

**MEMORANDUM AND SPECIAL INSTRUCTIONS REGARDING ORDER FOR
SPECIAL ELECTION**

TO: Lake Country Member Communities & Administrative Committee
FROM: Attorney Rebecca D. Boyle

You have received the proposed Order for Special Election. Please note that the proposed Order is specifically drafted to meet the requirements of the state statute within the framework of a multi-member joint municipal court.

As you will note, the proposed Order contains **a single date line**, while the member signature lines DO NOT contain a date line. Member communities must not date the document on execution. This drafting is intentional. The statute provides in pertinent part that “the special election **may be ordered** not earlier than 92 days prior to the spring primary and not later than 49 days prior to that primary”. Wis. Stat 8.50(2)(a).

Thus, the singular, specific date of the Order, served timely, triggers the scheduling of the special election. As such, the Order may not contain multiple dates. Rather, upon receipt of all member signatures, the appropriate date will be inserted by the Administrative Committee, and the Order thereafter filed with the relevant election clerks as required by statute. Each member community will receive a fully executed and dated copy of the Order upon submission to the elections Clerk.