

5.A Documents Delivered to Clerks and Elected Officials.

This document describes the documents you might deliver to clerks and elected officials involved in the referendum/resolution process in the town you are working in. This includes the town clerk and the board members. These documents apply whether you are working for a town resolution or a county resolution.

These documents are ready-to-use templates – but you may modify some of them if you feel the urge or see a local reason to. We recommend you do not modify 5.C through 5.E as we are trying to maintain consistency of language across the state. The fields that you need to customize, in each document, for your municipality are in [red](#). You should remove any information in any document that is included to show the purpose of the document.

There are seven quasi-official documents to be delivered to various persons – and that make up the rest of this section.

5.B Cover Letter to Clerk

5.C Example of Wording for the Ballot

5.D Town Board Cover Letter

5.E Resolution Language

5.F Public Official Notification Letter

5.G Where to Send Labels Avery 8660

You should also provide the board members with some of the education and information documents in Chapter 4 of this Handbook.

What is the purpose of each document and who receives it?

5.B Cover Letter to Clerk

This is the submittal letter explaining the request and what is included in the packages she is given.

5.C Example of Wording for the Ballot

This is a copy of the ballot language we prefer, to give to the clerk – so s/he doesn't have to try to extract this from the text on the petition form. Only the town clerk needs to receive this document. S/he will decide how this information will be shared with the County for placement on the ballot – after the town board votes to put it on the ballot. This form is not needed if the town decides to either pass the resolution directly (without a vote of the citizens), or do nothing.

5.D Town Board Cover Letter

This is the cover letter explaining why we are asking the board to put the referendum on the ballot, and what the resolution is about. Ask the clerk to include the suggested documents with the letter to each board member.

5.E Resolution Language

This is a copy of the resolution that we are asking the board members to pass. We are asking the board to pass this resolution with this language whether they first put it to ballot or decide to pass the resolution without a referendum. This is the full resolution language represented by the shortened language suggested for the ballot. This is sent to the council/board members with 5.D = Cover Letter. The council/board authorized person(s) will sign passage of the resolution – in the spaces at the end of the document.

5.F Public Official Notification Letter

This is the notification letter that the resolution tells the clerk to send to each of the representatives identified in the next document (5.G = Labels.) The intent of the letter is to show all levels of the community's representatives – from their state representatives to the President – that this community wants them to pass our constitutional amendment.

5.G Where to Send Labels Avery 8660

This is a page formatted to print on Avery 8660 labels the mailing labels for each government representative to whom the clerk will send the 5.F = Notification document. You should update this document with your *local-specific* representatives' contact information before giving it to the clerk. This makes her/his job easier – cooperation through comity.

Said another way: What documents do each of the actors get and when?

Town clerk – Bring all six documents – 5.B to 5.G, and one of more information documents (in Chapter 4) you choose, to the clerk. Ask the clerk to deliver one package of the documents (5.C, 5.D, 5.E and chosen information documents) to each board member.

County Clerk – If the town board decides to put the question on the ballot, the Town Clerk sends the ballot language to the County Clerk to be put on the next ballot, s/he sends it at least 70 days prior to the election date.

Town board members - The board members should receive an envelope with documents 5.C, 5.D, 5.E and the information documents you chose.

You might also want to provide the board members with some of the following education and information documents from Chapter 4 of the Handbook:

- A. Communities and states in support of an amendment
- B. WI Resolution Map
- C. Why is corporate personhood a TOWN issue – Option A
- D. Why Towns are Calling for a Democracy Reform Amendment – Option B
- E. How does Citizens United affect our Town – Option C