BALLOT ACCESS CHECKLIST
FOR 2017 MUNICIPAL CANDIDATES
WHERE NOMINATION PAPERS ARE USED

Each of the following forms must be completed and filed on time by candidates for municipal office in order for the candidate's name to be placed on the ballot at the **February 21, 2017 Spring Primary** and **the April 4, 2017 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. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

- ❑ ***Complete and submit a Campaign Registration Statement*** **(Form ETHCF-1)** to the filing officer no later than **5 p.m. on Tuesday, January 3, 2017**, 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 3, 2017. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04
  - ➢ *New candidates* file a campaign registration statement as soon as intent to seek elective office is known or before funds are collected or spent. Wis. Stat. §§ 11.0202(1)(a), 11.0202(2)(a).
  - ➢ *Continuing candidates* file an amended campaign registration statement indicating the office sought and the new primary and election dates. Wis. Stat. §§ 11.0202(1)(a), 11.0202(2)(a).

- ❑ ***Complete and submit a Declaration of Candidacy*** **(EL-162**) to the filing officer no later than **5 p.m. on Tuesday, January 3, 2017** 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 3, 2017. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04.

- ❑ ***Circulate and submit Nomination Paper for Nonpartisan Office*** **(EL-169)** to the filing officer no later than **5 p.m. on Tuesday, January 3, 2017** 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, 2016. Wis. Stat. § 8.10(2),(3), Wis. Admin. Code EL § 6.04(2).

The number of signatures required is as follows:

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

- ❑ **Municipal judge candidates:**
  Complete and submit a Statement of Economic Interests **(SEI)** to the Wisconsin Ethics Commission. The SEI must be received in the Wisconsin Ethics Commission office no later than **4:30 p.m. on Friday, January 6, 2017** or the candidate's name will not appear on the ballot**.** Wis. Stat. §§ 8.10(5), 8.30(3), 19.43(4). Faxed forms are acceptable. Before December 1, 2016, the Wisconsin Ethics Commission will Statement of Economic Interests forms to each incumbent whose office is up for election. After December 1, 2016, a candidate may print the Statement of Economic Interests form and instructions from the agency website.

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 a Statement of Economic Interests 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.

FOR OFFICE USE ONLY

Declaration of Candidacy

(See instructions for preparation on back)

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)

I, _____, 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 partisan election, 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:

House or fire no.	Street Name	Mailing Municipality and State	Zip code	Town of ☐ Village of ☐ City of ☐ 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
County of _____ } ss.
(County of notarization)

Subscribed and sworn to before me this _____day of _____, _____.

_____
(Signature of person authorized to administer oaths)

NOTARY SEAL NOT REQUIRED

My commission expires _____ or ☐ is permanent.

☐ Notary Public or _____
(Official title, if not a notary)

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), 8.17 (2), 8.20 (6), 120.06 (6)(b).

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)** *and* **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, or any combination of first name, middle name, and initials, 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).

***Information to be provided by the person administering the oath*:**

- The county of notarization.
- 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 date the notary’s commission expires must be listed. *The notary seal is not required*.

All candidates for offices using the nomination paper process and all school district candidates must file this form with the appropriate filing officer no later than the deadline for filing nomination papers. Wis. Stats. §§ 8.10 (5), 8.15 (4)(b), 8.17 (2), 8.20 (6), 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 (l)(j).

CAMPAIGN REGISTRATION STATEMENT
STATE OF WISCONSIN
ETHCF-1

FOR OFFICE USE ONLY

IF A CANDIDATE DOES NOT FILE THIS STATEMENT BY THE DEADLINE FOR FILING NOMINATION PAPERS, THE CANDIDATE'S NAME WILL NOT BE PLACED ON THE BALLOT.

NOTICE: ANY CHANGE OF INFORMATION ON THIS REGISTRATION STATEMENT MUST BE FILED WITHIN 10 DAYS.

IS THIS AN AMENDMENT? ☐ Yes ☐ No

1. CANDIDATE AND CANDIDATE COMMITTEE INFORMATION

Name of Candidate	Party Affiliation	Office Sought (include district or branch number)
Residence Address (number and street)	Primary Date	Candidate Telephone Number (residence)
City, State and Zip Code	Election Date	Candidate Telephone Number (employment)

Campaign Committee Name (if any) Check One: ☐ Candidate Committee	Candidate Email Address
Campaign Committee Address (if different than above) - Number, Street, City, State and Zip Code	Committee Email Address
Telephone Number (if different than above)	Committee PIN Number (four digits - REQUIRED for all committees registered with the G.A.B.)

2. POLITICAL COMMITTEE INFORMATION

(For use Party Committees, Legislative Campaign Committees, PACs, Independent Expenditure Committees, Referendum Committees, Recall Committees)

Name of Committee	Committee PIN Number (four digits - REQUIRED for all committees registered with the G.A.B.)
Address - Number, Street, City, State and Zip Code	
Telephone Number	Committee Email Address
Sponsoring Organization - Name and Complete Address	

Type of Committee:

A. ☐ Political Party Committee
☐ National ☐ State ☐ County ☐ Other _____

B. ☐ Legislative Campaign Committee – Attach Statement Required by s.11.0403(d), Stats.

Political Party and Legislative Campaign Committees Only:

☐ This Committee has a Segregated Fund – Please provide name of fund, and name and address of financial institution:

C. ☐ Political Action Committee
☐ Resident Committee ☐ Nonresident Committee

D. ☐ Independent Expenditure Committee
☐ Resident Committee ☐ Nonresident Committee

E. ☐ Referendum Committee _____ ☐ Support ☐ Oppose
Name of Referendum

F. ☐ Recall Committee _____ ☐ Support Recall ☐ Oppose Recall
Name of Official Subject to Recall
- Attach Statement Required by s.9.10(2)(d)

3. COMMITTEE TREASURER (Campaign finance correspondence is mailed to this address.)

Treasurer's Name	Telephone Number (residence)
Address (number and street)	Telephone Number (employment)
City, State and Zip Code	Treasurer Email Address

4. PRINCIPAL OFFICERS OF COMMITTEE AND OTHER CUSTODIANS OF BOOKS AND ACCOUNTS

Attach additional listing if necessary. FOR INDEPENDENT AND LOCAL NONPARTISAN CANDIDATES ONLY: Indicate which officers or committee members are authorized to fill a vacancy in nomination due to death of candidate by an asterisk(*). See Wis. Stats. §8.35.

NAME	MAILING ADDRESS	Email Address	Phone #	POSITION

5. DEPOSITORY INFORMATION

Name of Financial Institution	
Address (number and street)	City, State and Zip Code

CERTIFICATION

MAJOR PURPOSE (For PACs, Independent Expenditure Committees, and Referendum Committees ONLY)

☐ I certify that EITHER the committee has the major purpose of express advocacy, OR the committee uses more than 50% of its total spending in a 12-month period on expenditures for express advocacy activities (as specified for each committee type in statutory definitions, §11.0101 - see instructions below for details).

TREASURER

I, _____ (print full name) certify the information in this statement is true, correct and complete.

Signature _____, Treasurer. Date _____

CANDIDATE (or recall petitioner)

I, _____(print full name) certify the information in this statement is true, correct and complete.

Signature _____, Candidate/Petitioner. Date _____

+ + + EXEMPTION FROM FILING CAMPAIGN FINANCE REPORTS §11.0104 Wis. Stats. + + +

You may be eligible for an exemption from filing campaign finance reports. Consult the Campaign Finance Overview for your type of committee to determine if your committee qualifies for exemption.

☐ This registrant is eligible for exemption. This registrant will not accept contributions, make disbursements or incur obligations in an aggregate amount of more than $2,000 in a calendar year. I am aware that per statute §11.0104(2), exempt status is effective only for the calendar year it is granted, and must be renewed each year if the committee wishes to remain exempt from filing reports.

☐ This registrant is no longer eligible to claim exemption.

_____ _____

Signature of Candidate or Treasurer Date

THE INFORMATION ON THIS FORM IS REQUIRED BY §§9.10(2)(d), 11.0203, 11.0303, 11.0403, 11.0503, 11.0603, 11.0803, 11.0903, WIS. STATS. FAILURE TO PROVIDE REQUIRED INFORMATION MAY SUBJECT YOU TO THE PENALTIES OF §§8.30(2), 11.1400, 11.1401, WIS. STATS.

CAMPAIGN REGISTRATION STATEMENT (ETHCF-1) INSTRUCTIONS

Who Must Register	When		Where
Candidates	no later than filing nomination papers or when they raise or spend any money on election, except those needed to open a bank account		Local office or referenda- with the local clerk (town, village, city, school) State office or statewide referenda – with the Wisconsin Government Accountability Board For a mix of state and local offices – with the Wisconsin Government Accountability Board
Referenda♈ committees	Before spending or taking in more than $10,000		
Recall committees	Before spending or taking in more than $2,000		

Party Committees	Party committees must register upon their inception and prior to raising or spending any funds.		All Party Committees, PACs, and IECs active in either state or local contests must register at the state level, with the Wisconsin Government Accountability Board.
Political Action* Committees (PACs)	Before spending or taking in more than $2,500		
Independent‡ Expenditure Committees (IECs)	Before spending or taking in more than $2,500		

* A PAC is only required to register if it has the major purpose of express advocacy, or spends more than 50% of its total spending in a 12-month period on express advocacy, referendum activity, or contributions to candidates, legislative campaign committees, and parties.
‡ An IEC is only required to register if it has the major purpose of independent expenditures, or spends over 50% of its total spending in a 12-month period on independent expenditures and referendum activity.
♈ A Referendum Committee is only required to file if it has the major purpose of making expenditures to support or defeat a referendum OR more than 50% of its total spending in a 12-month period is on expenditures made to support or defeat a referendum.

Completing a Registration Statement

Section 1: Candidate and Candidate Committee Information - Section 1 should be completed by candidate committees only.

- Campaign Committee Name – Any candidate that accepts a donation must have a committee. Any communication (flyers, newspaper ads, website) requires a disclaimer 'Paid for by *Committee name*.
    - If you are seeking multiple offices (town, county, school board), or plan to seek another office in the future, you may want to consider a generic committee name without the name of the office sought such as 'Friends of …', or 'Committee to Elect ….'. This will allow you to keep the same committee name for various offices.
    - Your committee name does not have to include your last name, but including your last name makes searching for your committee easier.
    - Committee PIN Number: is any combination of numerical digits selected by the committee and is used for electronic signature purposes.

Section 2: Non-Candidate Committee Information - Section 2 should be completed by non-candidate committees only.

- Committee PIN Number: is any combination of numerical digits selected by the committee and is used for electronic signature purposes.

- A. Political Party Committee
    - To use the name of one of the recognized political parties in Wisconsin – Constitution, Democratic, Libertarian, or Republican, you must have permission from the state party.

- C. Political Action Committee (PAC)
    - PACs may receive money from individuals or other PACs, and contribute money directly to candidates. PACs may not accept money from corporations.
    - Committees intending to make only independent expenditures, without contributing to or coordinating with candidate committees, should register as an Independent Expenditure Committee - see letter D below.
    - A resident committee is based in Wisconsin and must report all receipts and expenses.
    - A non-resident committee is based outside of Wisconsin and must report only expenses in Wisconsin for either local and state-level contests.
- D. Independent Expenditure Committee
    - Committees making only independent expenditures may not contribute to candidate committees directly. They also cannot coordinate with candidate committees on express advocacy – communications that explicitly urge recipients to vote for or against a candidate. These committees may accept unlimited contributions from individuals and from corporations.

Section 3. Campaign Treasurer - Section 3 should be completed by all committees.

All committees must name a treasurer. A candidate may designate any elector to serve as the committee's treasurer, or the candidate may server as his/her own treasurer. It is important that the treasurer's name, complete address, telephone number and email address be provided on the registration statement and be kept current. **All notices and forms for campaign finance reports will be sent to this person at the address given in this section.** Failure to receive notice of the filing requirement does not exempt a candidate from the requirement to file the reports.

Item 4. Principal Officers of the Committee and Other Custodians of Books and Accounts (Optional)

If the committee has officers or other contacts besides the treasurer, they should be listed in Item 4. For a recall committee, the recall

petitioner must be included here. The Ethics Commission recommends that you provide more than one person's contact information.

Item 5. Depository Information (MANDATORY)

In some cases, banks may require a completed ETHCF-1 registration form to open a bank account. Your committee may register without a bank account, but the ETHCF-1 form must be amended **within 10 days** to report any change, including new bank account information.

In general, all committees must have a campaign depository account. Please list the information for one of these two options:

1. Separate campaign account
    - This account may be used only for campaign funds
    - The bank may require an Employer Identification Number (EIN) from the IRS to open a committee account
2. Only Candidates may use a personal bank account
    - This is allowed only if the candidate is claiming the exemption from filing finance reports (under $2,000 of receipts, under $2,000 expenses in a calendar year)

Candidates running for more than one elected office may have more than one committee and more than one campaign depository account.

Certification

The candidate and committee treasurer must sign the original registration statement of a candidate committee certifying that the information is true, correct, and complete. For a recall committee, the recall petitioner and the treasurer must both sign. A candidate serving as his/her own treasurer only needs to sign once. Non-candidate committees require only the treasurer's signature. Amendments to the registration may be signed by either the candidate or treasurer. If there is a change in treasurer, the new treasurer should sign.

Exemption From Filing Campaign Finance Reports

All committees must file campaign finance reports, unless they check the box to claim exemption and remain within those limits.

- A committee not collecting or spending more than $2,000 total in a calendar year.
- Candidate committees and Party Committees must register before collecting or spending any money, but those committees may not have to file reports if they claim exemption.
- PACs and IECs do not have to register until they collect or spend more than $2,500 in a calendar year. A PAC or IEC that is already registered, but will have limited activity for a calendar year, may claim exemption and would not have to file reports for that year.
- A referendum committee that does not collect or spend more than $10,000 is not required to register. Because a referendum committee is unlikely to be active for multiple years, it would be rare for this type of committee to claim exemption.
- A recall committee that does not collect or spend more than $2,000 is not required to register. A recall committee does not have to file reports unless it succeeds in forcing a recall election.

If a committee on exempt status exceeds any of the limits listed above:

- The committee must immediately file an amended ETHCF-1 with the appropriate filing officer, revoking the exempt status.
- The committee must report all campaign finance activity back to the beginning of the calendar year.

If a committee filed reports for the previous calendar year, and wishes to go on exempt status for the upcoming year, the committee must file a January Continuing report covering all activity through December 31st. Include an updated ETHCF-1 requesting exempt status for the upcoming year.

Renewing Exemption

Statute §11.0104(2) states that exemption is effective only for the calendar year it is granted. If a committee wishes to renew its exempt status, it must file the ETHCF-14 (Exemption Reverification) or a new ETHCF-1 before the closing of the first reporting period for which it would be required to file a report. Candidates on the ballot that calendar year may claim exemption when they first register, or renew their exemption from the previous calendar year, but a candidate on the ballot that calendar year may not claim exemption before the date of her/his election if he/she has not been on exempt status previously. See statute §11.0104(1) (b).

Amending a Registration Statement

When any of the information reported on the registration statement changes, the statement must be amended by filing a new ETHCF-1. The candidate or treasurer must file the new ETHCF-1 within **10 days** of the change, checking the "yes" box at the top of the form to indicate that it is an amendment.

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (**required**); no titles may be used.	Candidate's residential address (**required**) ***No P.O. box addresses*** Street, fire, or rural route number; box number (if rural route); and name of street or road	Candidate's municipality for voting purposes (**required**) ❑ Town ❑ Village _____ ❑ City (name of municipality)

Candidate's mailing address, including municipality for mailing purposes (**required** if different than residential address or voting municipality)	State (**required**) **WI**	Zip code	Type of election (**required**) ❑ spring ❑ special	Election date (**required**) *Do not use primary date*. Mo/Day/Year

Title of office **(required)**	Branch, district or seat number (**required** if applicable) ❑ Branch ❑ District ❑ Seat	Name of jurisdiction or district in which candidate seeks office (**required)**

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for ❑ him or ❑ her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.

Signatures of Electors	**Printed Name 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 name of your municipality for voting purposes.	**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	

CERTIFICATION OF CIRCULATOR

I,_____ certify: I reside at _____.
(Name of circulator) (Circulator's residential address - **Include number, street, and municipality.**)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

_____ _____
(Date) (Signature of circulator)

Page 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.

Page Numbers – 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.

Candidate's Name - 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.

Candidate's Address – 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.

Date of Election - 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.

Title of Office - The name of the office must be listed **along with any branch, district, or seat number** (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.

Signature of Circulator - 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. GAB §§ 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. GAB § 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.

State of Wisconsin \ Elections Board

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KEVIN J. KENNEDY
Executive Director

MEMORANDUM

TO: County and Municipal Clerks

FROM: Kevin J. Kennedy, Executive Director
State Elections Board

DATE: July 1, 1997

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 will have 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 State Elections Board staff has revised the Declaration of Candidacy form (EB-162) to reflect 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 S. 12.13(3)(a), (am), Wis. Stats. If a person seeking to become a candidate advises you that they have been convicted of a felony, your best approach is to advise 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 State Elections Board 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, the 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 a felony for which they have not been pardoned.

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CAMPAIGN FINANCE CHECKLIST FOR 2017 MUNICIPAL AND SCHOOL DISTRICT CANDIDATES

Candidates should determine if they are required to make financial disclosure reports.

For Milwaukee City offices, the filing officer is the Milwaukee City Board of Election Commissioners. For all other municipal offices the filing officer is the municipal clerk. For school district offices, the filing officer is the school district clerk. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

If NOT claiming the exemption from reporting requirements:

- ☐ Obtain a copy of the ***Campaign Finance Overview – Local Candidates*** (Revised 2016) Manual from your filing officer and carefully review it with your treasurer.

- ☐ Complete and submit a ***January Continuing Campaign Finance Report*** **(Form ETHCF-2L)** to the filing officer no later than **January 16, 2017,** if registered before January 1, 2017. This report covers activity from July 1, 2016, or the date of registration (whichever is later), through December 31, 2016.

- ☐ Complete and submit a ***Pre-Primary Campaign Finance Report*** **(Form ETHCF-2L)** to the filing officer no later than **February 13, 2017,** if a primary is held. This report covers activity from January 1, 2017, through February 6, 2017.

- ☐ Complete and submit a ***Pre-Election Campaign Finance Report*** **(Form ETHCF-2L)** to the filing officer, no later than **March 27, 2017.** This report covers activity from February 7, 2017, through March 20, 2017, if a primary is held, **or** January 1, 2017, through March 20, 2017, if no primary is held.

- ☐ Complete and submit a ***July Continuing Campaign Finance Report*** **(Form ETHCF-2L)** to the filing officer no later than **July 15, 2017.** This report covers activity from March 21, 2017, through June 30, 2017.

Committees must file "Continuing Reports" until a termination report (ETHCF-2L) is filed.

For further information please contact the Wisconsin Ethics Commission.