2024 Ballot Access Checklist: Municipalities Where Nomination Papers are Used



Each of the following forms must be completed and filed on time by a candidate for municipal office in order for the candidate's name to be placed on the ballot at the **February 20, 2024 Spring Primary** and the **April 2, 2024 Spring Election**.

In the City of Milwaukee, the filing officer is the Milwaukee City Election Commission. In all other municipalities, the filing officer is the municipal clerk (town, village or city). Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

	Complete and Submit a Registration Statement (Form CF-1) to the filing officer prior to raising or						
_	spending any funds, and no later than 5:00 p.m. on Tuesday, January 2, 2024 or the candidate's name will						
	not be placed on the ballot. If the form is faxed or emailed, the original document must follow postmarked no						
	later than January 2, 2024. Wis. Stat. §§ 8.10(5), 8.30(2), Wis. Admin. Code EL § 6.04.						

New Candidates

File a campaign registration statement before campaign funds are collected or spent or before submitting nomination papers. Wis. Stat. §§ 11.0202(1)(a),11.0101(1).

Continuing Candidates

Amend your current registration, indicating the office sought and the new primary and election dates. Wis. Stat. §§ 11.0202(1)(a), 11.0101(1).

П	Complete and Submit a Declaration of Candidacy (Form EL-162) to the filing officer no later than 5:00
	p.m. on Tuesday, January 2, 2024 or the candidate's name will not be placed on the ballot. If the form is
	faxed or emailed, the original document must follow, postmarked no later than January 2, 2024.
	Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04.

Circulate and Submit Nomination Papers for Nonpartisan Office (Form EL-169) to the filing officer no later than 5:00 p.m. on Tuesday, January 2, 2024 or the candidate's name will not be placed on the ballot. Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2023. Wis. Stat. § 8.10(2), Wis. Admin. Code EL § 6.04(2).

The number of signatures required is as follows:

All village and town offices:		20 - 100
1 st Class Cities:	Citywide offices	1,500 - 3,000
	Alderperson elected to district	200 - 400
2 nd and 3 rd Class Cities:	Citywide offices	200 - 400
	Alderperson elected at large	100 - 200
	Alderperson elected to district	20 - 40
4 th Class Cities:	Citywide offices	50 - 100
	Alderperson elected to district	20 - 40

Elkhorn is a 4th Class City

Complete and submit a Statement of Economic Interests (SEI) to the Ethics Commission using the website (https://sei.wi.gov). Incumbents will be emailed a notice about December 1. New candidates must sign up on the website so staff can set them up to file electronically. The SEI must be received no later than 4:30 p.m. on Friday, January 5, 2024, or the candidate's name will not appear on the ballot. Wis. Stat. §§ 8.10(5), 8.30(3), 19.43(4). Candidates may also print the SEI form and instructions from the Ethics Commission website (https://ethics.wi.gov), and return those forms by email or fax. For more information, please contact the Ethics Commission at 608-266-8123 or ethics@wi.gov.

Important Note Regarding Statements of Economic Interests:

A municipality may enact an ordinance establishing a code of ethics for public officials that may require a candidate for municipal office, in addition to the office of Municipal Judge, to file a **Statement of Economic Interests (SEI)**. The ordinance may also provide that failure to timely file an SEI will prevent the candidate's name from being placed on the ballot. Wis. Stat. § 19.59(1m),(3)(b). Please contact the filing officer to learn if this requirement applies to you.



Campaign Finance Registration Statement — Local Candidate Committee

STATE OF WISCONSIN

This form is used to register a local candidate committee under Chapter 11 of the Wisconsin Statutes. Committees required to register and report with a local filing officer must register using this form or a Form CF-1. This form will be made available to the public upon request. All information you provide is available to the public.

1. Is this an Amendment? No Yes

SECTION A: GENERAL INFORMATION										
A1. Committee Name (Required for all Candidates - must be included in disclaimer on all communications)										
A2. Email	A3. Phone	A3. Phone								
A4. Mailing Address	A5. City	A5. City				A6. State A7. Zip				
Depository Institution Information										
A8. Institution Name				SS A10. City						
Treasurer/Administrator Information	n									
A13. Name		A14. Email		,	A15. Phone	e				
A16. Mailing Address		A17. City			A18	S. State	A19. Zip			
Other Officers (Optional)										
A20. Name	A21. Title	A22. Email	A22. Email				A23. Phone			
A24. Name	A25. Title	A26. Email	A26. Email A27. Phone							
Filing Exemption				A28. Exempt	tion Affirm	nation				
Registrants which do not anticipate incurring obligations in an aggregate exemption from filing campaign finance	e amount exceeding a e reports. This exemp	\$2,500 in a calendar yea tion applies until the regis	r may claim an	☐ Yes, this	registrant	is eligib	ole for exemption.			
\$2,500 aggregate activity threshold, and SECTION B: CANDIDAT										
B1. Office Sought (include District/B	ranch)		B2. Poli	B2. Political Party B3.			Election Date			
Candidate Information										
B4. Name		B5. Email]	B6. Phone					
B7. Mailing Address		B8. City			B9.	State	B10. Zip			
An individual who holds a state or local candidate committee to pursue another	state or local office.		Yes, thi	s is my only c s is my second	andidate c	committe	mittee in Wisconsin? ee in Wisconsin. ittee in Wisconsin.			
B12. Other Office Held or Sought (include District/Branch) Only complete B12 if you responded "No" to B11.										

SECTION C: CERTIFICATION								
Accurate Information								
☐ I certify that I am an authorized representative of this registration is true, correct, and complete.	I certify that I am an authorized representative of the candidate committee and that to my knowledge all of the information contained within this registration is true, correct, and complete.							
Timely Amendments								
	I am aware of the requirement to amend this registration statement within 10 days of any change of information contained within, including any change to the candidate committee's eligibility for exemption from campaign finance reporting.							
Records Retention								
- ·	☐ I acknowledge the requirement to maintain the records of the candidate committee in an organized and legible manner for three years from the close of the most recent contribution limit period (June 30 following the April election, December 31 following the November election).							
Continuing Compliance								
I acknowledge that I am required to continue to comply with all applicable requirements under Chapter 11 of the Wisconsin Statutes until this registration is terminated. I understand that I am not released from any liability simply because the election date has passed.								
Treasurer								
C1. Printed Name	C2. Signature	C3. Date						
Candidate	Candidate							
C4. Printed Name	C5. Signature	C6. Date						

Form Instructions

Candidates must complete all sections A, B, and C.

Item 1. Is this an amendment? Have you registered with this local clerk to run for office in a prior election?

Item A1: Committee Name. All candidates are required to register a committee. It is not required that the name include the candidate's name, but it is recommended. This committee name is required to be part of the disclaimer on all communications with express advocacy: 'Paid for by ...'

A28: Exemption. Candidates claiming exemption may not have more than \$2,500 of activity, in the aggregate per year. In a calendar year, if you raise \$1,600 and spend \$1,000 you have \$2,600 of aggregate activity and are not eligible to claim exemption.

Depository Institution Information. All candidates must designate a depository institution. While it is recommended that all candidates have a designated campaign depository account, candidates who will serve as their own treasurer may designate a single personal account to serve as the committee depository account while claiming a filing exemption and may intermingle personal and campaign funds (Wis. Stat. § 11.0201(2)(b)).

Treasurer Information. Each committee must appoint a treasurer. Any adult may serve as a treasurer. A candidate may serve as his or her own treasurer. If you are serving as your own treasurer, please write "Self" or "Candidate." A candi-date serving as their own treasurer does not need to provide their name, address and contact information here because that information will already be provided in section B.

Section B: Candidate Information

- **B1.** Be sure to include the name of the county, municipality, or school district. There are 72 counties with county supervisors, 100's of school boards, and 1000's of municipal boards.
- **B2.** Party "N/A" or "None" for nonpartisan offices (April). Democrat, Republican, Constitution, Green, Independent, or other ballot status party for partisan (fall) primary/election.

Section C: Certification. All candidates must complete section C. If the candidate is serving as their own treasurer, they would only need to sign once, as either the candidate or treasurer.

Declaration of Candidacy

(See instructions for preparation on back)

FOR OFFICE USE ONLY									

NOTARY SEAL REQUIRED, IF OATH ADMINISTERED BY

NOTARY PUBLIC

Is this an amendment? Yes (if you have already filed a DOC for this election) No (if this is the first DOC you have filed for this election) _____, being duly sworn, state that Candidate's name I am a candidate for the office of Official name of office - Include district, branch or seat number representing If <u>partisan election</u>, name of political party or statement of principle - five words or less (*Candidates for nonpartisan office may leave blank*.) and I meet or will meet at the time I assume office the applicable age, citizenship, residency and voting qualification requirements, if any, prescribed by the constitutions and laws of the United States and the State of Wisconsin, and that I will otherwise qualify for office, if nominated and elected. I have not been convicted of a felony in any court within the United States for which I have not been pardoned.¹ My present address, including my municipality of residence for voting purposes is: Town of \Box Village of City of House or fire no. Street Name Mailing Municipality and State Zip code Municipality of Residence for Voting My name as I wish it to appear on the official ballot is as follows: (Any combination of first name, middle name or initials with surname. A nickname may replace a legal name.) (Signature of candidate) STATE OF WISCONSIN

(Official title, if not a notary)

If Notary Public: My commission expires _____ or □ is permanent.

Subscribed and sworn to before me this _____day of ______, ______,

(Signature of person authorized to administer oaths)

County of _

(County where oath administered)

□ Notary Public or □ other official _____

The information on this form is required by Wis. Stat. § 8.21, Art. XIII, Sec. 3, Wis. Const., and must be filed with the filing officer in order to have a candidate's name placed on the ballot. Wis. Stats. §§ 8.05 (1)(j), 8.10 (5), 8.15 (4)(b), 8.20 (6), 120.06 (6)(b), 887.01.

EL-162 | Rev. 2019-08 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 608-266-8005 | web: elections.wi.gov | email: elections@wi.gov

¹ A 1996 constitutional amendment bars any candidate convicted of a misdemeanor which violates the public trust from running for or holding a public office. However, the legislature has not defined which misdemeanors violate the public trust. A candidate convicted of any misdemeanor is not barred from running for or holding a public office until the legislature defines which misdemeanors apply.

Instructions for Completing the Declaration of Candidacy

All candidates seeking ballot status for election to any office in the State of Wisconsin must properly complete and file a *Declaration of Candidacy*. This form must be **ON FILE** with the proper filing officer no later than the deadline for filing nomination papers or the candidate's name will not appear on the ballot. A facsimile will be accepted if the FAX copy is received by the filing officer no later than the filing deadline **and** the signed original declaration is received by the filing officer with a postmark no later than the filing deadline.

Information to be provided by the candidate:

- > Type or print your name on the first line.
- The title of the office and **any district**, **branch**, **or seat number** for which you are seeking election must be inserted on the second line. For legislative offices insert the title and district number, for district attorneys insert the title and the county, for circuit court offices insert the title, county and branch number, and for municipal and school board offices insert the title and any district or seat number.
- > Type or print the political party affiliation or principle supported by you in five words or less on the third line. Nonpartisan candidates may leave this line blank.
- > Felony convictions: Your name cannot appear on the ballot if you have been convicted of a felony in any court in the United States for which you have not been pardoned. Please see footnote on page 1 for further information with respect to convictions for misdemeanors involving a violation of public trust. These restrictions only apply to candidates for state and local office.
- Your current address, including your municipality of residence for voting purposes, must be inserted on the fourth line. This must include your entire mailing address (street and number, municipality where you receive mail) <u>and</u> the name of the municipality in which you reside and vote (town, village, or city of ___). If your address changes before the election, an amended Declaration of Candidacy must be filed with the filing officer. Wis. Stat. § 8.21. Federal candidates are not required to provide this information, however an address for contact purposes is helpful.
- Type or print your name on the fifth line as you want it to be printed on the official ballot. You may use your full legal name, former legal surname, or any combination of first name, middle name, and initials, surname or nickname with last name.

Note: The Wisconsin Elections Commission has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

No titles are permitted. In addition, names such as "Red" or "Skip" are permitted, but names which have an apparent electoral purpose or benefit, such as "Lower taxes," "None of the above" or "Lower Spending" are not permitted. It is also not permissible to add nicknames in quotes or parentheses. For example, John "Jack" Jones or John (Jack) Jones are not acceptable, but John Jones, Jack Jones or John Jack Jones are acceptable.

This form must be sworn to and signed in the presence of a notary public or other person authorized to administer oaths, such as a county or municipal clerk. Wis. Stat. §§ 8.21(2), 887.01(1).

Information to be provided by the person administering the oath:

- The county where the oath was administered.
- > The date the Declaration of Candidacy was signed and the oath administered.
- The signature and title of the person administering the oath. If signed by a notary public, the notary seal is required and the date the notary's commission expires must be listed.

All candidates for offices using the nomination paper process must file this form (and all school district candidates must file the EL-162sd) with the appropriate filing officer no later than the deadline for filing nomination papers. Wis. Stats. §§ 8.10 (5), 8.15 (4)(b), 8.20 (6), 8.21, 8.50 (3)(a), 120.06 (6)(b). Candidates nominated for local office at a caucus must file this form with their municipal clerk within 5 days of receiving notice of nomination. Wis. Stat. § 8.05 (I)(j).



Wisconsin Elections Commission

212 East Washington Avenue | Third Floor | P.O. Box 7984 | Madison, WI 53707-7984 (608) 266-8005 | elections@wi.gov | elections.wi.gov

MEMORANDUM

To Wisconsin County Clerks and the Milwaukee County Elections Commission

Wisconsin Municipal Clerks and the Milwaukee City Election Commission

FROM: Elections Commission Staff

DATE: September 13, 2019

SUBJECT: Effect of Constitutional Amendment Barring Convicted Felons from

Running for or Holding Elective Office in Wisconsin

In November 1996, the electors of the State of Wisconsin ratified a constitutional amendment which bars any person, who has been convicted of a felony for which they have not been pardoned, or who has been convicted of a misdemeanor involving a violation of public trust for which they have not been pardoned, from holding a state or local office. As a result of the adoption of this constitutional amendment, which took effect on November 5, 1996, local election officials may need to address a number of questions relating to convicted felons who seek to run for office or who are elected to office.

The constitutional amendment deals with two different types of crimes. The first involves felony convictions. Any person convicted of a felony in any federal or state court in the United States is barred from running for state or local office in Wisconsin, unless that person has been pardoned.

The second involves misdemeanor convictions involving a violation of public trust. The term, "misdemeanor involving a violation of public trust," has not been defined by state law. Filing officers do not have to worry about individuals convicted of that category of crime until the term has been defined. At the present time, there is no such thing as a misdemeanor involving a violation of public trust.

The Declaration of Candidacy form (EL-162) reflects this constitutional change. Any person seeking to be a candidate for state or local office must file a Declaration of Candidacy. That declaration contains a sworn statement that the person has not been convicted of any felony for which they have not been pardoned, or any misdemeanor involving a violation of public trust for which they have not been pardoned. Any person who falsely signs this statement could be convicted of a violation of Wis. Stat. § 12.13(3)(a), (am). If a person seeking to become a candidate advises you that they have been convicted of a felony, your best approach is to advise

County and Municipal Clerks September 13, 2019 Page 2

them that they cannot be a candidate and discourage them from filing ballot access documents, including nomination papers, a Declaration of Candidacy and Campaign Registration Statement.

If it is brought to your attention that a person who is a convicted felon has filed ballot access documents, the matter needs to be resolved in consultation with your municipal or county attorney. It is the position of the Wisconsin Elections Commission that you should only act on information that has been presented to you, in the form of a sworn complaint, alleging that a person has been convicted of a felony and evidence is provided in support of that allegation. Your municipal attorney can assist you in verifying the basis of the complaint.

Once it has been determined that a candidate or an elected official has been convicted of a felony, your municipal attorney can assist you in removing the person's name from the ballot or take appropriate steps to have the person removed from office. A formal notice should be sent to the candidate or elected official informing that person of the filing officer's decision to remove his or her name from the ballot.

This change to Wisconsin law regarding candidate qualifications and the qualifications of elected public officials does not require the municipal clerk to verify that every elected official or candidate for elected public office has not been convicted of a felony for which they have not been pardoned. The clerk should rely on the sworn statement of the candidate on the Declaration of Candidacy. No action should be taken unless there is evidence, in the form of a sworn complaint, setting forth allegations which establish that a candidate or elected official has been convicted of a felony for which they have not been pardoned.

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required); no titles may be used.			Street, fire, or rural route number; box number (if rural route); and name of street or road						Candidate's municipality for <u>voting</u> purposes (required) ☐ Town ☐ Village			
								City ((name of mu	ınicipality)		
Candidate's mailing address, including municipality for mailing purposes (required if different the residential address or voting municipality)			State (required)	Zip code Type of election (requir ☐ spring ☐ special		equired)	Ed) Election date (required) Do not use primary dat Mo/Day/Year					
Title of office (required)		Branch, di Branch District Seat	strict or seat numbe	r (required if applicable)	Name o	f jurisdiction or distri	ict in which ca	andidate seeks office ((required)			
, the undersigned, request that the candidate, who opportunity to vote for □ him or □ her for the office at paper of any other candidate for the same office at	ce listed above. I am eligi											
•		municir	ality of rocids	nco ic not sufficient	Thon	ama of the mu	ınicinalitı	, of rocidonso n	must alu	rave ha listad		
The municipality used for mailing purpose	s, when different than	munici	bality of reside	ence, is not sufficient.	rne n	ame or the mu				rays be listed.		
Signatures of Electors	Printed Name	e of Electors		Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)		Municipality of Residence Check the type and write the na of your municipality for voting purposes.		name	e Date of Signing Mo/Day/Year			
1.							☐ Town☐ Village☐ City					
2.							☐ Town☐ Village☐ City					
3.							☐ Town ☐ Village ☐ City					
4.							☐ Town☐ Village☐ City					
5.							☐ Town☐ Village☐ City					
6.							□ Town □ Village □ City					
7.							☐ Town ☐ Village ☐ City					
8.							☐ Town ☐ Village ☐ City					
9.							☐ Town ☐ Village ☐ City					
10.							☐ Town ☐ Village ☐ City					
,		C	CERTIFICATION certify: 1 re	N OF CIRCULATOR								
(Name of circulator) I further certify I am either a qualified elector of W circulated this nomination paper and personally ob that each person signed the paper with full knowle aware that falsifying this certification is punishable	risconsin, or a U.S. citizen otained each of the signa edge of its content on the	tures on t date indi	or older who, if I his paper. I kno	were a resident of this so we that the signers are el	state, w	ould not be disquestion	ualified fro n or distric	t the candidate s	Wis. Stat. seeks to r	epresent. I know		
(Date)			(Signati	ure of circulator)				F	Page N	No.		

INSTRUCTIONS FOR PREPARING NOMINATION PAPERS FOR NONPARTISAN OFFICE

This is a sample nomination paper form. It conforms to the statutory requirements for nomination papers for nonpartisan office. All information concerning the candidate must be completed in full before circulating this form to obtain signatures of electors. All information concerning the signing electors and the circulator must be completed in full before filing with the appropriate filing officer. This form may be reproduced in any way. A candidate's picture and biographical data may also be added to this form. The Wisconsin Elections Commission has determined that no disclaimer or other attribution statement is required on nomination papers. Candidates are advised to send a sample of their completed form the filing officer for review before circulation.

<u>Page Numbers</u> – Number each page consecutively, beginning with "1", before submitting to the filing officer. A space for page numbers has been provided in the lower right-hand corner of the form.

<u>Candidate's Name</u> - Insert the candidate's name. A candidate may use his or her full legal name, or any combination of first name, middle name, and initials or nickname with last name. The Wisconsin Elections Commission has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

No titles are permitted. In addition, names such as "Red" or "Skip" are permitted, but names which have an apparent electoral purpose or benefit, such as "Lower taxes," "None of the above" or "Lower Spending" are not permitted. It is also not permissible to add nicknames in quotes or parentheses between first and last names. For example, John "Jack" Jones or John (Jack) Jones are not acceptable, but John Jones, Jack Jones or John Jack Jones are acceptable.

<u>Candidate's Address</u> – Insert the candidate's residential address (*no P.O. Box addresses*) and the municipality for voting purposes. Indicate if the municipality of residence is a town, village, or city. If a candidate's mailing address is different from the residential address or voting municipality, a complete mailing address must also be given.

<u>Date of Election</u> - Insert the date of the election. If the nomination paper is being circulated for a spring election, the date is the first Tuesday in April. If the election is a special nonpartisan election, the date of the special election must be listed.

<u>Title of Office</u> - The name of the office must be listed <u>along with any branch, district, or seat number</u> (if applicable) that clearly identifies the office the candidate is seeking. If necessary, the name of the jurisdiction that identifies the office, such as Dane County Circuit Court Judge, Branch 3, must also be listed.

Name of Jurisdiction - The nomination papers must also indicate the municipality or jurisdiction in which the signing electors are qualified to vote, as it relates to the office sought by the candidate named on the nomination paper. For example, for a statewide office the jurisdiction is the State of Wisconsin. Others may be the county, town, village, city, aldermanic district, school district, or town sanitary district, as required.

Signatures and Printed Name of Electors - Only qualified electors of the jurisdiction or the district the candidate seeks to represent may sign the nomination papers. Each signer must also legibly print their name. Each elector must provide their residential address (no P.O. Box addresses), including any street, fire or rural route number, box number (if rural route) and street or road name, and municipality of residence. A post office box number alone does not show where the elector actually resides. The name of the Municipality of Residence must be listed for each signing elector and must clearly identify the town, village or city where the elector's voting residence is located. The date the elector signed the nomination paper, including month, day and year, must be indicated. Ditto marks that follow correct and complete address or date information are acceptable. The circulator may add any missing or illegible address or date information before the papers are filed with the filing officer.

<u>Signature of Circulator</u> - The circulator should carefully read the language of the *Certification of Circulator*. The circulator must personally present the nomination paper to each signer. The nomination paper may not be left unattended on counters or posted on bulletin boards. The circulator's complete residential address including municipality of residence must be listed in the certification.

After obtaining signatures of electors, the circulator must sign and date the certification.

Other Instructions - Candidates and circulators should review Ch. Wisconsin Elections Commission §§ 2.05, 2.07, Wis. Adm. Code.

- > Original nomination papers must be in the physical custody of the appropriate filing officer by the filing deadline. A postmark on the filing deadline is **NOT** sufficient. Nomination papers **CANNOT** be faxed to the filing officer. Ch. Wisconsin Elections Commission § 6.04(2), Wis. Adm. Code.
- Nomination papers with the required number of signatures must be filed with the appropriate filing officer **no later than 5:00 p.m.** on the first Tuesday in January (or the next day if the first Tuesday is a holiday) before the spring election. Special elections may have different filing deadlines. Check with the filing officer.
- In order for a candidate's name to be placed on the ballot, a candidate must file a Campaign Registration Statement (ETHCF-1), a Declaration of Candidacy (EL-162), and Nomination Papers (EL-169) containing the appropriate number of signatures for the office sought no later than the filing deadline. Wis. Stat. § 8.10(3). Candidates for state office and municipal judge must also file a statement of economic interests with the Wisconsin Ethics Commission by the third business day after the nomination paper filing deadline. Wis. Stat. § 19.43. If any one of these required forms is not filed by the deadline, the candidate's name will not be placed on the ballot. Wis. Stat. § 8.30.
- > If a candidate or circulator has any questions, he or she should contact the filing officer.