

# CONTINUITY OF ELECTION OPERATIONS PLAN – BROWN COUNTY

## MEMORANDUM OF UNDERSTANDING

**Village of Suamico**  
**Village of Howard**  
**Village of Allouez**  
**Village of Wrightstown**  
**Village of Bellevue**

\*\*\*List as of September 9, 2020. More municipalities may be added at a later date.

Brown County, the State of Wisconsin, and the United States of America are currently under a Public Health Emergency due to the COVID-19 pandemic. This document provides a back-up plan for the November 3, 2020 Presidential Election (“Election”) for Municipal Clerks (“Clerks”) in the municipalities outlined above (“Municipalities”).

The Clerks from the Municipalities listed above have agreed to assist each other in preparation for the Election and on Election Day in the event that one or more of these Clerks is unable to perform the statutory duties of his or her office due to exposure or infection of COVID-19 or mandated quarantine.

The Clerks included in this plan and their contact information is included below:

Bonnie Swan  
Clerk, Village of Suamico  
(920) 434-2212 – office  
(XXX) XXX-XXX – cell  
[BonnieS@Suamico.org](mailto:BonnieS@Suamico.org)

Christopher A. Haltom, CPA  
Dir. of Admin. Services, Village of Howard  
920-434-4640- office  
920-366-5528– cell  
[chaltom@villageofhoward.com](mailto:chaltom@villageofhoward.com)

Michelle Seidl, WCMC, CMC  
Clerk/Treasurer, Village of Wrightstown  
(920) 532-5567 x12 – office  
[mseidl@wrightstown.us](mailto:mseidl@wrightstown.us)

Karen Simons  
Clerk/Treasurer, Village of Bellevue  
920-593-5011 - office  
920-370-5861 - cell  
[karens@villageofbellevue.org](mailto:karens@villageofbellevue.org)

Debbie Baenen/Carrie Zittlow  
Clerk/Deputy Clerk, Village of Allouez  
920-448-2800 - office  
[Debbie@villageofallouez.com](mailto:Debbie@villageofallouez.com)  
[CZittlow@villageofallouez.com](mailto:CZittlow@villageofallouez.com)

*Updated September 9, 2020*

In the event that any of the Clerks above are unable to perform the statutory duties of the office due to mandated quarantine, COVID-19 infection, or another emergency situation, that “Affected Clerk” will contact one of the “Non-affected Clerks” or designee (e.g., Deputy Clerk) on this list to perform or assist said duties, which may include any or all of the following:

- Performing in-person absentee voting duties, either from the office of the Affected Clerk (if sanitized properly) or the office of the Non-affected Clerk (“either office”) as appropriate.
- Performing voter registration duties from either office as appropriate.
- Mailing absentee ballots to voters who make such requests from either office as appropriate.
- Providing Election Official training from either office or virtually.
- Testing election equipment.
- Assigning Election Officials to a polling place, directing their work in conjunction with the Chief Inspector, or removing them from the polling place if needed due to medical or other conditions.
- Accessing the WisVote system on behalf of the Affected Clerk to perform WisVote-related duties including tracking absentee applications and ballots, printing voter lists and poll lists, recording voter participation data, entering voter registrations, and any other functions necessary to comply with state election laws.
- Preparing the polling place for Election Day.
- Ensuring that notices are properly posted and documents are in order and ready for in-person voting and registration on Election Day.
- Serving as an on-site Clerk throughout Election Day, providing guidance and input to Election Officials as needed. The Non-affected Clerk would serve both his or her own polling place(s) and the Affected Clerk’s polling place(s), and would move freely between polling places throughout Election Day as needed.
- Signing documents on behalf of the Affected Clerk when necessary.
- Assisting in the post-election duties as needed to ensure the validity and security of ballots, election materials, and election results.

The Non-affected Clerk will record time, materials, and resources used for any work assisting an Affected Clerk or Municipality for possible reimbursement through federal, state, or local governments.

In order to access the WisVote System and data from an Affected Clerk’s municipality, the Non-affected Clerk would need to contact the Wisconsin Election Commission.

This plan does not obligate any Non-affected Clerk to assist any Affected Clerk if doing so would compromise the health, safety, or welfare of the Non-affected Clerk or would compromise the Non-affected Clerk’s ability to perform the statutory Clerk duties for the Non-affected Clerk’s municipality.

This MOU is signed and effective this 21<sup>st</sup> day of September, 2020.

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Bonnie Swan  
Village Clerk  
Village of Suamico

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