

State of Wisconsin\Government Accountability Board

212 East Washington Avenue, 3rd Floor
Post Office Box 7984
Madison, WI 53707-7984
Voice (608) 261-2028
Fax (608) 267-0500
E-mail: gab@wisconsin.gov
http://gab.wi.gov



JUDGE GERALD C. NICHOL
Chair

KEVIN J. KENNEDY
Director and General Counsel

MEMORANDUM

DATE: November 19, 2015

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

FROM: Michael Haas
Elections Division Administrator

Jodi Kitts
SVRS/WisVote Elections Specialist

SUBJECT: Request to Municipalities to Provide Municipal Office Information

The following communication was emailed to all municipal clerks on November 19, 2015:

In preparation for the new WisVote system, we need information from all municipalities on your municipally elected offices.

Using the information you provide, WisVote will set up contests for you automatically. Please help us gather this information so we can save you time later. Even if you are a Relier, we still need you to provide this information; every municipality has offices that we need to confirm so they appear correctly in WisVote.

Please provide the following information:

1. What offices in your municipality are elected?

Please include municipal board positions (town board, village board, city alders), as well as municipal officers (mayor, president, chairperson, clerk, treasurer, assessor, judge, constable). If you have any combined offices, i.e.: clerk/treasurer, please provide that information as well.

For multiple seat offices, such as municipal boards, please include all of the seats on the board.

All office names provided should be exactly as you want them to appear on the ballot.

2. Do you combine contests?

Do you elect your board members in a combined contest that includes multiple seats (such as Vote for not more than 3) or are they elected in individual contests (one contest per seat)?

3. What are the term lengths?

Please provide us the number of years that each office normally holds. Do not include temporary appointments or shorted terms due to special elections; just the normal term lengths will be sufficient.

4. When were the offices last up for election, and when are they up for election next?

Please provide the year each office was last elected at a regular election (not special election) and please provide the year it will next be up for a regular election, regardless of whether a vacancy was created in the meantime.

5. You do NOT need to provide information the following information:

- Multi-Jurisdictional Judges
- Sanitary District Commissioners
- School District information
- Offices that are appointed rather than elected
- Names of current office holders

6. Please use the attached template (from your email) to enter your information.

Or, if you already have documentation on your elected offices, you can simply attach it to your email reply instead of using the template, as long as it includes all the information we need.

Please reply directly to the email sent with attached information no later than Friday, December 4, 2015.

REMINDER: Please do NOT include appointed offices.

Because of the need for complete and timely information to complete the development of our WisVote system, we are sending this by email directly to all municipal clerks, with a copy to each county clerk. We are also posting this request as a High Priority Clerk Communication on our website. If you have questions regarding the information we are seeking, please contact Jodi Kitts, SVRS/WisVote Election Specialist, at 608-261-2011.