

## MEMORANDUM

TO: County Board Chairs, Executives and Administrators

FROM: Mark D. O'Connell, Executive Director

*Mark D. O'Connell*

DATE: April 24, 2013

SUBJECT: 2013 WCA Conference Resolutions  
Deadline for Submission: 4:30 p.m. on June 24, 2013

The WCA Annual Conference will be held on September 22-24, 2013 in Dane County. I look forward to seeing you there.

Each year, counties have the opportunity to submit resolutions for consideration at the Annual Business Meeting, held in conjunction with the WCA Annual Conference. Resolutions adopted at the Annual Business Meeting become part of the WCA Platform.

The WCA Constitution requires all resolutions be submitted to the WCA executive director no later than 90 days prior to the Annual Business Meeting. Therefore, **all resolutions must be submitted to the WCA office no later than 4:30 p.m. on Monday, June 24, 2013**, to be considered at the 2013 Annual Business Meeting. All resolutions submitted by the deadline will be referred to the appropriate steering committee, as well as the WCA Resolutions Committee, prior to action at the Annual Business Meeting.

Please keep the following in mind when submitting resolutions for the Annual Business Meeting:

1. All resolutions submitted must be adopted by your full county board.
2. Any resolution submitted must be on a matter of public policy.
3. **Resolutions must be submitted with a cover memo indicating that the resolutions are submitted for consideration at the Annual Business Meeting.**
4. Resolutions may be submitted in any one of the following ways:
  - Mailed to the WCA office: 22 E. Mifflin Street, Suite 900, Madison, WI 53703
  - Faxed to 608.663.7189
  - E-mailed to [mail@wicounties.org](mailto:mail@wicounties.org)
5. Once the WCA office receives your resolutions, a confirmation notice will be sent to the county clerk. If you do not receive a confirmation notice by June 28, 2013, please contact the WCA office to ensure your county's resolutions were received.

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All resolutions received by the deadline will be considered at the Annual Business Meeting. The Annual Business Meeting is scheduled to take place on Sunday, September 22, 2013 at 3:30 p.m. Please note that the new conference schedule modifies the date and time of the Annual Business Meeting from its usual Monday afternoon time slot to Sunday afternoon.

If you have any questions regarding the resolutions process, please do not hesitate to contact Sarah Diedrick-Kasdorf at the WCA office.

cc: WCA Board of Directors  
County Clerks