



Wisconsin Elections Commission

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DATE: April 10, 2020

TO: All Wisconsin Municipal, County and School District Election Officials

FROM: Meagan Wolfe
Administrator

SUBJECT: County and School District Canvass Procedures – Meeting deadline moved to 9:00 a.m. on Thursday, April 16, 2020

The Wisconsin Elections Commission (WEC) is advising that county and school district canvass boards shall convene no later than 9:00 a.m. on Thursday, April 16, 2020.

As you are aware, the deadline for the receipt of mailed-in absentee ballots for the Spring Election has been extended by federal court order to 4:00 p.m. on April 13, 2020. As would normally be done on Election Night, unofficial results will be tabulated and posted following that deadline. Municipal canvass boards will then complete the official canvass of municipal offices either the same evening or in the subsequent days.

Based on feedback from some clerks, the WEC has concluded that it may be impossible for some municipalities to complete their official canvass and deliver all required materials to the county clerks and school district clerks in time for those canvass boards to convene in time to comply with the statutory deadlines. Under the current circumstances, the WEC does not believe it is necessary to require county and school district canvass boards statewide to convene by the statutory deadline simply to adjourn because no work could be completed to complete the canvass. While the deadlines for starting the canvass board meetings are being extended, the WEC encourages counties and school districts to convene as soon as possible in order to complete the process in time for elected officials to be determined by the beginning of their terms.

County Board of Canvassers (CBOC) Meeting

The statutory deadline for the County Board of Canvassers to meet is 9:00 a.m. on Tuesday, April 14th. This may not be possible due to the MBOCs inability to meet before 4 p.m. on Monday, April 13th. Counties may also not have all of the materials they need to begin or complete their canvass by 9:00 AM on Tuesday.

- The CBOC may convene as soon as all materials have been delivered by the municipal clerks, with proper notice.

Wisconsin Elections Commissioners

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Meagan Wolfe

- New terms for some offices begin on the 3rd Tuesday in April, so meeting as soon as possible is important due to the 3-day waiting period to certify if there are candidates eligible to petition for a recount.
- If the CBOC wishes to begin the county canvass before original documents are delivered, the county clerk may obtain electronic copies of the poll list, inspectors' statements, machine tapes and tally sheets from the municipalities for this purpose until the original materials are received.
- The CBOC may convene no later than 9:00 a.m. on Thursday, April 16, 2020. The county clerk should be in contact with municipal clerks to determine the progress of the MBOC and projected time that materials will be delivered or available.
- The county clerk shall notice the meeting of the CBOC for no later than 9:00 a.m. on Thursday, April 16th.

School District Board of Canvassers (SDBOC) Meeting

The statutory deadline for the SDBOC to meet is 9:00 a.m. on Tuesday, April 14th. This may not be possible due to the MBOCs inability to meet before 4 p.m. on Monday, April 13th. School District clerks may not have all of the materials they need to begin or complete their canvass by 9:00 AM on Tuesday.

- The SDBOC may convene as soon as all materials have been delivered by the municipal clerks, with proper notice.
 - If the SDBOC wishes to begin the school district canvass before original documents are delivered, the school district clerk may obtain electronic copies of the poll list, inspectors' statements, machine tapes and tally sheets from the municipalities for this purpose until the original materials are received.
- The SDBOC may convene no later than 9:00 a.m. on Thursday, April 16, 2020.
- The SDCBOC may convene no later than Thursday, April 16, 2020. The school district clerk should be in contact with municipal clerks to determine the progress of the MBOC and projected time that materials will be delivered or available.

If you have questions regarding this memo, please contact the Help Desk at 608-261-2028 or elections@wisconsin.gov.