

Redistricting and Annexations



The districts and district combinations in a municipality may change because of redistricting after the decennial census, or occasionally because a parcel of land is annexed into or out of that municipality. Other agencies at the county and state level may need to be notified about changes to municipal and district lines. The information below is meant to address changes in SVRS only.

Redistricting

Redistricting occurs every ten years, after the census has been completed. Once information on the boundaries of new districts is available, SVRS users may have to create new **District Detail** records, delete the old **District Details**, add or change their **District Combinations**, and make changes to **Address Ranges** as appropriate. Users should plan to work closely with the GAB Help Desk (608-261-2028) and their SVRS Specialist during the redistricting process. Special training sessions or workshops may be available for municipalities making these changes. A table of important dates in the redistricting process is listed below.

Wisconsin Redistricting Timetable

- November 2010: Last State Elections in Old Districts
- January 2011: State Informed About Number of Congressional Seats Based on 2010 Census
- April 1, 2011: Federal Deadline for Delivery of Census Data
- April 2011: Last Municipal Elections in Old Districts
- August 2011: Municipalities Create Wards
- Fall 2011: Legislative Database Created
- 2011-2012 Session: Legislative and Congressional Districts Established
- November 2011 to January 2012: Address Ranges and Municipal and County Districts updated in SVRS
- February 2012: Spring Primaries held (if necessary) in New Districts
- April 2012: Spring Elections in New Districts
- May to August 2012: State and Federal Districts updated in SVRS
- June 2012: Nomination Papers Circulated for Legislature
- September 2012: Fall Primaries held in New Districts
- November 2012: Fall General Election held in New Districts

Annexations

Occasionally, a portion of one municipality will be annexed into a neighboring village or city. When this happens, the addresses and voters must be transferred into the new municipality. Often, this will require the creation of new **Wards** and new **District Combinations** in SVRS. **Address Ranges** may also need to be split apart, transferred to the new municipality, and merged into other ranges. For information on how annexations affect election districts and when a new ward must be created, please contact the GAB Help Desk at 608-261-2028. You **MUST** also contact the GAB Help Desk or your SVRS Specialist **BEFORE** following the directions below. Individual counties may have their own requirements, so the county clerk should be contacted early in the annexation process.

Annexation Checklist:

Note: EVEN IF THERE ARE NO VOTERS IN THE ANNEXED AREA, STEPS 1-5 & 12 STILL NEED TO BE COMPLETED

- ☐ Step 1: The municipal clerk of the **gaining municipality** sends the GAB-Help Desk a copy of the annexation ordinance.
- ☐ Step 2: The municipal clerk of the **gaining municipality** sends a copy of the annexation ordinance to the County Clerk.
- ☐ Step 3: The municipal clerk of the **gaining municipality** starts filling out the GAB-407. If the **gaining municipality** is a Relier, the Relier municipal clerk contacts the Provider and provides them with the address ranges to be entered into SVRS.
- ☐ Step 4: The municipal clerk of the **gaining municipality** contacts the municipal clerk of the **losing municipality** to determine the streets and associated address that will be annexed and completes the GAB-407. The municipal clerk of the **losing municipality** needs to provide this information.

Note: The name of the streets and associated addresses should be consistent with what is in SVRS. If the losing municipality is a Relier, the municipal clerk of the losing municipality needs to work with the Provider to gather that information.

- ☐ Step 5: The municipal clerk of the **gaining municipality** faxes the completed GAB-407 to the GAB Help Desk.
- ☐ Step 6: The municipal clerk for the **losing municipality** generates a list of all affected voters from the SVRS. The list should be provided to both the gaining and losing municipalities. The clerk of the **losing municipality** should contact the County, the Provider, the GAB Help Desk or the SVRS Specialist for assistance, if needed.
- ☐ Step 7: The municipal clerk of the **losing municipality** pulls the GAB-131s of affected voters.
- ☐ Step 8: The municipal clerk of the **losing municipality** photocopies the GAB-131s of the affected voters. The municipal clerk marks the photocopied GAB-131's as inactive and indicates a destruction date of four years from the date the form was pulled from the file.
- ☐ Step 9: The municipal clerk of the **losing municipality** forwards the original GAB-131s to the municipal clerk of the **gaining municipality**.

- ☐ Step 10: The municipal clerk of the **losing municipality** forwards a list of affected voters with valid absentee applications to the municipal clerk of the **gaining municipality**. If the municipal clerk of the **losing municipality** uses SVRS to track absentee applications and ballots the applications need to be **Cancelled**.
- ☐ Step 11: The municipal clerk of the **gaining municipality** notifies voters affected by the annexation that if they had a valid application for an absentee ballot with the losing municipality they will need to reapply with the municipal clerk of the gaining municipality.
- ☐ Step 12: The municipal clerk of the **gaining municipality** contacts the GAB Help Desk and completes the changes to address ranges in the SVRS. If there any affected voters, the municipal clerk of the gaining municipality refers to the list generated in Step 6 to ensure all voters were properly moved.

Note: These changes move the address ranges from the losing to the gaining municipality so the affected voters do not have to reregister. See the section below, How Annexations are processed in SVRS, for further details.

- ☐ Step 13: The municipal clerk of the **gaining municipality** notifies the affected voters of their new polling place and any other district changes.

How Annexations are processed in SVRS:

Steps	Actions
1	Review existing District Combinations for your jurisdiction and identify additional district combinations if necessary. The GAB Help Desk will create any new District Combinations.
2	Call the GAB Help Desk (608-261-2028) and communicate the annexation and the affected jurisdictions. Both Clerks must sign and complete an Annexation Consensus Form (GAB-407) in order to proceed.
3	GAB will grant user access to the jurisdiction affected by the annexation for a period of 5 business days to complete the annexation.
4	Review existing street ranges for those which will be annexed. If a street range crosses the boundary of what will be annexed the address range must be split using the split address range wizard. (Instructions can be found in the <u>Address Ranges</u> chapter.)
5	Once all street ranges have been identified and prepared, select the Change Group Address Range quick task from the Address Ranges sub-node of the Main Menu (under Addressing and Districts).
6	Select the custom filter button to enter criteria to search for the specific street name or street names you wish to annex to another jurisdiction. Once the desired criteria have been entered, select the Use Filter option.
7	Search results from your filter will appear on the screen. Review each item displayed in the search results for those desired for redistricting. Confirm those address ranges by selecting the address range and checking the left-most check box.

8	<p>To annex the ranges to another municipality, select the "Move to Another Jurisdiction" checkbox.</p> <ul style="list-style-type: none"> ➤ By selecting the "Move to Another Jurisdiction" checkbox, a warning box will appear. If only the address ranges being annexed have been checked select the OK button.
9	<p>In the Jurisdiction box on the lower right, select the jurisdiction annexing the address ranges (the jurisdiction the ranges are moving to). Continue by selecting the Next button.</p>
10	<p>The Group Address Range - Parameters and Options window should now open. The dropdown list contains district combos for the jurisdiction previously selected in step 9. Select the district combo which the street ranges will be annexed to in the new jurisdiction.</p>
11	<p>In the dropdown box titled Specify a Reason, select the Redistricting/Annexation option.</p>
12	<p>Select "Next" to open the Change Results window. Select "Next" again to open the "Finish Group Address Changes" window, and select "Finish".</p>
13	<p>After a waiting period, the batch process is run and the changes will be applied. After this point the street ranges and the attached voters will no longer display in the losing municipality.</p>
14	<p>After step 13, the gaining municipality should open up all Polling Place Assignment Plans for that jurisdiction, and use the "Recruit" panel to add any new ward(s) to the proper polling place(s). If this step is not completed, the new wards will not appear on the poll list for future elections. A Normal Polling Place needs to be assigned to the new ward(s) under the Addressing and Districts node. Reporting Unit Plans should also be updated.</p>
15	<p>Modify street ranges as necessary</p> <ul style="list-style-type: none"> ➤ <i>Tip: To correct group address ranges moved in to an incorrect district combo, follow the Change Group Address Range instructions above (Steps 5-7 & 10-12). Do not select the move to another Jurisdiction option.</i>
16	<p>Communicate completion of the annexation to the GAB Help Desk.</p>