

State of Wisconsin \ Government Accountability Board

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DATE: October 30, 2012

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

FROM: Nathaniel E. Robinson
Election Division Administrator
Government Accountability Board

SUBJECT: Strategic Communication Plan and Government Accountability Board (G.A.B.)
Extended Hours of Operation for the 2012 General and Presidential Election.

In preparation for the 2012 General and Presidential Election, we wanted to take a moment to emphasize the importance of a sound communication plan for Election Day. We are asking for municipal and county clerks to review the contact information on file with the G.A.B. available on our website here: <http://gab.wi.gov/clerks/directory>.

If you need to update your contact information, you can do so by completely filling out a GAB-362 Clerk Contact Information Update Form available online at: <http://gab.wi.gov/forms/gab-362>.

In addition to this basic contact information, it is critical that municipalities, counties and G.A.B. staff can reach each other throughout Election Day during all hours that the polls are open (7:00 a.m. to 8:00 p.m.). To ensure that each county clerk is able to reach any of their respective municipal clerks as needed, especially after 4:30 p.m., we recommend that county clerks obtain emergency Election Day contact information for all of the municipal clerks in their county. On each Election Day we find that it is necessary to contact local officials after business hours and the number we have on file may not be the best way to reach you.

If G.A.B. needs to reach a municipal clerk, we will first try the office number. If that attempt is unsuccessful, we make a call to the county clerk and ask the county clerk to assist us by contacting the municipal clerk and asking the municipal clerk to get in touch with us. Ensuring that we can communicate quickly and effectively will accomplish the following goals:

- Identify and rapidly respond to issues that occur in a particular polling place or municipality.
- Identify and rapidly respond to statewide Election Day issues.
- Quickly and accurately resolve issues for voters, poll workers, chief inspectors, clerks, and staff.

Friendly Reminder: Please review our extended hours schedule before, during and after the Election at <http://gab.wi.gov/node/2615>.

We wish you a problem-free Election Day. Should you have questions, please do not hesitate to contact our Help Desk at GABHelpDesk@wi.gov, or (608) 261-2028. Thank you.