

State of Wisconsin\Government Accountability Board

212 East Washington Avenue, 3rd Floor
Post Office Box 7984
Madison, WI 53707-7984
Voice (608) 266-8005
Fax (608) 267-0500
E-mail: gab@wisconsin.gov
<http://gab.wi.gov>



JUDGE MICHAEL BRENNAN
Chair

KEVIN J. KENNEDY
Director and General Counsel

MEMORANDUM

TO: Members, Ad-Hoc Clerk Communication Advisory Committee

FROM: Nathaniel E. Robison, Elections Division Administrator
Wisconsin Government Accountability Board

DATE: July 3, 2009

SUBJECT: Charge Statement to the Ad-Hoc Clerk Communication Advisory Committee

Once again, thank you for agreeing to serve on our ad-hoc committee that will advise us on improving communications with county and municipal clerks.

The Charge to this Committee is straightforward. We are seeking your advice on how we can best convey information to you -- county and municipal clerks -- in a clear, concise, timely and effective manner, without overburdening or overwhelming our valued election partners. We are looking to you to help us achieve this shared goal.

There are four proposed principal elements to the plan drafted by G.A.B. staff:

1. Improve website appearance and navigability
2. Internal communication procedures (quality control before communication is sent)
3. External communication (how best to present the information via the website and/or email)
4. External communication with technologically disadvantaged clerks.

Some questions that you may wish to consider as we go through the proposed communication procedures are:

1. Are the proposed staff procedures reasonable? Will they be effective?
2. Is there a problem that has not been addressed?
3. What, if anything, is missing?
4. Are there other suggestions that will improve the staff procedures?

We appreciate your willingness to serve, and we are grateful for the time and commitment that you are making to assist us on this very important step toward a better relationship with our county and municipal partners.

cc: Kevin J. Kennedy Diane Lowe
Director and General Counsel Lead Elections Specialist
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