

## REGISTRATION FORM 1760

### 2007-2008 – WisLine Teleconference Series

Participation in any of these WisLine programs costs \$20, which includes the written materials. Materials will be sent to the site if you register at least 10 days prior, or to your address if you register late. Cancellations must be received 10 days prior in order to receive a refund.

Other learning options available a few days after the live WisLine:

- Purchase a WisLine Materials Bundle, which includes the print materials and your choice of an audio cassette or CD. Call (608) 262-9961 or visit

[www.uwex.edu/lgc/materials](http://www.uwex.edu/lgc/materials)

- Purchase audiostreamed program online at [www.uwex.edu/lgc/stream](http://www.uwex.edu/lgc/stream)

WisLine Location (see back panel) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Government Unit \_\_\_\_\_

Check session(s) you wish to attend at \$20 each:

- |  |  |
|--|--|
| <input type="checkbox"/> Sept. 25 (Gov Acctblty Brd) | <input type="checkbox"/> Apr 15 (Fall Elections)   |
| <input type="checkbox"/> Nov. 6 (Spring Ballot)      | <input type="checkbox"/> May 13 (Cmpgn Fince Rpts) |
| <input type="checkbox"/> Nov 27 (Caucus Prcdrs)      | <input type="checkbox"/> May 20 (Absentee Voting)  |
| <input type="checkbox"/> Jan 15 (Sprng Clrks Duties) | <input type="checkbox"/> May 22 (Nuts and Bolts-   |
| <input type="checkbox"/> Jan 29 (Clrks Train Plwrks) | Filling Out Cmpgn Fince Rpts)                      |
| <input type="checkbox"/> March 11 (Recount How-To's) |  |

Mail form and fee to:

WisLine Registrations  
Dept. 111, Room 139  
702 Langdon Street  
Madison, WI 53706

Or register by fax (800) 741-7416, or phone (608) 262-0810, using credit card for payment.

For questions only (no registration): (608) 262-9961

Method of payment: Visa  MC  Am. Exp.

Credit Card # \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Exp. Date \_\_\_\_\_

Bill me  Check enclosed

(Make check payable to UW-Extension)

## CONDUCTING LOCAL ELECTIONS

### 2007-08 WisLine Teleconference Series

Presenters for the following WisLine Series will be representatives from the Wisconsin Government Accountability Board

**September 25, 2007** (Tuesday), 10:30 – 11:50 a.m. – **THE GOVERNMENT ACCOUNTABILITY BOARD AND OTHER CHANGES AND HOW THEY AFFECT YOU** (#1760-1) – It's said that "change is good." Whether you believe that or not, we've all experienced our share. Now the Elections Board has combined with the Ethics Board to form the Government Accountability Board. Find out what this means to you, and glimpse what's on the horizon in the upcoming presidential year.

**November 6, 2007** (Tuesday), 10:30 – 11:50 a.m. – **GETTING CANDIDATES ON THE SPRING BALLOT** (#1760-2) – Check out the procedures for getting local candidates on the ballot when nomination papers are used. Also, this is your time to share your questions and our answers relating to the upcoming spring filing deadline for local candidates.

**November 27, 2007** (Tuesday), 10:30 – 11:50 a.m. – **CAUCUS PROCEDURES FOR TOWNS AND VILLAGES** (#1760-3) – There really is a proper way to conduct a caucus! Here's an opportunity to find out what to do and what not to do, based on the experience of others.

**January 15, 2008** (Tuesday), 10:30 – 11:50 a.m. – **SPRING ELECTIONS/CLERK'S DUTIES** - (#1760-4) – A review of duties such as issuing absentee ballots, handling write-in candidates, election results, municipal boards of canvassers and issuing certificates of election. We'll also discuss the Presidential Preference Vote.

**January 29, 2008** (Tuesday), 10:30 – 11:50 a.m. – **MUNICIPAL CLERKS-HOW TO TRAIN YOUR POLLWORKERS** (#1760-5) – A guide to instructing election inspectors in the performance of election-day activities such as registering voters, handling absentee ballots, challenging electors, documentation, completing forms and distribution of election-day materials.



**March 11, 2008** (Tuesday) 10:30 – 11:50 a.m. – **RECOUNT HOW-TO'S** (#1760-6) – Learn what to do for a recount. Get pointers to make your job easier, gathered from those who have actually lived through one. For those who anticipate a close race for an office up for election, or for those who just wish to be prepared.



**April 15, 2008** (Tuesday), 10:30 – 11:50 a.m. – **FALL ELECTIONS-THE PECULIARITIES AND DIFFERENCES** (#1760-7) – The partisan primary is very different from other elections. The general election has its own idiosyncrasies. Learn about counting votes at the partisan primary and general election, and understand the proper way to report results.

**May 13, 2008** (Tuesday), 10:30 – 11:50 a.m. – **NUTS AND BOLTS OF FILLING OUT CAMPAIGN FINANCE REPORTS** (#1760-8) – Everything candidates and treasurers need to know about complying with campaign finance law.

**May 20, 2008** (Tuesday), 10:30 – 11:50 a.m. – **ABSENTEE VOTING-EMPHASIS ON THE SPECIAL REQUIREMENTS ASSOCIATED WITH MILITARY AND OVERSEAS VOTERS** (#1760-9) – Do you know the difference between a military elector and an overseas elector? Are you following all the procedures associated with military and overseas electors? Gain understanding about the statutory requirements and the "whys" behind them.

**May 22, 2008** (Thursday), 10:30 – 11:50 a.m. – **NUTS AND BOLTS OF FILLING OUT CAMPAIGN FINANCE REPORTS** (#1760-10) – Are you a county political party treasurer? A political action committee treasurer? Here's a chance for help with your campaign finance reports.

### WHAT IS A WISLINE?

A WisLine is a **live teleconference** offered by the University of Wisconsin-Extension. You pre-register by mail, fax or phone to attend at a public WisLine site convenient to you. The day of the program, you will go to a room set up for two-way sound communication. Because there is no visual presentation in these teleconferences, you will receive a packet of printed materials that will be referred to throughout the program and that you can take home.

This series of ten programs is designed to keep local government officials up to date on the administration of elections in Wisconsin. Current procedures and processes for officials involved in conducting elections will be discussed by representatives from the Wisconsin Government Accountability board. Each session will provide ample opportunity for participant questions and comments. Programs will be moderated by UW-Extension's Local Government Center staff.

#### Training Requirements Municipal Clerks and Chief Election Inspectors

All sessions may be used to partially fulfill the elections training requirements of municipal clerks.



The March 11 and April 15 sessions count toward the training requirements for recertification of chief election inspectors.

## WISLINE PUBLIC SITES

*Individual sites may not be available for every program. Please contact the site in your area well in advance of your program to verify room availability and directions.*

4000	Adams	Adams County Extension	608-339-4237
4007	Alma	Buffalo County Courthouse	608-685-6256
4038	Antigo	Langlade County Extension Office	715-627-6236
4050	Appleton	Outagamie County UWEX	920-832-5121
4001	Ashland	Ashland County Courthouse	715-682-7017
4069	Baldwin	St. Croix County Ag Center	715-684-3301
4055	Balsam Lake	Polk County Gov. Bldg.	715-485-8600
4064	Baraboo	Sauk County UWEX	608-355-3250
4003	Barron	Barron County UWEX	715-537-6250
4031	Black River Falls	Jackson County Extension Office	715-284-4257
4009	Chilton	Calumet County Courthouse	920-849-1450
4010	Chippewa Falls	Chippewa County Courthouse	715-726-7950
4025	Crandon	Forest County Courthouse	715-478-2212
4037	Darlington	LaFayette County Ag Center	608-776-4820
4029	Dodgeville	Iowa County UWEX	608-935-0391
4052	Durand	Pepin County Government Center	715-672-5214
4073	Eagle River	Vilas County Courthouse	715-479-3648
4022	Eau Claire	Eau Claire County UWEX	715-839-471
4075	Elkhorn	Walworth County UWEX	262-741-4951
4053	Ellsworth	Pierce County Office Building	715-273-6781
4023	Florence	Florence Resource Center	715-528-4480 x49
4024	Fond du Lac	UWEX-Fond du Lac	920-929-3170
4005	Green Bay	Brown County Ag. & Extension Center	920-391-4650
4028	Green Lake	Green Lake County Courthouse	414-294-4032
4065	Hayward	Sawyer County Courthouse	715-634-4839
4030	Hurley	Iron County Courthouse	715-561-2695
4061	Janesville	Rock County Courthouse	608-757-5690
4032	Jefferson	Jefferson County UWEX	920-674-7296
4017	Juneau	Dodge County Admin. Building	920-386-3790
4044	Keshena	Menominee County Courthouse	715-799-4654
4035	Kewaunee	Kewaunee County Courthouse	920-388-7141
4036	La Crosse	La Crosse County UWEX	608-785-9593
4062	Ladysmith	Rusk County Courthouse	715-532-2151
4026	Lancaster	Grant County UWEX	608-723-2125
4015	Madison	The Pyle Center	608-262-0753
4040	Manitowoc	Manitowoc County UWEX	920-683-4169
4042	Marinette	Marinette County	715-732-7510

4033	Mauston	Courthouse	
4070	Medford	Juneau County UWEX	608-847-9329
		Taylor County USDA Service Center	715-748-3327
4020	Menomonie	Dunn County Ag Center	715-232-1636
4021	Menomonie	UW-Stout	715-232-5239
4039	Merrill	Lincoln County UWEX	715-536-0304
4027	Monroe	Green County UWEX	608-328-9440
4043	Montello	Marquette County Services Center	608-297-9153 x 3
4011	Neilsville	Clark County Courthouse	715-743-5121
4048	Oconto	Oconto County Courthouse	920-834-6845
4083	Oshkosh	Winnebago County UWEX	920-232-1980
4058	Phillips	Price County UWEX	715-339-2555
4051	Port Washington	Ozaukee County Admin. Center	262-284-8288
4013	Portage	Columbia County Annex Building	608-742-9688
4014	Prairie du Chien	Crawford County UWEX	608-326-0223
4088	Reedsburg	Reedsburg Public Library	608-768-7323
4049	Rhineland	Oneida County UWEX	715-365-2750
4060	Richland	Richland County UWEX Center	608-647-6148
4054	River Falls	UW-River Falls	715-425-3256
4067	Shawano	Shawano County Courthouse	715-526-6136
4068	Sheboygan Falls	Sheboygan UWEX	920-467-5740
4008	Siren	Burnett County Government Center	715-349-2151
4047	Sparta	Monroe County UWEX	608-269-8722
4077	Spooner	Washburn County UWEX	715-635-4444
4056	Stevens Point	Portage County UWEX	715-346-1316
4018	Sturgeon Bay	Door County/City Library	920-746-2261
4019	Superior	Douglas County UWEX	715-395-1363
4072	Viroqua	Vernon County Extension Office	608-637-5276
4004	Washburn	Bayfield County Courthouse	715-373-6104
4080	Waukesha	Waukesha County Admin Center	262-548-7770
4081	Waupaca	Waupaca County Courthouse	715-258-6231
4041	Wausau	Marathon County UWEX	715-261-1231
4082	Wautoma	Waushara County Courthouse	920-787-0416
4045	West Allis	Milwaukee County Extension	414-290-2430
4079	West Bend	Washington County UWEX	262-335-4480
4071	Whitehall	Trempealeau County Courthouse	715-538-2311
4085	Wisconsin Rapids	Wood County Courthouse	715-421-8440

*UW-Extension provides equal opportunities in employment and programming, including Title IX requirements.*

**University of Wisconsin Extension  
Local Government Center  
610 Langdon St., Rm. 229  
Madison, WI 53703-1195**



## CONDUCTING LOCAL ELECTIONS

**A WisLine Teleconference Series  
2007-2008**

**INCLUDING SPECIAL SESSIONS FOR  
CHIEF ELECTION INSPECTOR  
RECERTIFICATION**



Sponsored by:  
UW-Extension Local Government Center  
League of Wisconsin Municipalities  
Wisconsin Counties Association  
Wisconsin Towns Association  
UW-Extension County Offices  
Wisconsin Government Accountability Board