

Steps for Passing Town and County Resolutions

The first step is to locate the name and address of the town board chairperson. Your county should have a web site where this information is available. Call the chairperson, introduce yourself, and request time on the agenda for a future town meeting. The board member might refer you to the clerk for scheduling. In some cases champions knew, and first approached, the town or county clerk prior to contacting board members.

Once on the agenda, prepare packages for each town board member, and, maybe if applicable, for any town officials who are not board members, e.g. treasurer, clerk etc. The package might include (name of document in parentheses):

- A cover memo introducing the issue (Cover Letter to Town Board)
- The actual resolution you are asking them to pass. (Full Resolution Language)
- Example language for the ballot (Proposed Ballot Language)
- A general information sheet on what United to Amend is all about and why it is important for a town in Wisconsin to pass resolutions (Three options available in this handbook.)
- Our list of the Wisconsin municipalities and states that have already called for amending the constitution (Communities and States In Support of an Amendment)
- Our map of Wisconsin municipalities that have already called for amending the constitution (WI Resolution Map)

Bring these packages to the town clerk and ask her/him to deliver them to the board members prior to the next scheduled meeting's agenda. Ask her to ask them to review the materials before that meeting. Also give the clerk a letter explaining what we are doing (Cover Letter to Clerk)

Read through the three potential handouts (Options A,B,C) in Chapter 3 of the Handbook to familiarize yourself with arguments for why the town board should put our referendum on the ballot and then pass our resolution. Also read document "3.A Talking Points for Town Board Members" to hone your arguments

Towns are very concerned about zoning. In your brief remarks at the meeting, touch on how

- the special interests (telecommunications corporations) slipped legislation into a past budget bill so now towns don't have the right to regulate placement of cell phone towers in their towns
- recent mining legislation passed in by our legislature now restricts towns' abilities to govern zoning on local mining operations – based on big-money funded campaigns
- legislation was passed that disallows towns from protecting their water from the mega-farms being built in many local communities across WI
- over 160 laws have been passed behind closed doors between 2010 and 2017 which weaken and remove local control and sovereignty to protect citizens health and rights.

We have found that you can get most towns to put the referendum on the ballot, but if they won't put it in the ballot, you might be able to get them to pass the resolution directly at that meeting – or a future meeting.

We suggest you have several citizens attend with you each meeting where they will discuss the referendum and/or resolution. More people shows more interest and might sway the board.

After the resolution is passed, hopefully after a referendum, you might take cover letters to the clerk for sending notice to the community's local and national representatives, possibly including addressed stamped envelopes that you can give to the clerk. The clerks really appreciate not having to do the paperwork! The cost of the stamps is pretty insignificant. Find two documents in the Handbook for this: *Public Official Notification Letter* and *Where to Send Labels Avery 8660*.

Some of our champions follow up with a thank you to the Town Chairperson after they pass the resolution (after the vote if there was one) to build relationships.

Other documents in this Handbook help you with details for the steps discussed on this page.