

Steps for Passing Resolutions

The first step is to determine the best first point of communication with the board.

- You might know the mayor, administrator or board chair – or know someone who does. It might make sense to ask them to meet with you to inquire the best way to approach the board.
- Some of our champions knew one of the board or council members – and met with that acquaintance to learn the best way to start your connection. They might tell you to go through the clerk, or they might another council or board member to contact for support.
- You might know no one at the town hall, and know no one who does. Many of our champions have nonetheless succeeded. In this case, you might go to the town hall and ask the town clerk to help you through the process. Most of them have good attitudes and will be glad to help you. Even if they have a bad attitude, be respectful and work with them to get the necessary information.
- Some champions, in a city, did not know their own council member – but approached them first because they are a constituent of that councilperson.
- A couple of champions found out where their board members lived and first met with them – and dropped off the materials at their homes.

Who you decide to approach depends on who you know, or don't know, the political situation in your town, and your personality.

Determine the name and address of the municipal clerk. Your municipality should have a web site where this information is available. Call or meet with the clerk, introduce yourself, and request time on the agenda for a future municipal meeting. If you know any, or have a friend who knows any, members of the board/council, approach them to determine if they would support and work with you to get the board/council to pass the resolution. If they can provide a lot, or only a little help, this might make the difference.

Once on the agenda, prepare packages for each board/council member – unless the clerk will do this. The package might include (name of Handbook document in parentheses):

- A formal letter for the clerk – when appropriate (5.B Cover Letter to Clerk.doc)
- A cover memo introducing the issue (5.C Cover Letter to Board or Council Members.doc)
- The actual resolution you are asking them to pass. (5.D Full Resolution Language.doc)
- A general information sheet on what United to Amend is all about and why it is important for Wisconsin municipalities to pass resolutions (Three options available in chapter 4.)
- Our list of the Wisconsin municipalities and states that have already called for amending the constitution (4.A WI-Communities-and-States List.pdf)
- Our map of Wisconsin municipalities that have already passed our resolution (4.B WI-Resolution-Map.doc)

These documents, and others that might be useful, can be found at <https://wiuta.org/resolution-handbook/>

Bring the package to the clerk and ask them to deliver them to the board/council members prior to the scheduled meeting's agenda. Ask her to ask them to review the materials before that meeting. (Note: you might bring copies for each board member, especially if a small town - this will keep the clerks work down – and build a relationship.)

Check out document “3.A Talking Points for Board or Council Members.docx” – to increase your confidence before the meeting.

Also consider reading the three potential educational handouts for the board members (Chapter 4 Options D,E,F of the Handbook) to familiarize yourself with arguments for why the board/council

should pass our resolution. Select one or more of these Chapter 4 documents to include in the package – or create your own education document if preferred.

Small towns are often concerned about zoning. In your brief remarks at the meeting, consider touching 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 180 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 suggest you have several citizens attend with you each meeting where you will discuss the resolution. More people shows more interest and might sway the board/council. If you tell them they do not have to speak, just be a supporting body, more will be likely to join you.

Some of our champions follow up with a thank you to the Chairperson after they pass the resolution to show comity and ensconce a favorable memory of the need for the constitutional amendment – for possible future collaborations. If you like this idea see document “5.E Board Chair Thank You.doc.”

Other documents in this Handbook help you with details for the steps discussed on this page.
<https://wiuta.org/resolution-handbook/>

Finally, if you have any questions or concerns, contact:
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