

## WISLINE PUBLIC SITES

*Individual sites may not be available for every program. Please contact the site in your area well in advance of your program to verify room availability and directions.*

4000	Adams	Adams County Extension	608-339-4237
4007	Alma	Buffalo County Courthouse	608-685-6256
4038	Antigo	Langlade County Extension Office	715-627-6236
4050	Appleton	Outagamie County UWEX	920-832-5121
4001	Ashland	Ashland County Courthouse	715-682-7017
4069	Baldwin	St. Croix County Ag Center	715-684-3301
4055	Balsam Lake	Polk County Center Building	715-485-8600
4064	Baraboo	Sauk County UWEX	608-355-3250
4003	Barron	Barron County Off Complex	715-537-6250
4031	Black River Falls	Jackson County Extension Office	715-284-4257
4009	Chilton	Calumet County Courthouse	920-849-1450
4010	Chippewa Falls	Chippewa County Courthouse	715-726-7950
4025	Crandon	Forest County Courthouse	715-478-2212
4037	Darlington	LaFayette County Ag Center	608-776-4820
4029	Dodgeville	Iowa County UWEX	608-935-0391
4052	Durand	Pepin County Government Center	715-672-5214
4073	Eagle River	Vilas County Courthouse	715-479-3648
4022	Eau Claire	Eau Claire County UWEX	715-839-4712
4075	Elkhorn	Walworth County UWEX	262-741-3186
4053	Ellsworth	Pierce County Office Building	715-273-3531 x6663
4023	Florence	Florence Resource Center	715-528-4480
4024	Fond du Lac	UWEX-Fond du Lac	920-929-3170
4005	Green Bay	Brown County Ag. & Extension Center	920-391-4610
4028	Green Lake	Green Lake County Courthouse	414-294-4032
4065	Hayward	Sawyer County Courthouse	715-634-4839
4030	Hurley	Iron County Courthouse	715-561-2695
4061	Janesville	Rock County Courthouse	608-757-5695
4032	Jefferson	Jefferson County UWEX	920-674-7296
4017	Juneau	Dodge County Admin. Building	920-386-3790
4044	Keshena	Menominee County Courthouse	715-799-4654
4035	Kewaunee	Kewaunee County Courthouse	920-388-4410
4036	La Crosse	La Crosse County UWEX	608-785-9593
4062	Ladysmith	Rusk County Courthouse	715-532-2151
4026	Lancaster	Grant County UWEX	608-723-2125
4015	Madison	The Pyle Center	608-262-1598
4040	Manitowoc	Manitowoc County UWEX	920-683-4169
4042	Marinette	Marinette County Courthouse	715-732-7510
4033	Mauston	Juneau County UWEX	608-847-9329
4070	Medford	Taylor County USDA Service Center	715-748-3327
4020	Menominee	Dunn County Ag Center	715-232-1636
4021	Menomonie	UW-Stout	715-232-5239
4039	Merrill	Lincoln County UWEX	715-536-0304
4027	Monroe	Green County UWEX	608-328-9440
4043	Montello	Marquette County Services Center	608-297-9153, ext. 3
4011	Neilsville	Clark County Courthouse	715-743-5121
4048	Oconto	Oconto County Courthouse	920-834-6845
4083	Oshkosh	Winnebago County UWEX	920-232-1980
4058	Phillips	Price County UWEX	715-339-2555
4051	Port Washington	Ozaukee County Admin. Center	262-284-8288
4013	Portage	Columbia County Annex Building	608-742-9680

4014	Prairie du Chien	Crawford County UWEX	608-326-0223
4088	Reedsburg	Reedsburg Public Library	608-768-7323
4049	Rhineland	Oneida County UWEX	715-365-2750
4060	Richland Center	Richland County UWEX	608-647-6148
4054	River Falls	UW-River Falls	715-425-3256
4067	Shawano	Shawano County Courthouse	715-526-6136
4068	Sheboygan Falls	Sheboygan UWEX	920-467-5740
4008	Siren	Burnett County Government Center	715-349-2151
4047	Sparta	Monroe County Courthouse Annex	608-269-8722
4077	Spooner	Washburn County UWEX	715-635-4444
4056	Stevens Point	Portage County UWEX	715-346-1316
4018	Sturgeon Bay	Door County/City Library	920-746-2261
4019	Superior	Douglas County UWEX	715-395-1363
4072	Viroqua	Vernon County Extension Office	608-637-5276
4004	Washburn	Bayfield County Courthouse	715-373-6104
4080	Waukesha	Waukesha County Admin Center	262-548-7770
4081	Waupaca	Waupaca County Courthouse	715-258-6231
4041	Wausau	Marathon County UWEX	715-261-1231
4082	Wautoma	Waushara County Courthouse	920-787-0416
4045	West Allis	Milwaukee County Extension	414-290-2430
4079	West Bend	Washington County UWEX	262-335-4480
4071	Whitehall	Trempealeau County Courthouse	715-538-2311
4085	Wisconsin Rapids	Wood County Courthouse	715-421-8440

### ***ABOUT THIS WISLINE TELECONFERENCE SERIES***

**WisLine Teleconference links speakers and participants across the state. Participants register for a convenient location (see panel), receive their materials at the site, and can ask questions and share ideas with speakers and participants at other locations.**

**This series of ten programs is designed to keep local government officials up to date on administration of elections in Wisconsin. Current problems facing local governments will be discussed by representatives from the Wisconsin State Elections Board. Programs will be moderated by UW-Extension's Local Government Center Staff.**

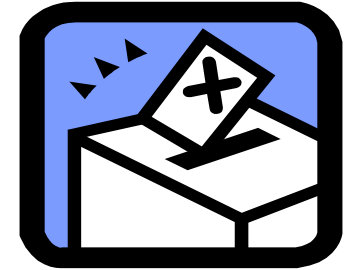
*UW-Extension provides equal opportunities in employment and programming, including Title IX requirements.*

**University of Wisconsin-Extension  
 Local Government Center  
 610 Langdon St., Rm. 229  
 Madison, WI 53703-1195**

**UW  
 Extension  
 Local Government Center**

[www.uwex.edu/lgc/](http://www.uwex.edu/lgc/)

## **CONDUCTING LOCAL ELECTIONS**



**A WisLine Teleconference Series  
 2005-2006**

**Sponsored by:**  
 UW-Extension Local Government Center  
 Wisconsin State Elections Board  
 League of Wisconsin Municipalities  
 Wisconsin Counties Association  
 Wisconsin Towns Association  
 UW-Extension County Offices

**Nonprofit Organization  
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## REGISTRATION

Participation in an active WisLine session costs \$12.00, which includes the written materials. Materials will be sent to the site if you register at least 10 days prior, or to your address if you register late. Cancellations must be received 10 days prior in order to receive a full refund.

Other registration options:

- Purchase an audiocassette following the program by calling (608) 262-4342
- Purchase materials only (see below)
- Purchase audio-streamed program online at [cecommerce.uwex.edu/showcat.asp?id=5687](http://cecommerce.uwex.edu/showcat.asp?id=5687)

### REGISTRATION FORM 1735 CONDUCTING LOCAL ELECTIONS 2005-2006 - WisLine Teleconference Series

WisLine Location (see back panel) \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone ( ) \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Government Unit \_\_\_\_\_

Check session(s) you wish to attend at \$12.00 each:

- |                                  |                                  |                                           |
|----------------------------------|----------------------------------|-------------------------------------------|
| <input type="checkbox"/> Sept. 8 | <input type="checkbox"/> Feb. 9  | <input type="checkbox"/> Materials only - |
| <input type="checkbox"/> Nov. 10 | <input type="checkbox"/> March 9 | list dates: _____                         |
| <input type="checkbox"/> Dec. 1  | <input type="checkbox"/> May 9   | _____                                     |
| <input type="checkbox"/> Dec. 15 | <input type="checkbox"/> May 11  | _____                                     |
| <input type="checkbox"/> Jan. 19 | <input type="checkbox"/> May 18  | _____                                     |

Mail form and fee to:



WisLine Registrations  
Dept. 111, Room 139  
702 Langdon Street  
Madison, WI 53706

Or register by fax: 1-(800)-741-7416; or phone:  
(608)-262-0810, using credit card for payment.

For questions only (no registration): (608)-262-9961

Method of payment: VI  MC  AX

Credit card # \_\_\_\_\_

Cardholder's name \_\_\_\_\_ Exp. Date \_\_\_\_

Bill me  Check enclosed

[Make check payable to UW-Extension]

The following information is used to enhance the programming efforts of the UW-Extension and is optional.

Sex: Female  Male

Birthdate: Mo. \_\_\_\_ Day \_\_\_\_ Yr \_\_\_\_

Heritage: African Am  Asian/Pacific Islander

Am Indian/Alaskan Native  Hispanic/Latino

White/Other

Occupational:  Public Administration (Government)  Other

## CONDUCTING LOCAL ELECTIONS

2005-06 WisLine Teleconference Series

Presenters for the following WisLine Series will be representatives from the Wisconsin State Elections Board

**September 8, 2005 (Thursday), 10:30 – 11:50 a.m. – A REVIEW OF CHANGES IN ELECTION LAW/GETTING READY FOR 2006 (#1735-1)** – An update on the effects of the Help America Vote Act, Statewide Voter Registration, and potential state legislation. This is an excellent way to kick off the 2006 election cycle and prepare for the spring elections. Here's your chance to ask questions!

**November 10, 2005 (Thursday), 10:30 – 11:50 a.m. – CAUCUS PROCEDURES FOR TOWNS AND VILLAGES (#1735-2)** – There really is a proper way to conduct a caucus! Here's an opportunity to find out what to do and what not to do, based on the experience of others.

**December 1, 2005 (Thursday), 10:30 – 11:50 a.m. – GETTING CANDIDATES ON THE SPRING BALLOT (#1735-3)** – Check out the procedures for getting local candidates on the ballot when nomination papers are used. Also, this is your time to share your questions and our answers relating to the upcoming spring filing deadline for local candidates.

**December 15, 2005 (Thursday), 10:30 – 11:50 a.m. – TRAINING FOR ELECTION DAY OFFICIALS/ELECTION DAY DUTIES (#1735-4)** – A review of election-day activities such as opening the polling place, processing absentee ballots, challenging electors and handling observers.

**January 19, 2006 (Thursday), 10:30 – 11:50 a.m. – MUNICIPAL ELECTIONS/CLERK'S DUTIES (#1735-5)** – A review of duties such as issuing absentee ballots, absentee voting in nursing homes, handling write-in candidates, election results, municipal boards of canvassers and issuing certificates of election.

**February 9, 2006 (Thursday), 10:30 – 11:50 a.m. – TRAINING FOR ELECTION DAY OFFICIALS/WRAPPING UP AN ELECTION (#1735-6)** – It's 8:00 p.m. and the polls are closed. Now what? Instructions on counting, tallying, recording write-ins, securing ballots, completing forms, routing election day materials and local canvass boards.

**March 9, 2006 (Thursday), 10:30 – 11:50 a.m. – RECOUNT HOW-TO'S (#1735-7)** – Learn what to do for a recount. Get pointers to make your job easier, gathered from those who have actually lived through one. For those who anticipate a close race for an office up for election, or for those who just wish to be prepared.

**May 9, 2006 (Tuesday), 10:30 – 11:50 a.m. – WHAT EVERY CLERK NEEDS TO KNOW – AND DIDN'T KNOW TO ASK (#1735-8)** – A guide to basic election information for new clerks, and a brush-up for seasoned clerks. Topics include: Running a local election, notices, ballot preparation and more.

**May 11, 2006 (Thursday), 10:30 – 11:50 a.m. – NUTS AND BOLTS OF FILLING OUT CAMPAIGN FINANCE REPORTS (#1735-9)** – Everything candidates and treasurers need to know about complying with campaign finance law.

**May 18, 2006 (Thursday), 10:30 – 11:50 a.m. – NUTS AND BOLTS OF FILLING OUT CAMPAIGN FINANCE REPORTS (#1735-10)** – Are you a county political party treasurer? A political action committee treasurer? Here's a chance for help with your campaign finance reports.