** in the Menu.

3. Click on an **Office Type** to display the **Office Position** record(s) in the data grid.



4. The **Office Position Description** can be edited. This is what appears in an election when selecting a **Contest**, and on the ballot style. The descriptions in this example are rather long and could be shortened to "County Supervisor District 1" or something similar. Only **Office Types** in your jurisdiction can be edited.

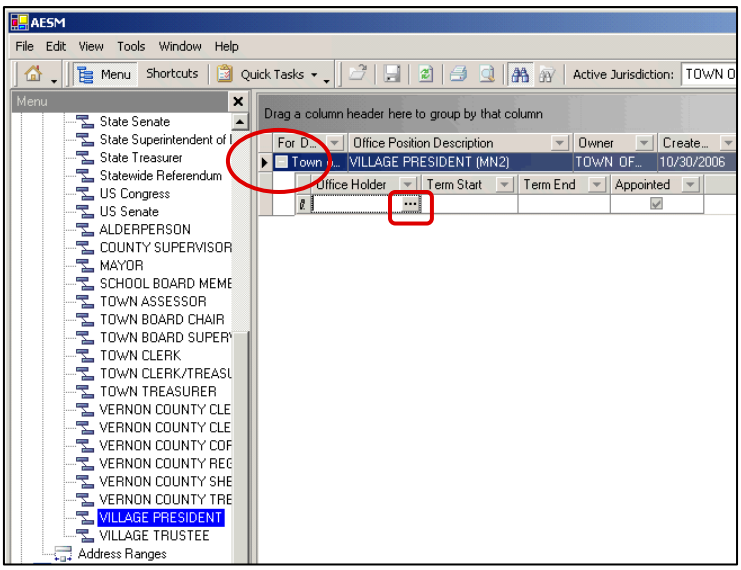
Update Office Holder

This information will be viewable online through the MyVote website.

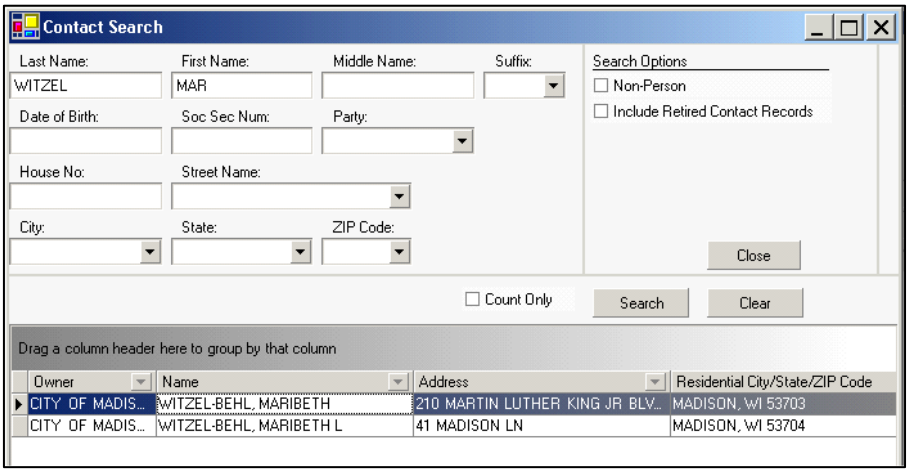
1. With **Office Type** expanded in the menu, click on an **Office Type** to select.

2. Click on the **(+)** to expand the **Office Position** in the data grid. This will display a nested grid containing the **Office Holder** record(s).

3. Add the name of the **Office Holder**. The small ellipse button is used to open the **Contact Search**. When the **Contact Search** screen opens, double click to select the proper contact record.



*Remember the address, phone and email information in a contact record will be visible to voters on the MyVote website. You may have to create a special contact record with the **Office Holder's** work information, rather than using the voter contact record with the person's home address and phone. See the Contacts chapter of this manual for more details.*



4. Edit or enter a **Term Start** date and **Term End** date for office positions that have terms.

5. The **Appointed** flag is used for office holders who were appointed to fill an elected position that someone vacated or can be used to document appointed or hired officials, such as municpal clerks.

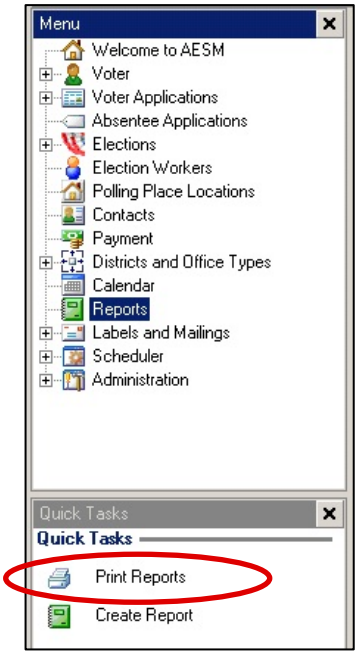
*This is one of the infrequent times that data is updated directly in the data grid. You may be asked to save your changes when you navigate to another part of the application. Answer **Yes** to save your changes.*

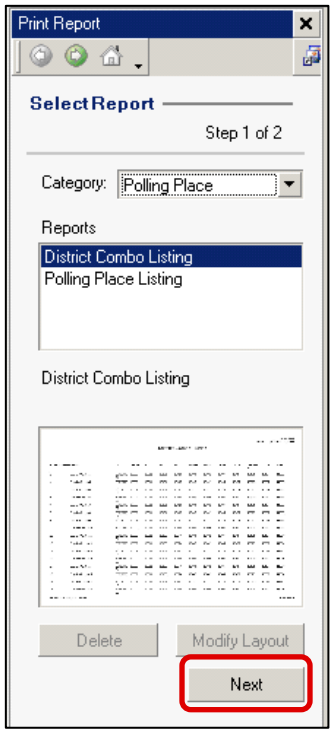
The District Combo Listing Report

Use these directions to generate a report of the District Combos for your jurisdiction. Double check your District Combo report against maps showing district boundaries. Make sure that every District Combo has a value for each district, including Municipality, County, Technical College, and State. If any of these district values are missing or incorrect, the ballot style listed next to your voter on the poll list may be incorrect, or the voters may not show up on the poll list at all.

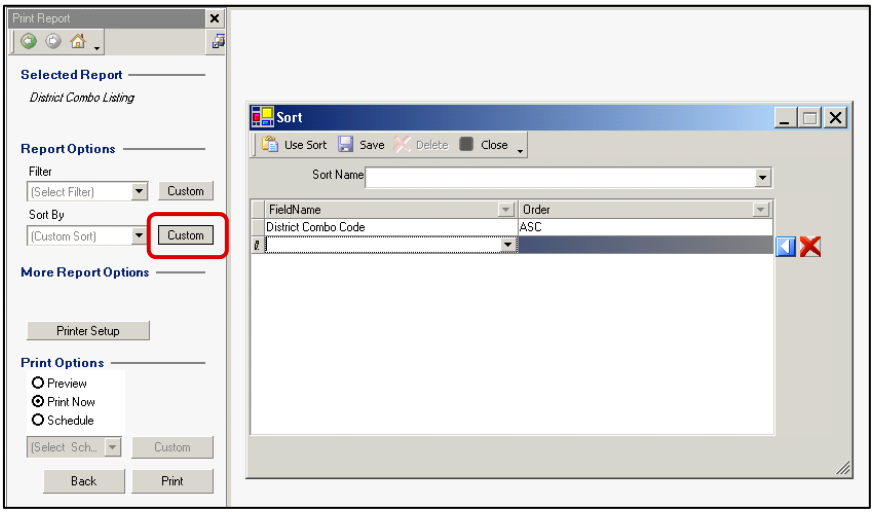
District Combo Listing

1. Click the **Reports** node.
2. Click the **Print Reports** quick task.
3. Change the **Category** to **Polling Place**.
4. Under **Reports**, make sure **District Combo Listing** is selected.
5. Click the **Next** button.
6. You should not need to **Filter** your report.





7. **Sort** your report.
   a. Click the **Custom** button next to the **Sort By** box.
   b. Select **District Combo Code** from the drop-down under the **FieldName** Column.
   c. Select **ASC** in the **Order** column.
   d. Click **Use Sort**.

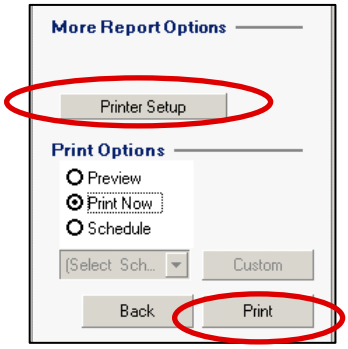


8. Click the **Printer Setup** button and verify the printer settings.

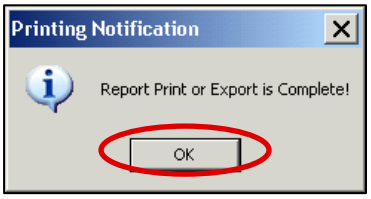
For further information on printing and exporting a report, see the Reports chapter.

9. Click the **Print Now** radio button.

10. Click **Print**.



11. A dialogue box indicating that your printing or export is complete will appear. Click **OK**.



12. Retrieve the document. You should see a report that looks like the sample below. Use this report to verify that the State Assembly, County Supervisory, and other districts are matched to the correct District Combination.

CITY OF WAUSAU

00000-FPLAC-003-C
Wednesday, July 15, 2009

District Combo Listing

DistrictCombo / Name		WARD	CONG	SEN	ASSM	COA	CO	COSUP	MUNI	ALD	USCH	TECH	WI	DA
37291-001-1	City of Wausau - Ward 1 - Split 1	WD1	CG07	SS29	AS85	CA3	CO37	SU1	MN291	AL1	US6223	TC15	WI	DA37
37291-010-1	City of Wausau - Ward 10 - Split 1	WD10	CG07	SS29	AS85	CA3	CO37	SU4	MN291	AL4	US6223	TC15	WI	DA37
37291-011-1	City of Wausau - Ward 11 - Split 1	WD11	CG07	SS29	AS85	CA3	CO37	SU4	MN291	AL4	US6223	TC15	WI	DA37
37291-012-1	City of Wausau - Ward 12 - Split 1	WD12	CG07	SS29	AS85	CA3	CO37	SU5	MN291	AL5	US6223	TC15	WI	DA37
37291-013-1	City of Wausau - Ward 13 - Split 1	WD13	CG07	SS29	AS85	CA3	CO37	SU5	MN291	AL5	US6223	TC15	WI	DA37
37291-014-1	City of Wausau - Ward 14 - Split 1	WD14	CG07	SS29	AS85	CA3	CO37	SU6	MN291	AL6	US6223	TC15	WI	DA37
37291-015-1	City of Wausau - Ward 15 - Split 1	WD15	CG07	SS29	AS85	CA3	CO37	SU6	MN291	AL6	US6223	TC15	WI	DA37
37291-016-1	City of Wausau - Ward 16 - Split 1	WD16	CG07	SS29	AS85	CA3	CO37	SU7	MN291	AL7	US6223	TC15	WI	DA37

Business Process for Reporting Changes or Problems with District and Office Types

Use the Incident tracker to enter any problems with your districts.

We expect G.A.B. staff to be very busy conducting trainings and answering clerk questions. If you have an error, please report it through our special incident tracker. Here we can prioritize and fix any data or software issues while maximizing our effectiveness on the phone.

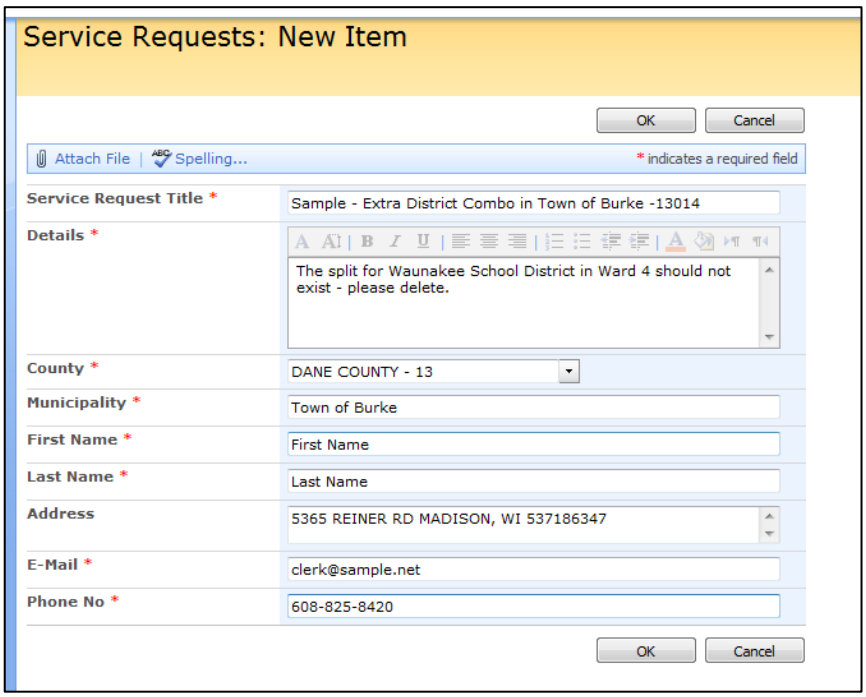
1. First, go to this website: http://wisapps.wi.gov/sites/GAB/Incident.
2. Next, click the **Create a Service Request** link in the upper left-hand corner.

3. Enter in your service request as shown in the sample:

Please include in your request specific information about an error.

   a. If the request concerns a particular incorrect voter record or district line, include the voter's name and registration number, or identify the district and problem.

4. Click **OK**.



5. If you have questions you can call the G.A.B. Help Desk. Otherwise, please use the Incident Tracker website to document any issues.