Common Pitfalls in Spring Elections

Prepare for success: Understanding Reporting Units and More

Introduction
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Polling Places

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Polling Places:

BEST PRACTICE
- Review/Use existing records
- Follow naming guidelines

COMMON MISTAKES
- Creating a duplicate record
- Entering an indistinct name

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Polling Places Naming Guidelines

- Government/Community
  - Start with the municipality
  - Do not include city, town, village

- Churches & Schools
  - Do include municipality name
  - Enter only the church/school name

Polling Places

List includes all polling places in WI

Some special school district elections require voters from Municipality A to vote at a polling place in Municipality B
Polling Places

Election Plans

- Set up for each election type
- Made up of reporting units
- Polling place is added to the reporting unit within the Election Plan

Edit an Election Plan
What is a Reporting Unit

- Made up of Wards
- Tabulation of votes
- Reported to the county and the State

Nature of Reporting Units

- Reporting units may consist of one or more wards
- More than one reporting unit may be linked to the same polling place
- Reporting units may not cross certain district lines
- Poll books are printed by reporting unit
What is a Reporting Unit

Anyton Town Hall

Wards 1, 2, & 3

Reporting Units for Spring Election – Odd
• Ward 1-3

Reporting Units for General Election
• Wards 1 - 2
• Ward 3

Combining RUs Across Lines

Reporting Units may not cross:
• Congressional districts
• State Senate districts
• State Assembly districts
• County lines

Reporting Units may cross, but not recommended:
• County Supervisory districts
• Aldermanic districts

Reporting Units may cross:
• School districts
• Sanitary districts

Combining RUs Across Lines Tip:
• In Spring Elections, most small and medium sized municipalities can often combine ALL wards into a single reporting unit
• Except in Presidential Election years when reporting units may not cross congressional district lines
Ballot Styles

3 Wards: 1, 2, & 3

Voting Machine
2 Reporting Units
• Ward 1 – 2
• Ward 3

Ballot Styles

Reporting Unit v. Ballot Style

Election includes Aldermanic Contest:

Reporting Units: Ward 1-2, Ward 3

Balls Styles: BS 01, BS 02, BS 03, BS 04

Ballot Styles

Election does NOT include Aldermanic Contest if Aldermanic Dist. 1 is Ward 1-2:

Reporting Units: Ward 1-2: BS 01, BS 02
Ward 3: BS 03
Reporting Unit v. Ballot Style

Comparing Ballot Styles

Poll Books
Voting Machine Reporting Units & Poll Books

Anyton Town Hall

Wards 1-3

Printing Poll Books

- Look at your Election Plan for the upcoming election to find your reporting units
- Your poll book(s) will match the reporting units set up for the Election
- Poll Books cannot be combined or divided*

Alternative solutions (to dividing poll book)

- Dividing the poll book alphabetically is allowed, however:
  - Each poll book should have only one single set of numbers

Alternative Solutions (multiple Reporting Units)

- 2 Reporting Units/2 Poll Books at the same polling location:
  - Print list of all voters. Greeter directs voters to their correct poll book.

Poll Books – Common Missteps

- Printing too early
- Not understanding poll book sections
- Trying to “work around”

  - Poll Book: Voters registered before the end of Open Registration
  - Supplemental: Late registrants entered into WisVote before printing
  - Post-Supplemental: Entered in WisVote after printing/before Election Day
  - In case of a recount, the “work arounds” that you think are awesome today may become your biggest headache in the future
Elected Officials/Candidates

1. Candidates are only added to Elections, NOT to Primaries
2. After the primary, candidates should be updated in the Election
   a. Change status of those not advancing to the Election (Denied)
   b. Change ballot positions

Elected Officials

After the Election:
- Open the winner’s candidate record
- Flag the candidate as the winner
- Verify the dates of the term are correct
Postcards

Registration by Mail
Online Voter Registration (OVR)

Election Day Registration

• Mailed to all Mail, OVR, and EDR voters
• Sent by the Elections Commission
• Return address is the clerk’s address
• Postcards returned as undeliverable require additional steps

Postcards

Registration by Mail
Online Voter Registration (OVR)

Review the Address on the postcard
Investigate
Send 30 Day Notice Letter
No response: Deactivate voter record

When Postcard is Returned as Undeliverable

Postcards – 30 Day Notice

Investigation

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No response: Deactivate voter record

Postcards – 30 Day Notice

Mail

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When Postcard is Returned as Undeliverable
Tips for Using Care Facility Features

Always look first before adding a new one

Make sure the SVD flag is properly marked

Common Pitfalls in Spring Elections

Thanks for watching!
Be careful out there!