

2013-2014 DRAFTING INSERT
FROM THE
LEGISLATIVE REFERENCE BUREAU

this insert
LPS: pull from
Folder for
* CRB-0266 *

INS ANAL JTK:

* Currently, counties, municipalities, and special purpose districts share responsibility for administering elections in their jurisdictions. For purposes of election administration, county clerks are responsible for county functions except that, in counties having a population of more than 500,000 (Milwaukee), county election functions are delegated by law to a bipartisan board of election commissioners. The board of election commissioners may hire an individual to serve as its executive director, whose employment and removal is subject to civil service standards. This bill provides that each county clerk shall serve as chief election officer of the county in which the clerk serves. The bill does not change the distribution of election administration functions ~~between~~ governmental units. The bill also provides that, in counties having a population of more than 500,000, the county clerk shall serve as the executive director of the board of election commissioners. The change is effective on the day ~~the~~ bill becomes law. among on which

County

INS 1-7:

SECTION 1. 7.21 (2) of the statutes is amended to read:

7.21 (2) The county clerk shall serve as executive director of the county board of election commissioners may hire ~~an executive director who~~. The clerk shall perform whatever duties the board of election commissioners assigns to him or her. ~~The county board shall determine the salary of that executive director. Appointment and removal of that executive director shall be subject to civil service standards. An executive director of the city board of election commissioners shall be appointed under s. 62.51.~~

History: 1973 c. 334; 1979 c. 89; 1983 a. 36; 1983 a. 484 s. 172 (1), (2); 1985 a. 304 ss. 81, 155; 1987 a. 382; 1999 a. 150 s. 672; 1999 a. 182; 2007 a. 1.

INS 5-13:

SECTION 2. 59.23 (2) (i) of the statutes is created to read:

59.23 (2) (i) Chief election officer ~~election duties~~ Serve as the chief election officer of the county. ✓

Perform all duties that are imposed on the clerk in relation to the preparation and distribution of ballots and the canvass and return of votes at general, judicial, and special elections, and NOC

INSERT 5-22

Section #. 59.23 (2) (n) of the statutes is amended to read:

59.23 (2) (n) ~~Taxes, election duties.~~ Perform all duties that are imposed on the clerk in relation to the assessment and collection of taxes, ~~and to the preparation and distribution of ballots and the canvass and return of votes at general, judicial and special elections.~~

History: 1995 a. 201 ss. 261, 263, 264, 275; 1995 a. 225 ss. 147 to 150; 1997 a. 27; 1999 a. 9.

Sec. #; CR; 59.23 (2) (n m) ✓
 59.23 (2) (n m) Timber harvest notices; Provide notice to a town chairperson regarding the harvesting of raw forest products, as described in D. 26.03 (1m) (a) 2. ✓

(end ins 5-22)



State of Wisconsin
2013 - 2014 LEGISLATURE



LRB-2666/P2

MES&JTK:jld:jm

2013 BILL

PM

PRELIMINARY DRAFT - NOT READY FOR INTRODUCTION

WANTED: Tues 9/24
9 a.m.

repen

4

1 AN ACT *to repeal* 59.23 (2) (j) and 59.23 (2) (k); *to renumber* 59.23 (2) (d); *to*
2 *amend* 7.21 (2), 59.23 (1) (a), 59.23 (1) (b), 59.23 (1) (c), 59.23 (2) (a), 59.23 (2)
3 (b), 59.23 (2) (c), 59.23 (2) (d) (title), 59.23 (2) (e), 59.23 (2) (f), 59.23 (2) (h), 59.23
4 (2) (m) 2., 59.23 (2) (n), 59.23 (2) (q), 59.23 (2) (r), 59.23 (2) (s) and 889.04; and
5 *to create* 59.23 (2) (cm), 59.23 (2) (d) 2., 59.23 (2) (de), 59.23 (2) (dg), 59.23 (2)
6 (di), 59.23 (2) (i) and 59.23 (2) (nm) of the statutes; **relating to:** modifying the
7 duties of a county clerk and staffing of a board of election commissioners in
8 populous counties.

Analysis by the Legislative Reference Bureau

Currently, counties, municipalities, and special purpose districts share responsibility for administering elections in their jurisdictions. For purposes of election administration, county clerks are responsible for county functions except that, in counties having a population of more than 500,000 (Milwaukee County), county election functions are delegated by law to a bipartisan board of election commissioners. The board of election commissioners may hire an individual to serve as its executive director, whose employment and removal is subject to civil service standards. This bill provides that each county clerk shall serve as chief election officer of the county in which the clerk serves. The bill does not change the

INS
ANL

distribution of election administration functions among governmental units. The bill also provides that, in counties having a population of more than 500,000, the county clerk shall serve as the executive director of the board of election commissioners. The change is effective on the day on which the bill becomes law.

For further information see the *local* fiscal estimate, which will be printed as an appendix to this bill.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

1 **SECTION 1.** 7.21 (2) of the statutes is amended to read:

2 7.21 (2) The county clerk shall serve as executive director of the county board
3 of election commissioners ~~may hire an executive director who.~~ The clerk shall
4 perform whatever duties the board of election commissioners assigns to him or her.
5 ~~The county board shall determine the salary of that executive director. Appointment~~
6 ~~and removal of that executive director shall be subject to civil service standards. An~~
7 executive director of the city board of election commissioners shall be appointed
8 under s. 62.51.

9 **SECTION 2.** 59.23 (1) (a) of the statutes is amended to read:

10 59.23 (1) (a) Every clerk shall appoint in writing one or more full-time deputies
11 to work exclusively in the clerk's office and shall file the appointment in the clerk's
12 office. A deputy appointed under this paragraph may be removed only by the clerk.
13 The deputy or deputies shall aid in the performance of the duties of the clerk under
14 the clerk's direction, and in case of the absence or disability of the clerk or of a vacancy
15 in the clerk's office, unless another is appointed ~~therefor~~ as provided in par. (c), shall
16 perform all of the duties of the clerk during the absence or until the vacancy is filled.
17 The board ~~may, at any meeting,~~ shall provide a salary for the deputy or deputies.

18 **SECTION 3.** 59.23 (1) (b) of the statutes is amended to read:

1 59.23 (1) (b) In each county ~~having a population exceeding 150,000 according~~
2 ~~to the last state or national census,~~ the clerk may also appoint the number of
3 assistants that the board authorizes and prescribes, and the assistants shall receive
4 salaries that the board provides and fixes.

5 **SECTION 4.** 59.23 (1) (c) of the statutes is amended to read:

6 59.23 (1) (c) If a clerk is incapable of discharging the duties of office the board
7 may shall appoint an acting clerk, ~~who shall within 90 days after the board adopts~~
8 a resolution finding that the clerk is incapable of discharging the duties of the office.
9 The acting clerk shall serve until the disability is removed. If the board is not in
10 session at the time of the incapacity, the chairperson of the board may appoint an
11 acting clerk, whose term shall not extend beyond the next regular or special meeting
12 of the board. A person appointed as acting clerk or appointed to fill a vacancy in the
13 office of clerk, upon giving an official bond with sureties as required of a clerk, shall
14 perform all of the duties of the office; and thereupon the powers and duties of the
15 deputy of the last clerk shall cease.

16 **SECTION 5.** 59.23 (2) (a) of the statutes is amended to read:

17 59.23 (2) (a) *Board proceedings.* Act as clerk of the board at all of the board's
18 regular, special, and standing committee meetings thereof; under the direction of the
19 county board chairperson, create the agenda for board meetings; keep and record in
20 a book therefor true minutes of all the proceedings of the board; file in the clerk's
21 office copies of agendas and minutes of board meetings and committee meetings;
22 make regular entries of the board's resolutions and decisions upon all questions;
23 record the vote of each supervisor on any question submitted to the board, if required
24 by any member present; publish ordinances as provided in s. 59.14 (1); and perform

1 all duties prescribed by law or required by the board in connection with its meetings
2 and transactions.

3 **SECTION 6.** 59.23 (2) (b) of the statutes is amended to read:

4 59.23 (2) (b) *Recording of proceedings.* Record at length ~~in a book therefor~~ every
5 resolution adopted, order passed and ordinance enacted by the board.

6 **SECTION 7.** 59.23 (2) (c) of the statutes is amended to read:

7 59.23 (2) (c) *Orders for payment.* Sign all orders for the payment of money
8 directed by the board to be issued, and keep ~~in a book therefor~~ a true and correct
9 account ~~thereof~~ of such orders, and of the name of the person to whom each order is
10 issued; but he or she shall not sign or issue any county order except upon a recorded
11 vote or resolution of the board authorizing the same; and shall not sign or issue any
12 such order for the payment of the services of any clerk of court, district attorney or
13 sheriff until the person claiming the order files an affidavit stating that he or she has
14 paid into the county treasury all moneys due the county and personally collected or
15 received in an official capacity; and shall not sign or issue any order for the payment
16 of money for any purpose in excess of the funds appropriated for such purpose unless
17 first authorized by a resolution adopted by the county board under s. 65.90 (5).

18 **SECTION 8.** 59.23 (2) (cm) of the statutes is created to read:

19 59.23 (2) (cm) *Apportionment of taxes.* Apportion taxes and carry out other
20 responsibilities as specified in s. 70.63 (1).

21 **SECTION 9.** 59.23 (2) (d) (title) of the statutes is amended to read:

22 59.23 (2) (d) (title) *Accounts, access to financial records.*

23 **SECTION 10.** 59.23 (2) (d) of the statutes is renumbered 59.23 (2) (d) 1.

24 **SECTION 11.** 59.23 (2) (d) 2. of the statutes is created to read:

1 59.23 (2) (d) 2. Have free access to the books, accounts, bills, vouchers, and
2 receipts as described in s. 59.47 (1), as often as may be necessary to perform the
3 duties required under this section and the duties described under s. 59.47 (1), and
4 the clerk shall report in writing the results of the examinations conducted under s.
5 59.47 (1) to the board.

6 **SECTION 12.** 59.23 (2) (de) of the statutes is created to read:

7 59.23 (2) (de) *Property.* To the extent authorized by the board, exercise the
8 authority under s. 59.52 (6).

9 **SECTION 13.** 59.23 (2) (dg) of the statutes is created to read:

10 59.23 (2) (dg) *Dogs.* Perform the responsibilities relating to dog licensing,
11 which are assigned to the clerk under ch. 174, and the dog fund specified in ch. 174.

12 **SECTION 14.** 59.23 (2) (di) of the statutes is created to read:

13 59.23 (2) (di) *Marriage licenses, domestic partnerships.* Administer the
14 program for issuing marriage licenses as provided in ch. 765 and the program for
15 forming and terminating domestic partnerships as provided in ch. 770.

16 **SECTION 15.** 59.23 (2) (e) of the statutes is amended to read:

17 59.23 (2) (e) *Reports of receipts and disbursements.* Record ~~in a book therefor~~
18 the reports of the treasurer of the receipts and disbursements of the county.

19 **SECTION 16.** 59.23 (2) (f) of the statutes is amended to read:

20 59.23 (2) (f) *Recording receipts and disbursements.* Keep a true and accurate
21 account ~~in a book therefor~~ of all money which comes into the clerk's hands by virtue
22 of the clerk's office, specifying the date of every receipt or payment, the person from
23 or to whom the receipt or payment was received or paid, and the purpose of each
24 particular receipt or disbursement, and keep the book at all times open to the
25 inspection of the county board or any member of the board.

1 **SECTION 17.** 59.23 (2) (h) of the statutes is amended to read:

2 59.23 (2) (h) *Books of account.* Keep all of the accounts of the county and all
3 books of account as in a manner that the board directs. Books of account shall be
4 maintained on a calendar year basis, which shall be the fiscal year in every county.

5 **SECTION 18.** 59.23 (2) (i) of the statutes is created to read:

6 59.23 (2) (i) *Chief election officer, election duties.* Perform all duties that are
7 imposed on the clerk in relation to the preparation and distribution of ballots and the
8 canvass and return of votes at general, judicial, and special elections, and serve as
9 the chief election officer of the county.

10 **SECTION 19.** 59.23 (2) (j) of the statutes is repealed.

11 **SECTION 20.** 59.23 (2) (k) of the statutes is repealed.

12 **SECTION 21.** 59.23 (2) (m) 2. of the statutes is amended to read:

13 59.23 (2) (m) 2. Except as otherwise provided, receive and file the official oaths
14 and bonds of all county officers and upon request shall certify under the clerk's
15 signature and seal the official capacity and authority of any county officer so filing
16 and charge therefor the statutory fee. Upon the commencement of each term every
17 clerk shall file the clerk's signature and the impression of the clerk's official seal in
18 the office of the secretary of state.

19 **SECTION 22.** 59.23 (2) (n) of the statutes is amended to read:

20 59.23 (2) (n) *Taxes; election duties.* Perform all duties that are imposed on the
21 clerk in relation to the assessment and collection of taxes, ~~and to the preparation and~~
22 ~~distribution of ballots and the canvass and return of votes at general, judicial and~~
23 ~~special elections.~~

24 **SECTION 23.** 59.23 (2) (nm) of the statutes is created to read:

1 59.23 (2) (nm) *Timber harvest notices.* Provide notice to a town chairperson
2 regarding the harvesting of raw forest products, as described in s. 26.03 (1m) (a) 2.

3 **SECTION 24.** 59.23 (2) (q) of the statutes is amended to read:

4 59.23 (2) (q) *County highway commissioner; notify of election.* ~~Except in~~
5 ~~counties having a population of 150,000 or more, notify~~ Notify a county commissioner
6 of highways of the commissioner's election within 10 days thereafter.

7 **SECTION 25.** 59.23 (2) (r) of the statutes is amended to read:

8 59.23 (2) (r) *County tax for road and bridge fund.* ~~Except in counties having~~
9 ~~a population of 150,000 or more, notify~~ Notify the proper town officers of the levy and
10 rate of any tax for the county road and bridge fund.

11 **SECTION 26.** 59.23 (2) (s) of the statutes is amended to read:

12 59.23 (2) (s) *List of ~~municipal officers~~ local officials.* Annually, on the first
13 Tuesday of June, transmit to the secretary of state a ~~typewritten or printed~~ list
14 showing the name, phone number, electronic mail address, and post-office address
15 of local officials, including the chairperson, mayor, president, clerk, treasurer,
16 council and board members, and assessor of each municipality, and of the elective
17 officials of any school district, technical college district, and sanitary district that is
18 located wholly or partly within the county. Such lists shall be placed on file for the
19 information of the public. The clerk, secretary, or other administrative officer of a
20 local governmental unit, as defined in s. 66.0137 (1) (ae), shall provide the county
21 clerk the information he or she needs to complete the requirements of this
22 paragraph.

23 **SECTION 27.** 889.04 of the statutes is amended to read:

24 **889.04 County and municipal ordinances.** Matter entered or recorded in
25 any ordinance ~~or, record book, or other format authorized~~ under ss. 59.23 (2) (b),

1 60.33 (1) and (2), 61.25 (3) and 62.09 (11) (c) or printed in any newspaper, book,
2 pamphlet, or other form purporting to be so published, entered or recorded by any
3 county, town, city or village in this state as a copy of its ordinance, bylaw, resolution
4 or regulation, is prima facie evidence thereof; and after 3 years from the date of such
5 publication, entry or recording such book or pamphlet shall be conclusive proof of the
6 regularity of the adoption and publication of the ordinance, bylaw, resolution or
7 regulation.

8

(END)

2013-2014 DRAFTING INSERT
FROM THE
LEGISLATIVE REFERENCE BUREAU

LRB-2666/lins
MES&JTK:jld:jm

INS ANL

This bill makes a number of changes to the duties of a county clerk and specifies some of the clerk's duties in the statute that lists the requirements of that office. The bill does the following:

1. Specifies that full-time deputies of the clerk work exclusively in the clerk's office and that deputies may be removed only by the clerk. *check Δ*

2. Specifies that the clerk may appoint as many assistants as the county board authorizes. Currently, this provision applies only to counties with a population exceeding 150,000.

3. Requires a county board to appoint an acting clerk within 90 days of the board adopting a resolution finding that the clerk is incapable of discharging his or her duties. Currently, the board may appoint an acting clerk if the clerk is incapable of discharging his or her duties. *County is*

4. Requires a clerk to create the agenda for board meetings, under the direction of the county board chairperson, and file in the clerk's office copies of agendas and meetings of board and committee meetings.

5. Requires a clerk to keep records of board proceedings, orders for payments, receipts and disbursements of money, and reports of the treasurer related to receipts and disbursements of the county, without specifying the form or medium in which such records are kept. Currently, a clerk is required to keep such records in a book.

6. Requires a clerk to notify a county commissioner of highways of the commissioner's election within 10 days of the election and notify town officers of the levy and rate of tax for the county road and bridge fund. Currently, a clerk performed such notifications only in counties with a population of less than 150,000. *than*

Under current law, a clerk is required to transmit annually to the secretary of state a typed or printed list showing the name and post-office address of certain specified municipal officials. Under this bill, a clerk is required to transmit annually to the secretary of state a list of the name, phone number, email address, and post-office address of these same municipal officials, other unspecified local officials, and elective officials of any school district, technical college district, and sanitary district that is wholly or partly within the county. The bill also requires the clerk, secretary, or other administrative officer of a local governmental unit to provide the county clerk any information he or she needs to complete this requirement.

The bill also repeals a number of obsolete provisions of current law. The bill repeals a requirement that a clerk transmit to the department of public instruction certified copies of certain resolutions relating to raising money for school purposes, and repeals a requirement that a clerk transmit to the secretary of state a certified copy of an ordinance enacted by a village or town that relates to a change of the village's or town's name, the name of a newly organized town, or town boundary changes that result from county board action.

(end ins ANL)

Shovers, Marc

From: Zuleger, Chad
Sent: Monday, September 30, 2013 11:33 AM
To: Shovers, Marc
Subject: LRB 2666 - /2 (clerk duties) instructions

Marc,

I've got some drafting instructions re: LRB 2666 for a /2 version:

1) Section 5 – p.4, ln 15-17

- a. Add a statement at the beginning to the effect that the clerk 'or the clerk's appointee' will act as the clerk at all of the meetings
- b. Add "Ad Hoc" committees to the list

59.23(2)(a)
↑

2 not needed -
per 0.59.23 (1)(a)

2, means "for this" -
i.e. for this special purpose

2) Section 26 – p.8 ln 14-16

- a. Add in a statement that any board, cmte, district with taxing authority (taxing jurisdictions) shall be published along with the current list in the /1 version

all local gov't units

3) We had discussed eliminating the 500,000 population threshold related to establishment of election commissions under s. 7.20

- a. I don't see this reference in the draft
- b. This population reference for election commissions only applies, currently, to MKE County, however, Dane County will be approaching the threshold and, while not eliminating the election commission, we wanted to drop the threshold requirement so Dane would not be required (or inclined) to establish a commission
- c. We may need to further discuss this instruction

all special purpose districts
take district water district
w/ taxing auth.

Please let me know if instructions 1. and 2. are clear, and give me a call to further discuss the population thresholds.

Thanks,

Chad

Chad Zuleger
Office of State Representative Kathy Bernier
68th Assembly District
(608) 266-9172



pmr

2013 BILL

SOON

repeal

X

1 AN ACT *to repeal* 59.23 (2) (j) and 59.23 (2) (k); *to renumber* 59.23 (2) (d); *to*
 2 *amend* 7.21 (2), 59.23 (1) (a), 59.23 (1) (b), 59.23 (1) (c), 59.23 (2) (a), 59.23 (2)
 3 (b), 59.23 (2) (c), 59.23 (2) (d) (title), 59.23 (2) (e), 59.23 (2) (f), 59.23 (2) (h), 59.23
 4 (2) (m) 2., 59.23 (2) (n), 59.23 (2) (q), 59.23 (2) (r), 59.23 (2) (s) and 889.04; and
 5 *to create* 59.23 (2) (cm), 59.23 (2) (d) 2., 59.23 (2) (de), 59.23 (2) (dg), 59.23 (2)
 6 (di), 59.23 (2) (i) and 59.23 (2) (nm) of the statutes; **relating to:** modifying the
 7 duties of a county clerk and staffing of a board of election commissioners in
 8 populous counties.

IDS REL CL ✓

Analysis by the Legislative Reference Bureau

This bill makes a number of changes to the duties of a county clerk and specifies some of the clerk's duties in the statute that lists the requirements of that office. The bill does the following:

1. Specifies that full-time deputies of the clerk work exclusively in the clerk's office and that deputies may be removed only by the clerk.
2. Specifies that the clerk may appoint as many assistants as the county board authorizes. Currently, this provision applies only to counties with a population exceeding 150,000.
3. Requires a county board to appoint an acting clerk within 90 days of the board adopting a resolution finding that the clerk is incapable of discharging his or

BILL

her duties. Currently, the county board may appoint an acting clerk if the clerk is incapable of discharging his or her duties.

4. Requires a clerk to create the agenda for board meetings, under the direction of the county board chairperson, and file in the clerk's office copies of agendas and meetings of board and committee meetings.

5. Requires a clerk to keep records of board ^{and committee} proceedings, orders for payments, receipts and disbursements of money, and reports of the treasurer related to receipts and disbursements of the county, without specifying the form or medium in which such records are kept. Currently, a clerk is required to keep such records in a book.

6. Requires a clerk to notify a county commissioner of highways of the commissioner's election within ten days of the election and notify town officers of the levy and rate of tax for the county road and bridge fund. Currently, a clerk performed such notifications only in counties with a population of less than 150,000.

Under current law, a clerk is required to transmit annually to the secretary of state a typed or printed list showing the name and post-office address of certain specified municipal officials. Under this bill, a clerk is required to transmit annually to the secretary of state a list of the name, phone number, e-mail address, and post-office address of these same municipal officials, other unspecified local officials, and elective officials of any school district, technical college district, ~~and~~ sanitary district that is wholly or partly within the county. The bill also requires the clerk, secretary, or other administrative officer of a local governmental unit to provide the county clerk any information he or she needs to complete this requirement.

The bill also repeals a number of obsolete provisions of current law. The bill repeals a requirement that a clerk transmit to the Department of Public Instruction certified copies of certain resolutions relating to raising money for school purposes, and repeals a requirement that a clerk transmit to the secretary of state a certified copy of an ordinance enacted by a village or town that relates to a change of the village's or town's name, the name of a newly organized town, or town boundary changes that result from county board action.

Currently, counties, municipalities, and special purpose districts share responsibility for administering elections in their jurisdictions. For purposes of election administration, county clerks are responsible for county functions except that, in counties having a population of more than 500,000 (Milwaukee County), county election functions are delegated by law to a bipartisan board of election commissioners. The board of election commissioners may hire an individual to serve as its executive director, whose employment and removal is subject to civil service standards. This bill provides that each county clerk shall serve as chief election officer of the county in which the clerk serves. The bill does not change the distribution of election administration functions among governmental units. The bill also provides that, in counties having a population of more than 500,000, the county clerk shall serve as the executive director of the board of election commissioners. The change is effective on the day on which the bill becomes law.

and appointive ✓
sewerage district, and any other local governmental unit ✓
INS 2A ✓

BILL

For further information see the *local* fiscal estimate, which will be printed as an appendix to this bill.

✓
INS
31
1
The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

2 SECTION 1. 7.21 (2) of the statutes is amended to read:

3 7.21 (2) The county clerk shall serve as executive director of the county board
4 of election commissioners ~~may hire an executive director who.~~ The clerk shall
5 perform whatever duties the board of election commissioners assigns to him or her.
6 ~~The county board shall determine the salary of that executive director. Appointment~~
7 ~~and removal of that executive director shall be subject to civil service standards.~~ An
8 executive director of the city board of election commissioners shall be appointed
9 under s. 62.51.

10 SECTION 2. 59.23 (1) (a) of the statutes is amended to read:

11 59.23 (1) (a) Every clerk shall appoint in writing one or more full-time deputies
12 to work exclusively in the clerk's office and shall file the appointment in the clerk's
13 office. A deputy appointed under this paragraph may be removed only by the clerk.
14 The deputy or deputies shall aid in the performance of the duties of the clerk under
15 the clerk's direction, and in case of the absence or disability of the clerk or of a vacancy
16 in the clerk's office, unless another is appointed ~~therefor~~ as provided in par. (c), shall
17 perform all of the duties of the clerk during the absence or until the vacancy is filled.
18 The board ~~may, at any meeting,~~ shall provide a salary for the deputy or deputies.

19 SECTION 3. 59.23 (1) (b) of the statutes is amended to read:

20 59.23 (1) (b) In each county ~~having a population exceeding 150,000 according~~
~~to the last state or national census,~~ the clerk may also appoint the number of

BILL

1 assistants that the board authorizes and prescribes, and the assistants shall receive
2 salaries that the board provides and fixes.

3 SECTION 4. 59.23 (1) (c) of the statutes is amended to read:

4 59.23 (1) (c) If a clerk is incapable of discharging the duties of office the board
5 may shall appoint an acting clerk, who shall within 90 days after the board adopts
6 a resolution finding that the clerk is incapable of discharging the duties of the office.
7 The acting clerk shall serve until the disability is removed. If the board is not in
8 session at the time of the incapacity, the chairperson of the board may appoint an
9 acting clerk, whose term shall not extend beyond the next regular or special meeting
10 of the board. A person appointed as acting clerk or appointed to fill a vacancy in the
11 office of clerk, upon giving an official bond with sureties as required of a clerk, shall
12 perform all of the duties of the office; and thereupon the powers and duties of the
13 deputy of the last clerk shall cease.

14 SECTION 5. 59.23 (2) (a) of the statutes is amended to read:

15 59.23 (2) (a) *Board proceedings.* Act as clerk of the board at all of the board's
16 regular, special, ^{limited term,} (and standing committee meetings thereof; under the direction of the
17 county board chairperson, create the agenda for board meetings; keep and record in
18 a book therefor true minutes of all the proceedings of the board; ^{including all committee meetings, either personally} file in the clerk's
19 office copies of agendas and minutes of board meetings and committee meetings;
20 make regular entries of the board's resolutions and decisions upon all questions;
21 record the vote of each supervisor on any question submitted to the board, if required
22 by any member present; publish ordinances as provided in s. 59.14 (1); and perform
23 all duties prescribed by law or required by the board in connection with its meetings
24 and transactions.

25 SECTION 6. 59.23 (2) (b) of the statutes is amended to read:

or through the
clerk's appointee;
↑
SCOR

BILL

1 59.23 (2) (b) *Recording of proceedings.* Record at length ~~in a book therefor~~ every
2 resolution adopted, order passed and ordinance enacted by the board.

3 **SECTION 7.** 59.23 (2) (c) of the statutes is amended to read:

4 59.23 (2) (c) *Orders for payment.* Sign all orders for the payment of money
5 directed by the board to be issued, and keep ~~in a book therefor~~ a true and correct
6 account ~~thereof~~ of such orders, and of the name of the person to whom each order is
7 issued; but he or she shall not sign or issue any county order except upon a recorded
8 vote or resolution of the board authorizing the same; and shall not sign or issue any
9 such order for the payment of the services of any clerk of court, district attorney or
10 sheriff until the person claiming the order files an affidavit stating that he or she has
11 paid into the county treasury all moneys due the county and personally collected or
12 received in an official capacity; and shall not sign or issue any order for the payment
13 of money for any purpose in excess of the funds appropriated for such purpose unless
14 first authorized by a resolution adopted by the county board under s. 65.90 (5).

15 **SECTION 8.** 59.23 (2) (cm) of the statutes is created to read:

16 59.23 (2) (cm) *Apportionment of taxes.* Apportion taxes and carry out other
17 responsibilities as specified in s. 70.63 (1).

18 **SECTION 9.** 59.23 (2) (d) (title) of the statutes is amended to read:

19 59.23 (2) (d) (title) *Accounts, access to financial records.*

20 **SECTION 10.** 59.23 (2) (d) of the statutes is renumbered 59.23 (2) (d) 1.

21 **SECTION 11.** 59.23 (2) (d) 2. of the statutes is created to read:

22 59.23 (2) (d) 2. Have free access to the books, accounts, bills, vouchers, and
23 receipts as described in s. 59.47 (1), as often as may be necessary to perform the
24 duties required under this section and the duties described under s. 59.47 (1), and

BILL**SECTION 11**

1 the clerk shall report in writing the results of the examinations conducted under s.
2 59.47 (1) to the board.

3 **SECTION 12.** 59.23 (2) (de) of the statutes is created to read:

4 59.23 (2) (de) *Property*. To the extent authorized by the board, exercise the
5 authority under s. 59.52 (6).

6 **SECTION 13.** 59.23 (2) (dg) of the statutes is created to read:

7 59.23 (2) (dg) *Dogs*. Perform the responsibilities relating to dog licensing,
8 which are assigned to the clerk under ch. 174, and the dog fund specified in ch. 174.

9 **SECTION 14.** 59.23 (2) (di) of the statutes is created to read:

10 59.23 (2) (di) *Marriage licenses, domestic partnerships*. Administer the
11 program for issuing marriage licenses as provided in ch. 765 and the program for
12 forming and terminating domestic partnerships as provided in ch. 770.

13 **SECTION 15.** 59.23 (2) (e) of the statutes is amended to read:

14 59.23 (2) (e) *Reports of receipts and disbursements*. Record ~~in a book therefor~~
15 the reports of the treasurer of the receipts and disbursements of the county.

16 **SECTION 16.** 59.23 (2) (f) of the statutes is amended to read:

17 59.23 (2) (f) *Recording receipts and disbursements*. Keep a true and accurate
18 account ~~in a book therefor~~ of all money which comes into the clerk's hands by virtue
19 of the clerk's office, specifying the date of every receipt or payment, the person from
20 or to whom the receipt or payment was received or paid, and the purpose of each
21 particular receipt or disbursement, and keep the book at all times open to the
22 inspection of the county board or any member of the board.

23 **SECTION 17.** 59.23 (2) (h) of the statutes is amended to read:

BILL

1 59.23 (2) (h) *Books of account.* Keep all of the accounts of the county and all
2 books of account as in a manner that the board directs. Books of account shall be
3 maintained on a calendar year basis, which shall be the fiscal year in every county.

4 **SECTION 18.** 59.23 (2) (i) of the statutes is created to read:

5 59.23 (2) (i) *Chief election officer, election duties.* Perform all duties that are
6 imposed on the clerk in relation to the preparation and distribution of ballots and the
7 canvass and return of votes at general, judicial, and special elections, and serve as
8 the chief election officer of the county.

9 **SECTION 19.** 59.23 (2) (j) of the statutes is repealed.

10 **SECTION 20.** 59.23 (2) (k) of the statutes is repealed.

11 **SECTION 21.** 59.23 (2) (m) 2. of the statutes is amended to read:

12 59.23 (2) (m) 2. Except as otherwise provided, receive and file the official oaths
13 and bonds of all county officers and upon request shall certify under the clerk's
14 signature and seal the official capacity and authority of any county officer so filing
15 and charge ~~therefor~~ the statutory fee. Upon the commencement of each term every
16 clerk shall file the clerk's signature and the impression of the clerk's official seal in
17 the office of the secretary of state.

18 **SECTION 22.** 59.23 (2) (n) of the statutes is amended to read:

19 59.23 (2) (n) ~~*Taxes; election duties.*~~ Perform all duties that are imposed on the
20 clerk in relation to the assessment and collection of taxes, ~~and to the preparation and~~
21 ~~distribution of ballots and the canvass and return of votes at general, judicial and~~
22 ~~special elections.~~

23 **SECTION 23.** 59.23 (2) (nm) of the statutes is created to read:

24 59.23 (2) (nm) *Timber harvest notices.* Provide notice to a town chairperson
25 regarding the harvesting of raw forest products, as described in s. 26.03 (1m) (a) 2.

BILL

1 **SECTION 24.** 59.23 (2) (q) of the statutes is amended to read:

2 59.23 (2) (q) *County highway commissioner; notify of election.* ~~Except in~~
3 ~~counties having a population of 150,000 or more, notify~~ Notify a county commissioner
4 of highways of the commissioner's election within 10 days thereafter.

5 **SECTION 25.** 59.23 (2) (r) of the statutes is amended to read:

6 59.23 (2) (r) *County tax for road and bridge fund.* ~~Except in counties having~~
7 ~~a population of 150,000 or more, notify~~ Notify the proper town officers of the levy and
8 rate of any tax for the county road and bridge fund.

9 **SECTION 26.** 59.23 (2) (s) of the statutes is amended to read:

10 59.23 (2) (s) *List of ~~municipal officers~~ local officials.* Annually, on the first
11 Tuesday of June, transmit to the secretary of state a ~~typewritten or printed~~ list
12 showing the name, phone number, electronic mail address, and post-office address
13 of local officials, including the chairperson, mayor, president, clerk, treasurer,
14 council and board members, and assessor of each municipality, and of the elective
15 ^{or appointive} officials of any school district, technical college district, ^{sewerage district} and sanitary district that is
16 located wholly or partly within the county. Such lists shall be placed on file for the
17 information of the public. The clerk, secretary, or other administrative officer of a
18 local governmental unit, as defined in s. 66.0137 (1) (ae), shall provide the county
19 clerk the information he or she needs to complete the requirements of this
20 paragraph.

21 **SECTION 27.** 889.04 of the statutes is amended to read:

22 **889.04 County and municipal ordinances.** Matter entered or recorded in
23 any ordinance or, record books ^{or 2} or other format authorized under ss. 59.23 (2) (b),
24 60.33 (1) and (2), 61.25 (3) and 62.09 (11) (c) or printed in any newspaper, book,
25 pamphlet, or other form purporting to be so published, entered or recorded by any

and any other local governmental unit, as defined in s. 5.02 (2c), described

↑
SCOTT

BILL

1 county, town, city or village in this state as a copy of its ordinance, bylaw, resolution
2 or regulation, is prima facie evidence thereof; and after 3 years from the date of such
3 publication, entry or recording such book or pamphlet shall be conclusive proof of the
4 regularity of the adoption and publication of the ordinance, bylaw, resolution or
5 regulation.

6

(END)

2013-2014 DRAFTING INSERT
FROM THE
LEGISLATIVE REFERENCE BUREAU

LRB-2666/2insJTK
JTK.....

INS REL CL:

~~NO~~ ; the counties in which a board of election commissioners is required; ~~NO~~

INS 2A:

* ~~NO~~ Currently, in each county over 500,000 population, elections are administered on the county level by a board of election commissioners instead of by the county clerk. This bill provides that, in each county over 750,000 population, elections are administered on the county level by a board of election commissioners instead of by the county clerk.

INS 3-1:

~~X~~
SECTION 1. 5.62 (4) (b) of the statutes is amended to read:

5.62 (4) (b) The county board of election commissioners in counties having a population of more than 500,000 750,000 shall prepare the official primary ballot. The commissioners shall arrange the names of all candidates for each office whose nomination papers are filed at the county level, using the same method as that used by the government accountability board under s. 5.60 (1) (b).

History: 1971 c. 304 ss. 12, 29 (2); 1971 c. 336; 1973 c. 34 s. 57; 1975 c. 93; 1977 c. 107, 427; 1979 c. 260, 311, 328; 1981 c. 377; 1983 a. 484; 1985 a. 304; 1987 a. 391; 1989 a. 31, 192; 1991 a. 316; 1993 a. 184; 1999 a. 182; 2001 a. 149; 2007 a. 1; 2011 a. 32, 75; s. 35.17 correction in (1) (a).

~~X~~
SECTION 2. 7.20 (1) of the statutes is amended to read:

7.20 (1) A municipal board of election commissioners ~~and a county board of election commissioners~~ shall be established in every city ~~and county~~ over 500,000 population. A county board of election commissioners shall be established in every county over 750,000 population.

History: 1973 c. 334; 1975 c. 124; 1983 a. 484 s. 172 (1); 1993 a. 184.

(end ins 3-1)

for LRB-2666/3 6-9172 Chad

20.4, l. 4 - make it "full-time
or equivalent" (i.e. 2 part-time)
full-time equivalent Chad will get back to me
req. ~~for~~ 0 hrs of clerk time?
req for more deputies who work ~~at~~ full-time

15, l. 6: "dir of entl. but chair [of ^{add} ~~of~~
comm chair pers.]

11.9 ¹⁰ make each clerk responsible
for establishing a format for
taking 10 minutes in each minute

§13 make sure clerk gets access
to books, etc, even if board
creates an auditor under
15.5947 (2)

§20 17, l. 19: As chief election officer
of the counties perform...

11.21-22 - end § with "special elections"

§28 p. 9, ll 3-5 just say "officials at
any LRB as defined in 11.135-1)(c)



State of Wisconsin
2013 - 2014 LEGISLATURE



LRB-2666/2
MES&JTK:jld:rs

Mon 12/2

RMR

2013 BILL

X

Rosen

1 **AN ACT** *to repeal* 59.23 (2) (j) and 59.23 (2) (k); *to renumber* 59.23 (2) (d); *to*

2 **amend** 5.62 (4) (b), 7.20 (1), 7.21 (2), 59.23 (1) (a), 59.23 (1) (b), 59.23 (1) (c),

3 59.23 (2) (a), 59.23 (2) (b), 59.23 (2) (c), 59.23 (2) (d) (title), 59.23 (2) (e), 59.23

4 (2) (f), 59.23 (2) (h), 59.23 (2) (m) 2., 59.23 (2) (n), 59.23 (2) (q), 59.23 (2) (r), 59.23

5 (2) (s) and 889.04; and **to create** 59.23 (2) (cm), 59.23 (2) (d) 2., 59.23 (2) (de),

6 59.23 (2) (dg), 59.23 (2) (di), 59.23 (2) (i) and 59.23 (2) (nm) of the statutes;

7 **relating to:** modifying the duties of a county clerk; the counties in which a

8 board of election commissioners is required; and staffing of a board of election

9 commissioners in populous counties.

Analysis by the Legislative Reference Bureau

This bill makes a number of changes to the duties of a county clerk and specifies some of the clerk's duties in the statute that lists the requirements of that office. The bill does the following:

1. Specifies that full-time ^{*equivalent*} deputies of the clerk work exclusively in the clerk's office and that deputies may be removed only by the clerk.
2. Specifies that the clerk may appoint as many assistants as the county board authorizes. Currently, this provision applies only to counties with a population exceeding 150,000.

BILL

3. Requires a county board to appoint an acting clerk within 90 days of the board adopting a resolution finding that the clerk is incapable of discharging his or her duties. Currently, the county board may appoint an acting clerk if the clerk is incapable of discharging his or her duties.

4. Requires a clerk to create the agenda for board meetings, under the direction of the county board chairperson, and file in the clerk's office copies of agendas and meetings of board and committee meetings.

5. Requires a clerk to keep records of board and committee proceedings, orders for payments, receipts and disbursements of money, and reports of the treasurer related to receipts and disbursements of the county, without specifying the form or medium in which such records are kept. Currently, a clerk is required to keep such records in a book.

6. Requires a clerk to notify a county commissioner of highways of the commissioner's election within ten days of the election and notify town officers of the levy and rate of tax for the county road and bridge fund. Currently, a clerk performed such notifications only in counties with a population of less than 150,000.

Under current law, a clerk is required to transmit annually to the secretary of state a typed or printed list showing the name and post-office address of certain specified municipal officials. Under this bill, a clerk is required to transmit annually to the secretary of state a list of the name, phone number, e-mail address, and post-office address of these same municipal officials, other unspecified local officials, and elective and appointive officials of any ~~school district, technical college district, sanitary district, sewerage district, and any~~ other local governmental unit that is wholly or partly within the county. The bill also requires the clerk, secretary, or other administrative officer of a local governmental unit to provide the county clerk any information he or she needs to complete this requirement.

The bill also repeals a number of obsolete provisions of current law. The bill repeals a requirement that a clerk transmit to the Department of Public Instruction certified copies of certain resolutions relating to raising money for school purposes, and repeals a requirement that a clerk transmit to the secretary of state a certified copy of an ordinance enacted by a village or town that relates to a change of the village's or town's name, the name of a newly organized town, or town boundary changes that result from county board action.

Currently, in each county over 500,000 population, elections are administered on the county level by a board of election commissioners instead of by the county clerk. This bill provides that, in each county over 750,000 population, elections are administered on the county level by a board of election commissioners instead of by the county clerk.

Currently, counties, municipalities, and special purpose districts share responsibility for administering elections in their jurisdictions. For purposes of election administration, county clerks are responsible for county functions except that, in counties having a population of more than 500,000 (Milwaukee County), county election functions are delegated by law to a bipartisan board of election commissioners. The board of election commissioners may hire an individual to serve as its executive director, whose employment and removal is subject to civil service

or
Committee
Chairperson

2

2

BILL

standards. This bill provides that each county clerk ~~shall serve as~~ chief election officer of the county in which the clerk serves. The bill does not change the distribution of election administration functions among governmental units. The bill also provides that, in counties having a population of more than 500,000, the county clerk shall serve as the executive director of the board of election commissioners. The change is effective on the day on which the bill becomes law.

For further information see the *local* fiscal estimate, which will be printed as an appendix to this bill.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

1 **SECTION 1.** 5.62 (4) (b) of the statutes is amended to read:

2 5.62 (4) (b) The county board of election commissioners in counties having a
3 population of more than ~~500,000~~ 750,000 shall prepare the official primary ballot.
4 The commissioners shall arrange the names of all candidates for each office whose
5 nomination papers are filed at the county level, using the same method as that used
6 by the government accountability board under s. 5.60 (1) (b).

7 **SECTION 2.** 7.20 (1) of the statutes is amended to read:

8 7.20 (1) A municipal board of election commissioners ~~and a county board of~~
9 ~~election commissioners~~ shall be established in every city ~~and county~~ over 500,000
10 population. A county board of election commissioners shall be established in every
11 county over 750,000 population.

12 **SECTION 3.** 7.21 (2) of the statutes is amended to read:

13 7.21 (2) The county clerk shall serve as executive director of the county board
14 of election commissioners ~~may hire an executive director who.~~ The clerk shall
15 perform whatever duties the board of election commissioners assigns to him or her.
16 ~~The county board shall determine the salary of that executive director. Appointment~~
17 ~~and removal of that executive director shall be subject to civil service standards. An~~

BILL

SECTION 3

1 executive director of the city board of election commissioners shall be appointed
2 under s. 62.51.

3 SECTION 4. 59.23 (1) (a) of the statutes is amended to read:

4 59.23 (1) (a) Every clerk shall appoint in writing one or more full-time ^{equivalent} deputies
5 to work exclusively in the clerk's office and shall file the appointment in the clerk's
6 office. A deputy appointed under this paragraph may be removed only by the clerk.

7 The deputy or deputies shall aid in the performance of the duties of the clerk under
8 the clerk's direction, and in case of the absence or disability of the clerk or of a vacancy
9 in the clerk's office, unless another is appointed ~~therefor~~ as provided in par. (c), shall
10 perform all of the duties of the clerk during the absence or until the vacancy is filled.

11 The board ~~may, at any meeting,~~ shall provide a salary for the deputy or deputies.

12 SECTION 5. 59.23 (1) (b) of the statutes is amended to read:

13 59.23 (1) (b) In each county ~~having a population exceeding 150,000 according~~
14 ~~to the last state or national census,~~ the clerk may also appoint the number of
15 assistants that the board authorizes and prescribes, and the assistants shall receive
16 salaries that the board provides and fixes.

17 SECTION 6. 59.23 (1) (c) of the statutes is amended to read:

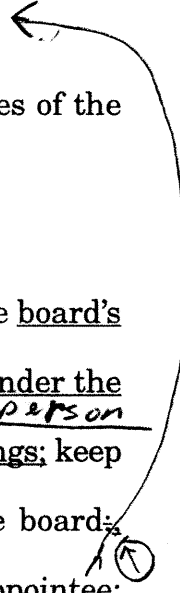
18 59.23 (1) (c) If a clerk is incapable of discharging the duties of office the board
19 ~~may~~ shall appoint an acting clerk, ~~who shall~~ within 90 days after the board adopts
20 a resolution finding that the clerk is incapable of discharging the duties of the office.

21 The acting clerk shall serve until the disability is removed. If the board is not in
22 session at the time of the incapacity, the chairperson of the board may appoint an
23 acting clerk, whose term shall not extend beyond the next regular or special meeting
24 of the board. A person appointed as acting clerk or appointed to fill a vacancy in the
25 office of clerk, upon giving an official bond with sureties as required of a clerk, shall

BILL

✓ in a format chosen by the clerk

SECTION 6



1 perform all of the duties of the office; and thereupon the powers and duties of the
2 deputy of the last clerk shall cease.

3 **SECTION 7.** 59.23 (2) (a) of the statutes is amended to read:

4 59.23 (2) (a) *Board proceedings.* Act as clerk of the board at all of the board's

5 regular, special, limited term, and standing committee meetings thereof; under the

6

direction of the county board chairperson, [✓] or committee chairperson create the agenda for board meetings; keep

7

and record ~~in a book therefor~~ true minutes of all the proceedings of the board;

8 including all committee meetings, either personally or through the clerk's appointee;

9 file in the clerk's office copies of agendas and minutes of board meetings and

10 committee meetings; make regular entries of the board's resolutions and decisions

11 upon all questions; record the vote of each supervisor on any question submitted to

12 the board, if required by any member present; publish ordinances as provided in s.

13 59.14 (1); and perform all duties prescribed by law or required by the board in

14 connection with its meetings and transactions.

15 **SECTION 8.** 59.23 (2) (b) of the statutes is amended to read:

16 59.23 (2) (b) *Recording of proceedings.* Record at length ~~in a book therefor~~ every

17 resolution adopted, order passed and ordinance enacted by the board.

18 **SECTION 9.** 59.23 (2) (c) of the statutes is amended to read:

19 59.23 (2) (c) *Orders for payment.* Sign all orders for the payment of money

20 directed by the board to be issued, and keep ~~in a book therefor~~ a true and correct

21 account ~~thereof~~ of such orders, and of the name of the person to whom each order is

22 issued; but he or she shall not sign or issue any county order except upon a recorded

23 vote or resolution of the board authorizing the same; and shall not sign or issue any

24 such order for the payment of the services of any clerk of court, district attorney or

25 sheriff until the person claiming the order files an affidavit stating that he or she has

BILL**SECTION 9**

1 paid into the county treasury all moneys due the county and personally collected or
 2 received in an official capacity; and shall not sign or issue any order for the payment
 3 of money for any purpose in excess of the funds appropriated for such purpose unless
 4 first authorized by a resolution adopted by the county board under s. 65.90 (5).

5 **SECTION 10.** 59.23 (2) (cm) of the statutes is created to read:

6 59.23 (2) (cm) *Apportionment of taxes.* Apportion taxes and carry out other
 7 responsibilities as specified in s. 70.63 (1).

8 **SECTION 11.** 59.23 (2) (d) (title) of the statutes is amended to read:

9 59.23 (2) (d) (title) *Accounts, access to financial records.*

10 **SECTION 12.** 59.23 (2) (d) of the statutes is renumbered 59.23 (2) (d) 1.

11 **SECTION 13.** 59.23 (2) (d) 2. of the statutes is created to read:

12 59.23 (2) (d) 2. *Without regard to whether the* Have free access to the books, accounts, bills, vouchers, and *board creates an office of county auditor under s. 59.47(2)*
 13 receipts as described in s. 59.47 (1), as often as may be necessary to perform the
 14 duties required under this section and the duties described under s. 59.47 (1), and
 15 the clerk shall report in writing the results of the examinations conducted under s.
 16 59.47 (1) to the board.

17 **SECTION 14.** 59.23 (2) (de) of the statutes is created to read:

18 59.23 (2) (de) *Property.* To the extent authorized by the board, exercise the
 19 authority under s. 59.52 (6).

20 **SECTION 15.** 59.23 (2) (dg) of the statutes is created to read:

21 59.23 (2) (dg) *Dogs.* Perform the responsibilities relating to dog licensing,
 22 which are assigned to the clerk under ch. 174, and the dog fund specified in ch. 174.

23 **SECTION 16.** 59.23 (2) (di) of the statutes is created to read:

BILL

1 59.23 (2) (di) *Marriage licenses, domestic partnerships.* Administer the
2 program for issuing marriage licenses as provided in ch. 765 and the program for
3 forming and terminating domestic partnerships as provided in ch. 770.

4 **SECTION 17.** 59.23 (2) (e) of the statutes is amended to read:

5 59.23 (2) (e) *Reports of receipts and disbursements.* Record ~~in a book therefor~~
6 the reports of the treasurer of the receipts and disbursements of the county.

7 **SECTION 18.** 59.23 (2) (f) of the statutes is amended to read:

8 59.23 (2) (f) *Recording receipts and disbursements.* Keep a true and accurate
9 account ~~in a book therefor~~ of all money which comes into the clerk's hands by virtue
10 of the clerk's office, specifying the date of every receipt or payment, the person from
11 or to whom the receipt or payment was received or paid, and the purpose of each
12 particular receipt or disbursement, and keep the book at all times open to the
13 inspection of the county board or any member of the board.

14 **SECTION 19.** 59.23 (2) (h) of the statutes is amended to read:

15 59.23 (2) (h) *Books of account.* Keep all of the accounts of the county and all
16 books of account as in a manner that the board directs. Books of account shall be
17 maintained on a calendar year basis, which shall be the fiscal year in every county.

18 **SECTION 20.** 59.23 (2) (i) of the statutes is created to read: move

19 59.23 (2) (i) *Chief election officer, election duties.* Perform all duties that are
20 imposed on the clerk in relation to the preparation and distribution of ballots and the
21 canvass and return of votes at general, judicial, and special elections ~~and serve as~~
22 the chief election officer of the county.

23 **SECTION 21.** 59.23 (2) (j) of the statutes is repealed.

24 **SECTION 22.** 59.23 (2) (k) of the statutes is repealed.

25 **SECTION 23.** 59.23 (2) (m) 2. of the statutes is amended to read:

BILL

1 59.23 (2) (m) 2. Except as otherwise provided, receive and file the official oaths
2 and bonds of all county officers and upon request shall certify under the clerk's
3 signature and seal the official capacity and authority of any county officer so filing
4 and charge therefor the statutory fee. Upon the commencement of each term every
5 clerk shall file the clerk's signature and the impression of the clerk's official seal in
6 the office of the secretary of state.

7 **SECTION 24.** 59.23 (2) (n) of the statutes is amended to read:

8 59.23 (2) (n) ~~Taxes; election duties.~~ Perform all duties that are imposed on the
9 clerk in relation to the assessment and collection of taxes, ~~and to the preparation and~~
10 ~~distribution of ballots and the canvass and return of votes at general, judicial and~~
11 ~~special elections.~~

12 **SECTION 25.** 59.23 (2) (nm) of the statutes is created to read:

13 59.23 (2) (nm) *Timber harvest notices.* Provide notice to a town chairperson
14 regarding the harvesting of raw forest products, as described in s. 26.03 (1m) (a) 2.

15 **SECTION 26.** 59.23 (2) (q) of the statutes is amended to read:

16 59.23 (2) (q) *County highway commissioner; notify of election.* ~~Except in~~
17 ~~counties having a population of 150,000 or more, notify~~ Notify a county commissioner
18 of highways of the commissioner's election within 10 days thereafter.

19 **SECTION 27.** 59.23 (2) (r) of the statutes is amended to read:

20 59.23 (2) (r) *County tax for road and bridge fund.* ~~Except in counties having~~
21 ~~a population of 150,000 or more, notify~~ Notify the proper town officers of the levy and
22 rate of any tax for the county road and bridge fund.

23 **SECTION 28.** 59.23 (2) (s) of the statutes is amended to read:

24 59.23 (2) (s) *List of municipal officers* local officials. Annually, on the first
25 Tuesday of June, transmit to the secretary of state a ~~typewritten or printed~~ list

BILL

1 showing the name, phone number, electronic mail address, and post-office address
 2 of local officials, including the chairperson, mayor, president, clerk, treasurer,
 3 council and board members, and assessor of each municipality, and of the elective or
 4 appointive officials of any school district, technical college district, sewerage district,
 5 sanitary district, and any other local governmental unit, as defined in s. 66.0135(1)(c)
 6 that is located wholly or partly within the county. Such lists shall be placed on file
 7 for the information of the public. The clerk, secretary, or other administrative officer
 8 of a local governmental unit, as defined in s. 66.0137 (1) (ae), shall provide the county
 9 clerk the information he or she needs to complete the requirements of this
 10 paragraph.

11 SECTION 29. 889.04 of the statutes is amended to read:

12 **889.04 County and municipal ordinances.** Matter entered or recorded in
 13 any ordinance or, record book, or other format authorized under ss. 59.23 (2) (b),
 14 60.33 (1) and (2), 61.25 (3) and 62.09 (11) (c) or printed in any newspaper, book,
 15 pamphlet, or other form purporting to be so published, entered or recorded by any
 16 county, town, city or village in this state as a copy of its ordinance, bylaw, resolution
 17 or regulation, is prima facie evidence thereof; and after 3 years from the date of such
 18 publication, entry or recording such book or pamphlet shall be conclusive proof of the
 19 regularity of the adoption and publication of the ordinance, bylaw, resolution or
 20 regulation.

21 (END)

Parisi, Lori

From: Zuleger, Chad
Sent: Wednesday, December 11, 2013 4:12 PM
To: LRB.Legal
Subject: Draft Review: LRB -2666/3 Topic: Powers and duties of county clerks

Please Jacket LRB -2666/3 for the ASSEMBLY.



State of Wisconsin
2013 - 2014 LEGISLATURE



LRB-2666/3
MES&JTK:jld:rs

4

2013 BILL

Tr 12/17 1 PM

gr
change on
p. 3 only

W

Regen

1 AN ACT *to repeal* 59.23 (2) (j) and 59.23 (2) (k); *to renumber* 59.23 (2) (d); *to*
2 *amend* 5.62 (4) (b), 7.20 (1), 7.21 (2), 59.23 (1) (a), 59.23 (1) (b), 59.23 (1) (c),
3 59.23 (2) (a), 59.23 (2) (b), 59.23 (2) (c), 59.23 (2) (d) (title), 59.23 (2) (e), 59.23
4 (2) (f), 59.23 (2) (h), 59.23 (2) (m) 2., 59.23 (2) (n), 59.23 (2) (q), 59.23 (2) (r), 59.23
5 (2) (s) and 889.04; and *to create* 59.23 (2) (cm), 59.23 (2) (d) 2., 59.23 (2) (de),
6 59.23 (2) (dg), 59.23 (2) (di), 59.23 (2) (i) and 59.23 (2) (nm) of the statutes;
7 **relating to:** modifying the duties of a county clerk; the counties in which a
8 board of election commissioners is required; and staffing of a board of election
9 commissioners in populous counties.

Analysis by the Legislative Reference Bureau

This bill makes a number of changes to the duties of a county clerk and specifies some of the clerk's duties in the statute that lists the requirements of that office. The bill does the following:

1. Specifies that full-time equivalent deputies of the clerk work exclusively in the clerk's office and that deputies may be removed only by the clerk.
2. Specifies that the clerk may appoint as many assistants as the county board authorizes. Currently, this provision applies only to counties with a population exceeding 150,000.

BILL

3. Requires a county board to appoint an acting clerk within 90 days of the board adopting a resolution finding that the clerk is incapable of discharging his or her duties. Currently, the county board may appoint an acting clerk if the clerk is incapable of discharging his or her duties.

4. Requires a clerk to create the agenda for board meetings, under the direction of the county board chairperson or committee chairperson, and file in the clerk's office copies of agendas and meetings of board and committee meetings.

5. Requires a clerk to keep records of board and committee proceedings, orders for payments, receipts and disbursements of money, and reports of the treasurer related to receipts and disbursements of the county, without specifying the form or medium in which such records are kept. Currently, a clerk is required to keep such records in a book.

6. Requires a clerk to notify a county commissioner of highways of the commissioner's election within ten days of the election and notify town officers of the levy and rate of tax for the county road and bridge fund. Currently, a clerk performed such notifications only in counties with a population of less than 150,000.

Under current law, a clerk is required to transmit annually to the secretary of state a typed or printed list showing the name and post-office address of certain specified municipal officials. Under this bill, a clerk is required to transmit annually to the secretary of state a list of the name, phone number, e-mail address, and post-office address of these same municipal officials, other unspecified local officials, and elective and appointive officials of any other local governmental unit that is wholly or partly within the county. The bill also requires the clerk, secretary, or other administrative officer of a local governmental unit to provide the county clerk any information he or she needs to complete this requirement.

The bill also repeals a number of obsolete provisions of current law. The bill repeals a requirement that a clerk transmit to the Department of Public Instruction certified copies of certain resolutions relating to raising money for school purposes, and repeals a requirement that a clerk transmit to the secretary of state a certified copy of an ordinance enacted by a village or town that relates to a change of the village's or town's name, the name of a newly organized town, or town boundary changes that result from county board action.

Currently, in each county over 500,000 population, elections are administered on the county level by a board of election commissioners instead of by the county clerk. This bill provides that, in each county over 750,000 population, elections are administered on the county level by a board of election commissioners instead of by the county clerk.

Currently, counties, municipalities, and special purpose districts share responsibility for administering elections in their jurisdictions. For purposes of election administration, county clerks are responsible for county functions except that, in counties having a population of more than 500,000 (Milwaukee County), county election functions are delegated by law to a bipartisan board of election commissioners. The board of election commissioners may hire an individual to serve as its executive director, whose employment and removal is subject to civil service standards. This bill provides that each county clerk is the chief election officer of the

BILL

750,000 ✓



county in which the clerk serves. The bill does not change the distribution of election administration functions among governmental units. The bill also provides that, in counties having a population of more than ~~500,000~~, the county clerk shall serve as the executive director of the board of election commissioners. The change is effective on the day on which the bill becomes law.

For further information see the *local* fiscal estimate, which will be printed as an appendix to this bill.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

1 **SECTION 1.** 5.62 (4) (b) of the statutes is amended to read:

2 5.62 (4) (b) The county board of election commissioners in counties having a
3 population of more than ~~500,000~~ 750,000 shall prepare the official primary ballot.
4 The commissioners shall arrange the names of all candidates for each office whose
5 nomination papers are filed at the county level, using the same method as that used
6 by the government accountability board under s. 5.60 (1) (b).

7 **SECTION 2.** 7.20 (1) of the statutes is amended to read:

8 7.20 (1) A municipal board of election commissioners ~~and a county board of~~
9 ~~election commissioners~~ shall be established in every city ~~and county~~ over 500,000
10 population. A county board of election commissioners shall be established in every
11 county over 750,000 population.

12 **SECTION 3.** 7.21 (2) of the statutes is amended to read:

13 7.21 (2) The county clerk shall serve as executive director of the county board
14 of election commissioners ~~may hire an executive director who.~~ The clerk shall
15 perform whatever duties the board of election commissioners assigns to him or her.
16 ~~The county board shall determine the salary of that executive director. Appointment~~
17 ~~and removal of that executive director shall be subject to civil service standards. An~~

BILL**SECTION 3**

1 executive director of the city board of election commissioners shall be appointed
2 under s. 62.51.

3 **SECTION 4.** 59.23 (1) (a) of the statutes is amended to read:

4 59.23 (1) (a) Every clerk shall appoint in writing one or more full-time
5 equivalent deputies to work exclusively in the clerk's office and shall file the
6 appointment in the clerk's office. A deputy appointed under this paragraph may be
7 removed only by the clerk. The deputy or deputies shall aid in the performance of
8 the duties of the clerk under the clerk's direction, and in case of the absence or
9 disability of the clerk or of a vacancy in the clerk's office, unless another is appointed
10 ~~therefor~~ as provided in par. (c), shall perform all of the duties of the clerk during the
11 absence or until the vacancy is filled. The board ~~may, at any meeting,~~ shall provide
12 a salary for the deputy or deputies.

13 **SECTION 5.** 59.23 (1) (b) of the statutes is amended to read:

14 59.23 (1) (b) In each county ~~having a population exceeding 150,000 according~~
15 ~~to the last state or national census,~~ the clerk may also appoint the number of
16 assistants that the board authorizes and prescribes, and the assistants shall receive
17 salaries that the board provides and fixes.

18 **SECTION 6.** 59.23 (1) (c) of the statutes is amended to read:

19 59.23 (1) (c) If a clerk is incapable of discharging the duties of office the board
20 ~~may~~ shall appoint an acting clerk, ~~who shall~~ within 90 days after the board adopts
21 a resolution finding that the clerk is incapable of discharging the duties of the office.
22 The acting clerk shall serve until the disability is removed. If the board is not in
23 session at the time of the incapacity, the chairperson of the board may appoint an
24 acting clerk, whose term shall not extend beyond the next regular or special meeting
25 of the board. A person appointed as acting clerk or appointed to fill a vacancy in the

BILL

1 office of clerk, upon giving an official bond with sureties as required of a clerk, shall
2 perform all of the duties of the office; and thereupon the powers and duties of the
3 deputy of the last clerk shall cease.

4 **SECTION 7.** 59.23 (2) (a) of the statutes is amended to read:

5 59.23 (2) (a) *Board proceedings.* Act as clerk of the board at all of the board's
6 regular, special, limited term, and standing committee meetings thereof; under the
7 direction of the county board chairperson or committee chairperson, create the
8 agenda for board meetings; keep and record in a book therefor true minutes of all the
9 proceedings of the board; in a format chosen by the clerk, including all committee
10 meetings, either personally or through the clerk's appointee; file in the clerk's office
11 copies of agendas and minutes of board meetings and committee meetings; make
12 regular entries of the board's resolutions and decisions upon all questions; record the
13 vote of each supervisor on any question submitted to the board, if required by any
14 member present; publish ordinances as provided in s. 59.14 (1); and perform all
15 duties prescribed by law or required by the board in connection with its meetings and
16 transactions.

17 **SECTION 8.** 59.23 (2) (b) of the statutes is amended to read:

18 59.23 (2) (b) *Recording of proceedings.* Record at length ~~in a book therefor~~ every
19 resolution adopted, order passed and ordinance enacted by the board.

20 **SECTION 9.** 59.23 (2) (c) of the statutes is amended to read:

21 59.23 (2) (c) *Orders for payment.* Sign all orders for the payment of money
22 directed by the board to be issued, and keep ~~in a book therefor~~ a true and correct
23 account ~~thereof~~ of such orders, and of the name of the person to whom each order is
24 issued; but he or she shall not sign or issue any county order except upon a recorded
25 vote or resolution of the board authorizing the same; and shall not sign or issue any

BILL**SECTION 9**

1 such order for the payment of the services of any clerk of court, district attorney or
2 sheriff until the person claiming the order files an affidavit stating that he or she has
3 paid into the county treasury all moneys due the county and personally collected or
4 received in an official capacity; and shall not sign or issue any order for the payment
5 of money for any purpose in excess of the funds appropriated for such purpose unless
6 first authorized by a resolution adopted by the county board under s. 65.90 (5).

7 **SECTION 10.** 59.23 (2) (cm) of the statutes is created to read:

8 59.23 (2) (cm) *Apportionment of taxes.* Apportion taxes and carry out other
9 responsibilities as specified in s. 70.63 (1).

10 **SECTION 11.** 59.23 (2) (d) (title) of the statutes is amended to read:

11 59.23 (2) (d) (title) *Accounts, access to financial records.*

12 **SECTION 12.** 59.23 (2) (d) of the statutes is renumbered 59.23 (2) (d) 1.

13 **SECTION 13.** 59.23 (2) (d) 2. of the statutes is created to read:

14 59.23 (2) (d) 2. Without regard to whether the board creates an office of county
15 audit or under s. 59.47 (2), have free access to the books, accounts, bills, vouchers,
16 and receipts as described in s. 59.47 (1), as often as may be necessary to perform the
17 duties required under this section and the duties described under s. 59.47 (1), and
18 the clerk shall report in writing the results of the examinations conducted under s.
19 59.47 (1) to the board.

20 **SECTION 14.** 59.23 (2) (de) of the statutes is created to read:

21 59.23 (2) (de) *Property.* To the extent authorized by the board, exercise the
22 authority under s. 59.52 (6).

23 **SECTION 15.** 59.23 (2) (dg) of the statutes is created to read:

24 59.23 (2) (dg) *Dogs.* Perform the responsibilities relating to dog licensing,
25 which are assigned to the clerk under ch. 174, and the dog fund specified in ch. 174.

BILL

1 **SECTION 16.** 59.23 (2) (di) of the statutes is created to read:

2 59.23 (2) (di) *Marriage licenses, domestic partnerships.* Administer the
3 program for issuing marriage licenses as provided in ch. 765 and the program for
4 forming and terminating domestic partnerships as provided in ch. 770.

5 **SECTION 17.** 59.23 (2) (e) of the statutes is amended to read:

6 59.23 (2) (e) *Reports of receipts and disbursements.* Record ~~in a book therefor~~
7 the reports of the treasurer of the receipts and disbursements of the county.

8 **SECTION 18.** 59.23 (2) (f) of the statutes is amended to read:

9 59.23 (2) (f) *Recording receipts and disbursements.* Keep a true and accurate
10 account ~~in a book therefor~~ of all money which comes into the clerk's hands by virtue
11 of the clerk's office, specifying the date of every receipt or payment, the person from
12 or to whom the receipt or payment was received or paid, and the purpose of each
13 particular receipt or disbursement, and keep the book at all times open to the
14 inspection of the county board or any member of the board.

15 **SECTION 19.** 59.23 (2) (h) of the statutes is amended to read:

16 59.23 (2) (h) *Books of account.* Keep all of the accounts of the county and all
17 books of account as in a manner that the board directs. Books of account shall be
18 maintained on a calendar year basis, which shall be the fiscal year in every county.

19 **SECTION 20.** 59.23 (2) (i) of the statutes is created to read:

20 59.23 (2) (i) *Chief election officer, election duties.* As the chief election officer
21 of the county, perform all duties that are imposed on the clerk in relation to the
22 preparation and distribution of ballots and the canvass and return of votes at
23 general, judicial, and special elections.

24 **SECTION 21.** 59.23 (2) (j) of the statutes is repealed.

25 **SECTION 22.** 59.23 (2) (k) of the statutes is repealed.

BILL**SECTION 23**

1 **SECTION 23.** 59.23 (2) (m) 2. of the statutes is amended to read:

2 59.23 (2) (m) 2. Except as otherwise provided, receive and file the official oaths
3 and bonds of all county officers and upon request shall certify under the clerk's
4 signature and seal the official capacity and authority of any county officer so filing
5 and charge ~~therefor~~ the statutory fee. Upon the commencement of each term every
6 clerk shall file the clerk's signature and the impression of the clerk's official seal in
7 the office of the secretary of state.

8 **SECTION 24.** 59.23 (2) (n) of the statutes is amended to read:

9 59.23 (2) (n) ~~Taxes; election duties.~~ Perform all duties that are imposed on the
10 clerk in relation to the assessment and collection of taxes, ~~and to the preparation and~~
11 ~~distribution of ballots and the canvass and return of votes at general, judicial and~~
12 ~~special elections.~~

13 **SECTION 25.** 59.23 (2) (nm) of the statutes is created to read:

14 59.23 (2) (nm) *Timber harvest notices.* Provide notice to a town chairperson
15 regarding the harvesting of raw forest products, as described in s. 26.03 (1m) (a) 2.

16 **SECTION 26.** 59.23 (2) (q) of the statutes is amended to read:

17 59.23 (2) (q) *County highway commissioner; notify of election.* ~~Except in~~
18 ~~counties having a population of 150,000 or more, notify~~ Notify a county commissioner
19 of highways of the commissioner's election within 10 days thereafter.

20 **SECTION 27.** 59.23 (2) (r) of the statutes is amended to read:

21 59.23 (2) (r) *County tax for road and bridge fund.* ~~Except in counties having~~
22 ~~a population of 150,000 or more, notify~~ Notify the proper town officers of the levy and
23 rate of any tax for the county road and bridge fund.

24 **SECTION 28.** 59.23 (2) (s) of the statutes is amended to read:

