Annexation Checklist/ Information

The Wisconsin Elections Commission (WEC) must be advised of any new annexations. Please use the checklist on the first page to guide you through this process and the second page should be sent to WEC along with the annexation ordinance. Annexations must be represented within WisVote regardless of whether there are registered voters in the area to be annexed. Ward boundary updates are generally done through County Land Information Office (LIO). Please see the Election Administration Manual "Wards, Reporting Units and Annexations" Chapter for more information.

The clerk of the annexing municipality shall:

☐ **Step 1**: Notify the County Clerk & Wisconsin Elections Commission of annexation. (State Law also requires the annexation to be filed with the County Register of Deeds and the Wisconsin Department of Administration.)

☐ **Step 2**: Send completed EL-100 Form & copy of signed ordinance authorizing the annexation to the Wisconsin Elections Commission.

 o Annexed territory may be added to an existing ward **only** if the territory is comprised of the same Assembly, Congressional and County Supervisory district boundaries and contiguous to that ward, unless it is an island territory as defined in Wis. Stat. § 5.15(2)(f)3. If any of these districts are different and/or not contiguous to an existing ward, a new ward must be created. *(Note - Some counties have ordinances that relate to updating County Supervisory boundaries due to annexations, so check with the county if special rules apply)*

 o Area of annexation must be accounted for within WisVote regardless of population

☐ **Step 3**: Obtain the applicable original EL-131 forms and any valid absentee ballot applications from the clerk of the municipality losing territory.

The clerk of the municipality losing territory shall:

☐ **Step 1**: Retain photocopies of the EL-131 forms.

 o Mark the EL-131 forms for final disposition four years from the effective date of the annexation and Absentee Ballot Applications. Each photocopied EL-131 and Absentee Ballot Application is marked "transferred."

☐ **Step 2**: Retain photocopies of the Absentee Ballot Applications.

 o Mark the Absentee Ballot Applications for final disposition per the Destructions of Materials chart or Wis. Stat. § 7.23(1)(f), (k), using the date of the last election to which the application applied.

If the municipality has adopted a longer retention period than those specified in Wis. Stats. Sec. 7.23, the absentee ballot applications are marked for final disposition consistent with such other specified retention policy.

Annexation
Ward & Voter Information

The information below is to be completed by the annexing municipality and sent to the Wisconsin Elections Commission with a copy of the signed ordinance authorizing the annexation.

Effective Date _____   **County** _____

Municipality Annexed From _____ **Municipality Annexed To** _____

Clerk of Gaining Municipality or other Contact Person _____

New Ward Created?   Yes □   No□[*]   **Ward #** _____

*Annexed territory may be added to an existing ward **only** if the territory is comprised of the same Congressional, Assembly and County Supervisory district boundaries **and** contiguous to that ward, unless it is an island territory as defined in Wis. Stat. § 5.15(2)(f)3. <u>If any of these districts are different and/or the annexed territory is not contiguous to the existing ward, a new ward must be created.</u>*

<u>**Annexed Territory Comprised of:**</u>

Congressional District Number _____   **State Senate District Number** _____

Assembly District Number _____   **Court of Appeals District Number** _____

Multi-Jurisdictional Judge _____   **County Supervisory District** _____

Aldermanic District _____   **School District (Code)** _____

Sanitary District _____   **Technical College** _____

Impacted Voter Information

Voter Name	Current Address	New Address (if changed)