

## Modifications From Agency



# Wisconsin Elections Commission

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**FROM:** The Wisconsin Elections Commission

**SUBJECT:** Modifications to CR 24-043 relating to the Certification and Training of Municipal Clerks

Dear Senator Nass and Representative Neylon,

Following this cover letter is a modified rule order carrying out the request for modifications received from the Joint Committee for the Review of Administrative Rules on April 24. The Commission Chair responded that day in writing that the Commission would consider the request, and on May 27, the Commission discussed the specific textual modifications that the Joint Committee sent the Commission on May 8. The materials for agenda item F, as well as the minutes document showing the Commission vote, can be viewed at the following link: <https://elections.wi.gov/event/commission-meeting-may-27-2025>.

The Commission unanimously accepted the proposed modifications and added administrative details to carry them out. These additional details are in line with the Joint Committee's requests and are described below. The Commission made the following changes under Wis. Stat. § 227.19(5)(b)2. to the rule order:

1. Within section 2, the Commission accepted the Joint Committee's request to add an email process to notify a governing body that a clerk has not completed a training requirement, and to allow 21 days for the municipality to provide the email. Additionally, due to the changes to elected official emails across the state, the Commission specified that the municipality must provide an email for its top elected official and also send a new email should it change.
2. Also within section 2, the Commission accepted the Joint Committee's request to specify that the Commission will notify the top elected official that a clerk has not completed an initial certification prior to an election day.
3. The Commission changed the previous section 3, concerning the effective date, to section 4 and added a new section 3 accepting the Joint Committee's request to specify that a municipal clerk must complete an initial certification prior to administering an election. Additionally, the Commission also specified that for an initial certification, the applicable waiver provision would only be valid for one election, rather than a full election cycle.

If there are any questions about the modified rule order, please contact staff attorney Brandon Hunzicker at [brandon.hunzicker@wisconsin.gov](mailto:brandon.hunzicker@wisconsin.gov) or 608-227-0714.

*Wisconsin Elections Commissioners*

Ann S. Jacobs, chair | Marge Bostelmann | Don M. Millis | Carrie Riepl | Robert Spindell | Mark L. Thomsen

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Administrator  
Meagan Wolfe