

State of Wisconsin \ Government Accountability Board

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Chairperson

KEVIN J. KENNEDY
Director and General Counsel

DATE: October 14, 2013

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

FROM: Allison Coakley
Elections Training Coordinator
Government Accountability Board

SUBJECT: Closing Out 2013 – What Clerks Need to Know

Last month, the G.A.B. launched its second year of election administration education and training using webinar programming. The second webinar in our “Building on the Basics” series is:

Webinar for County and Municipal Clerks
Closing Out 2013 – What Clerks Need to Know
Wednesday, October 16, 2013, 9:00 a.m. – 11:00 a.m.
Web link: <https://www1.gotowebinar.com/register/583325305>

The **Closing Out 2013 – What Clerks Need to Know** Webinar will cover specific topics related to the duties and responsibilities of election officials that merit additional clarification, based on feedback we have received from county and municipal clerks:

- Calendar of Election and Campaign Events
- Appointing Election Officials for 2014-2015
- Training Requirements
- Publishing Notices
- Ballot Access
- Notification of Noncandidacy
- Cost of Elections
- Record Retention
- Campaign Finance Information

Reference materials for the webinar have been posted on our website as an attachment. The webcast will be posted by the Thursday following the session on the G.A.B. website for clerks to use for their own education: <http://gab.wi.gov/clerks/education-training/webinars>. The training counts toward clerk recertification whether you participate in the live webinar or review the recording at a later date.

Live Webinar Requirements

You must be able to view videos on your computer, using a media application such as Windows Media Player. You will be connected to audio using your computer’s speakers. If you are unable to access the audio over your computer speakers, you may select “Use Telephone” after joining the webinar. Using the telephone for audio is a toll charge. If you have questions about the technical aspects of the webinar, please contact the Help Desk at gabhelpdesk@wi.gov or (608) 261-2028.

The webinar has a maximum of 500 participants. In response to input from clerks, phones will be muted to reduce ambient noise. Questions may be typed in and will be answered by G.A.B. staff for the benefit of the participants as time allows. A list of Frequently Asked Questions (FAQs) generated from the webinar will be posted after the webcast.

We look forward to you joining us for the webinar on Wednesday. If you have ideas or suggestions for future webinar topics, please contact me: allison.coakley@wi.gov or (608) 261-2033. Thank you.

cc: Kevin J. Kennedy
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