

# State of Wisconsin \ Government Accountability Board

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Director and General Counsel

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## MEMORANDUM

**DATE:** June 4, 2013

**TO:** Wisconsin County Clerks  
Wisconsin Municipal Clerks  
City of Milwaukee Election Commission  
Milwaukee County Election Commission

**FROM:** Michael Haas  
Elections Division Administrator

Allison Coakley  
Training Officer

**SUBJECT:** Absentee Voting in Nursing Homes, Retirement Homes and Adult Care  
Facilities Manual

At the May 21, 2013 Board Meeting, the Board approved proposed language presented by Elections Division staff for a revised *Absentee Voting in Nursing Homes, Retirement Homes and Adult Care Facilities* manual. The manual is available on the agency website, under the "Publications" link: <http://gab.wi.gov/publications/manuals>.

The staff team which worked on this project believes that the feedback and revisions have resulted in a document that provides more comprehensive and clear guidance to clerks, SVDs, voters, and the public than has previously been available regarding absentee voting in nursing homes and other adult care facilities. As with other guidance issued by staff, the manual attempts to balance presenting information in a readable and understandable format while accurately describing the intricacies of the election laws.

Elections Division staff intends to distribute the manual to state agencies and other organizations that work with individuals residing in these types of facilities and encourage county and municipal clerks to do so as well.