

**RESOLUTION SUPPORTING THE MEMO OF UNDERSTANDING BETWEEN
THE COUNTY OF DOOR AND THE TOWN OF LIBERTY GROVE FOR THE
STATEWIDE
VOTER REGISTRATION SYSTEM**

RESOLUTION # 4-05

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin State Elections Board (SEB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, local units of government understand their obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, local units of government are required to maintain the local voter registration information within the centralized SVRS, or develop a sharing agreement with another municipality or county to accept this responsibility; and

WHEREAS, the County of Door will accept the responsibility and costs associated with developing, implementing and operating a voter registration system that is dependent upon the requirements of the system acquired by the State of Wisconsin.

NOW THEREFORE, BE IT RESOLVED, that the Town of Liberty Grove directs the Chair or Clerk to enter into a Memorandum of Understanding with the County of Door which will provide a more efficient and cost effective implementation of an SVRS that complies with the requirements of HAVA and, where appropriate, incorporates the sharing of technology and resources.

BE IT FURTHER RESOLVED that a copy of this resolution be sent to the State Elections Board in recognition of the Town of Liberty Grove fulfilling its HAVA requirements

SVRS ~ MOU
PO Box 7984
Madison, WI 53707~7984

**THE MEMO OF UNDERSTANDING BETWEEN
THE COUNTY OF DOOR AND THE TOWN OF
LIBERTY GROVE FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between the county of Door and the town of Liberty Grove (hereafter referred to as the "local unit of government") and the County of Door (hereafter referred to as the "provider unit of government") for the purpose of intergovernmental cooperation to implement the Statewide Voter Registration System (hereafter referred to as the "SVRS").

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The local unit of government and the provider unit of government understand that the State intends to maintain the official centralized database of voter registration information for the SVRS..

2. The local unit of government understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.

3. The provider unit of government understands the technology, technology maintenance, staffing, and training costs that are required to accept the responsibility of entering and maintaining the data within the SVRS.

4. Based on the above, the local unit of government herein declares its intention to utilize technology and resources of the provider unit of government to enter and maintain data within the SVRS.. It is the understanding of the local unit of government, that the provider unit of government accepts the technology and resource responsibilities for this sharing agreement as stated in Addendum A.

5. This agreement is valid from the date signed through December 31, 2007. In addition, this agreement will extend in successive 90 day increments unless officially terminated. This MOU may be terminated without cause by either party upon notice to the other and to the State Elections Board with a 90 day written notice by certified mail.

6. If terminated, the local unit of government has the sole responsibility to document that:

- (a) The local unit of government has purchased the appropriate equipment and validated with the State Elections Board that the local unit of government is capable of fulfilling the technology and resource responsibilities of the SVRS.
- (b) The local unit of government has validated with the State Elections Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

7. The provider unit of government, if requested, shall assist the local unit of government in the transfer of all responsibilities to the local unit of government. If the MOU is terminated, all duties and responsibilities of the provider unit of government shall transfer to the local unit of government effective on the date of termination.

8. The persons signing the MOU warrant that they have been authorized to enter into this Agreement by and on behalf of their respective parties and that they have full and complete authority to bind their respective parties by executing this Agreement.

IN WITNESS WHEREOF, the parties, intending to be legally bound, have executed this Agreement on the date(s) shown below.

The Town of Liberty Grove

The County of Door

Printed Name

CHARLES R. MOST, JR

Printed Name

Nancy A. Bemmann

Signature

Charles R. Most, Jr.

Signature

Nancy A. Bemmann

Title

CHAIRMAN

Title

Door County Clerk

Town of Liberty Grove

County of Door

Date: 7/12/05

Date: June 27, 2005

Addendum A - SVRS Roles and Responsibilities

Relier Roles and Responsibilities:

Voter Registration:

A clerk in a municipality with voter registration, if relying on the county for SVRS purposes, will have voter registration responsibilities nearly the same as those he or she would have if there were no SVRS. Clerks in the 1500 municipalities never before required to register voters, however, will learn a new set of processes. Generally, the relying clerk will be responsible for:

1. Collecting both in-person and mail-in registration applications;
2. Approving the application if complete and contacting the voter if not;
3. Maintaining the original application in his or her office;
4. Sending the provider a copy of the application quickly enough that the provider is able to enter the information into SVRS before the statutory deadline, which is: within 10 days of the relying clerk having initially received the application;
5. Delivering same day registration applications to the provider at the time he or she sends the ballots for the county canvass; and
6. Using a report the provider will send to verify the provider entered the correct data into the SVRS.

Absentee Ballots

All of Wisconsin's municipal clerks are familiar with absentee ballots, whether or not they have been required to register voters in the past. The SVRS does little to change the process. Generally, a relying clerk will be responsible for:

1. Receiving and logging requests for absentee ballots;
2. Sending the voter an absentee ballot and envelope;
3. Processing the returned envelopes and delivering them to poll places if complete;
4. Updating the Absentee Ballot Log with Election Inspector comments;
5. Sending the provider a list of dates on which the relying clerk received both absentee ballot requests and absentee ballot envelopes; and
6. Using a report the provider will send to verify the provider entered the correct data into the SVRS.

Elections Management

While this description only touches on a few of the many elections management functions a clerk performs, the same general pattern holds true: the SVRS changes few of a relying clerk's duties. For example, a relying clerk is still responsible for:

1. Identifying both the need for an election and the offices it will cover; the only new SVRS responsibility is to give the provider this information.
2. Receiving and approving candidate filings; the new SVRS responsibility is give the provider this information.
3. Determining municipal-level ballot placement; the new SVRS responsibilities are to inform the provider and verify that he or she has followed your instructions for ballot placement.

Provider Roles and Responsibilities:

A provider will have duties that are technical, logistical and process-related.

Technical

It will be a provider's responsibility to meet the baseline hardware, software, and connectivity requirements needed to use the SVRS.

Logistical

A provider will be charged with training and maintaining a staff sufficient to handle the incoming elections-related requests from relier municipalities. Clerk and staff training will occur for each provider as its group's go live date approaches.

Process-related

A provider is responsible for these process-related aspects of SVRS use:

1. Entering relier information into the SVRS before the applicable statutory deadline - This means entering data related to both voter registration and elections management, including absentee balloting, candidate filings, poll-worker contact information, ballot placement, etc.
2. Generating reports reflecting changes made to the voter records in a relaying clerk's municipality
3. Generating other reports as requested by relier clerks
4. Printing poll lists
5. Printing absentee ballot lists