



2/14/19

Advisory Committee Concept

BACKGROUND: While the WEC has always solicited ideas from local officials, no formal process currently exists for state and local authorities to jointly plan, prioritize, and implement future election initiatives. This concept proposes the creation of three Committees to enhance election planning: (1) Security; (2) Communications; and (3) Clerk Training.

PURPOSE: Increase collaboration between State and local government in order to improve communication, maximize election security, increase the engagement of local government, and ensure the WEC is providing user-focused service.

IMPLEMENTATION:

I. Concept:

- A. Composition. Each of the three Committees will consist of:
 1. 3 clerk representatives each from the WMCA, WTA, and WCCA, selected by their respective association.
 2. 6 clerk representatives selected by the WEC from an open call for volunteers.
 3. Representatives from the WEC designated by the WEC Administrator.
- B. Each Committee will convene at least quarterly. At least one meeting per year will be in person and all other meetings may be by conference call. Committees have discretion to schedule additional meetings as needed.
- C. Each Committee is tasked with developing, prioritizing, and implementing election initiatives related to their assigned subject: security, communications, or clerk training. Committees will work together when appropriate. All Committee members will participate in all three phases (development, prioritization, implementation) of any initiative. The intent of the Committees is to act, not merely to discuss.

II. Responsibilities:

- A. Wisconsin Elections Commission
 1. Schedule all meetings and determine the meeting type (teleconference or in person).
 2. Provide or arrange necessary space or technical resources to host the meeting.
 3. Provide public notice of all meetings and publish a meeting agenda.
 4. Where possible, provide financial resources to facilitate the Committees' activities.
 5. Create and maintain records of all Committee activities.
- B. Respective Associations (WMCA, WTA, WCCA)
 1. Select their designated representatives for the Committees.

2. Replace Committee vacancies as needed.
 3. Where possible, provide resources to facilitate the activities of their Committee representatives.
- C. General Guidance:
1. Committee members should be volunteers willing to learn more about election processes and share their perspective as election officials.
 2. The Committees need members with a diverse range of backgrounds; clerks without prior technical or subject matter experience are encouraged to join.
 3. Committee members should serve on the Committee for at least one year.
 4. In person meeting locations will be selected to minimize travel difficulty for all participants.
 5. Clerks interested in participating on a Committee please see the attached application guide.
 6. Timeline:
 - February 8, 2019 WEC and Association Leadership agree on Committee structure and initial guidance. Associations begin work to identify their representatives.
 - February 14, 2019 WEC call for volunteers.
 - February 28, 2019 Committees' first meetings (teleconference Madison, WI).

COORDINATION:

- A. Communication
1. The WEC will notice all meetings, and provide a means to monitor teleconference discussions, to ensure compliance with the Wisconsin Open Meetings Law. Wis. Stat. § 19.81.
 2. The Committees shall meet in closed session when appropriate and as necessary pursuant to the Open Meetings Law. Wis. Stat. § 19.81(1)(d).
 3. The Committees will keep the WEC Administrator and Association leadership advised of Committee activities and provide an informal report after each Committee meeting.
- B. Structure
1. The WEC will provide a chief presiding officer for each meeting for the purposes of the Wisconsin Open Meetings Law and in order to facilitate an organized discussion.
 2. All Committee members will have equal opportunity in Committee meetings.
 3. All Committee feedback will be considered by the WEC. The WEC Administrator and the Commission have final authority to approve, modify, or reject the proposals of the Committees.



Elections Advisory Committees

How to Participate

Clerks interested in participating on an advisory committee should provide the information below in an e-mail to robert.kehoe@wisconsin.gov.

1. Name
2. Job Title with jurisdiction
3. Committee(s) you are interested in (Communication, Security, and/or Training)
4. Years of experience as a clerk
5. Approximate population of your municipality, township, or county
6. Anything you'd like the WEC to know about your interest in any committee