

**BALLOT ACCESS CHECKLIST
FOR 2010 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 16, 2010 Spring Primary and the April 6, 2010 Spring Election.

In the City of Milwaukee, the filing officer is the Milwaukee City Board of Election Commissioners. 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 GAB-1)** to the filing officer no later than **5:00 p.m. on Tuesday, January 5, 2010..**
 - *New candidates* should file a campaign registration statement as soon as intent to seek elective office is known and before funds are collected or spent. §§11.05(2g), 11.10(1), Wis. Stats.
 - *Continuing candidates* should file an amended campaign registration statement indicating the office sought and the new primary and election dates.
 - **All** candidates should file a campaign registration statement or amended statement **before** circulating nomination papers. A current form must be filed with the filing officer no later than January 5, 2010, or the candidate's name will not be placed on the ballot. §§8.10(5), 8.30(2), 120.06(6)(b), Wis. Stats.

- Circulate and submit **Nomination Paper for Nonpartisan Office (Form GAB-169)** to the filing officer no later than **5:00 p.m. on Tuesday, January 5, 2010.** Nomination papers may not be circulated before December 1, 2009. §8.10(2), Wis. Stats.

The number of signatures required are as follows:

Citywide offices – 1 st class	1,500 – 3,000
Aldersperson – 1 st class	200 – 400
Citywide offices – 2 nd and 3 rd class	200 – 400
Aldersperson – 2 nd and 3 rd class	20 – 40
Citywide offices – 4 th class	50 – 100
Aldersperson – 4 th class	20 – 40
All village and town offices	20 – 100

- Complete and submit a **Declaration of Candidacy (Form GAB-162)** to the filing officer no later than **5:00 p.m. on Tuesday, January 5, 2010.** This form must be filed no later than January 5, 2010, or the candidate's name will not be placed on the ballot. §§8.10(5), 8.21, 8.30(4), Wis. Stats.

- Municipal judge candidates:**

Complete and submit a **Statement of Economic Interests** to the Government Accountability Board (G.A.B.) (212 East Washington Avenue, 3rd Floor, P.O. Box 7984, Madison, WI, 53707-7984, 608-266-8005) no later than **4:30 p.m. on Friday, January 8, 2010.** If this statement is not filed with the G.A.B. by January 8, 2010, the candidate's name will not appear on the ballot. §§8.10(5), 8.30(3), 19.43(4), Wis. Stats. On November 24, 2009, the G.A.B. will mail *Statement of Economic Interests* forms to each incumbent whose office is up for election. Anytime after December 1, 2009, a candidate may print the *Statement of Economic Interests* form and instructions from the G.A.B. website (<http://gab.wi.us>).

For further information or to obtain any of the necessary forms, please contact:

GOVERNMENT ACCOUNTABILITY BOARD, P.O. Box 7984, Madison, WI 53707-7984, 608-266-8005, gab@wi.gov, <http://gab.wi.gov>

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	

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

Attach additional listing if necessary. Indicate which officers or committee members are authorized to fill a vacancy in nomination due to death of candidate by an asterisk(*). This provision only applies to independent and local nonpartisan candidates. s.8.35, Stats.

NAME	MAILING ADDRESS	POSITION

5. DEPOSITORY INFORMATION

Name of Financial Institution	Account Number (Attach list of any additional accounts and deposit boxes, location, type and number, i.e., savings, checking, money market, etc.)
Address (number and street)	City, State and Zip Code

CERTIFICATION

TREASURER

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

Signature _____, Treasurer _____
Date _____

CANDIDATE

I, _____ (print full name) certify the information in this statement is true, correct and complete, and that this is the only committee authorized to act on my behalf.

Signature _____, Candidate _____
Date _____

+++ EXEMPTION FROM FILING CAMPAIGN FINANCE REPORTS s.11.05(2r), Stats. +++

You may be eligible for an exemption from filing campaign finance reports. Consult the Campaign Finance Instruction and Bookkeeping Manual to determine if the registrant 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 \$1,000 in a calendar year or accept any contribution or cumulative contributions of more than \$100 from a single source during the calendar year, except contributions by a candidate to his or her campaign of \$1,000 or less in a calendar year.

This registrant is no longer eligible to claim exemption.

Signature of Candidate or Treasurer _____ Date _____

THE INFORMATION ON THIS FORM IS REQUIRED BY ss.9.10(2)(d), 11.05, 11.06(7), STATS. FAILURE TO PROVIDE THE INFORMATION MAY SUBJECT YOU TO THE PENALTIES OF ss.8.30(2), 11.60, 11.61, 11.66, STATS.

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name as it will appear on the ballot; no abbreviations or titles may be used.			Street, fire, or rural route number; box number (if rural route); and name of street or road		
Name of municipality for <u>voting</u> purposes <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	Name of municipality for <u>mailing</u> purposes	State WI	zip code	Type of election <input type="checkbox"/> spring <input type="checkbox"/> special	Election date
Title of office		<input type="checkbox"/> Branch <input type="checkbox"/> District <input type="checkbox"/> Seat		Branch district or seat number	
Name of jurisdiction or district in which candidate seeks office					

I, the undersigned, request that the candidate, whose name and 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	STREET & NUMBER OR RURAL ROUTE <small>Rural address must also include box or fire no.</small>	MUNICIPALITY OF RESIDENCE <small>Indicate Town, Village, or City</small>	DATE OF SIGNING
1.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
2.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
3.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
4.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
5.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
6.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
7.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
8.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
9.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
10.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	

CERTIFICATION OF CIRCULATOR

I, _____, certify:
(Name of circulator)

I reside at _____
(Circulator's residence - Include number, street, and municipality.)

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 S. 12.13(3)(a), Wis. Stats.

(Date)

(Signature of circulator)

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 State Elections Board has determined that no disclaimer or other attribution statement is required on nomination papers.

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 as it will appear on the ballot. 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. No abbreviations or titles are permitted. A nickname is defined as a familiar or shortened form of a proper name by which an individual is commonly known. Names which are not familiar or shortened forms of proper names, such as "Red," "Skip," or "Lower Taxes," are not permitted. A nickname is a substitute for the candidate's legal name. It is not permissible to add the nickname in quotes between the first and last name. For example, John "Jack" Jones is not acceptable, but Jack Jones is.

Candidate's Residence - If a candidate's municipality of residence is different from the municipality used for mailing purposes, both must be given. Indicate if the municipality of residence is a town, village, or city.

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** 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 of Electors - Only qualified electors of the jurisdiction or the district the candidate seeks to represent may sign the nomination papers. Each elector's municipality of residence must be listed on the nomination paper along with the mailing address, including any street, fire or rural route number, box number (if rural route) and street or road name. The Street & Number or Rural Route section for each elector's address is split into two lines. The first line is for the street address. The second line is for the municipality for mailing purposes. The Municipality of Residence listed for each signing elector must clearly identify the town, village or city where the elector's voting residence is located. A post office box number alone does not show where the elector actually resides. 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 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 EIBd. 2.05, 2.07, Wis. Adm. Code.

- 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.
- 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* (EB-1), a *Declaration of Candidacy* (EB-162), and *Nomination Papers* (EB-169) containing the appropriate number of signatures for the office sought no later than the filing deadline. S. 8.10(3), Wis. Stats. Candidates for state office and municipal judge must also file a statement of economic interests with the State Ethics Board by the third business day after the nomination paper filing deadline. S. 19.43, Wis. Stats. If any one of these required forms is not filed by the deadline, the candidate's name will not be placed on the ballot. S. 8.30, Wis. Stats.
- If a candidate or circulator has any questions, he or she should contact the filing officer.

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 or misdemeanor convictions: Your name cannot appear on the ballot 1) if you have been convicted of a felony in any court in the United States for which you have not been pardoned or, 2) convicted of a misdemeanor involving a violation of public trust for which you have not been pardoned. *This only applies to state and local candidates.*
- Your current municipality of residence for voting purposes must be inserted on the fourth line. This must include the street and number, or post office address, and **the name of the municipality of residence** (town, village, or city). If your address changes before the election, an amended Declaration of Candidacy must be filed with the filing officer. s.8.21, Stats. *Federal candidates do not have to provide this information.*
- 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. No abbreviations or titles are permitted.

A *nickname* is defined as a familiar or shortened form of a proper name by which you are commonly known. Names which are **not** familiar or shortened forms of proper names, such as "Red," "Skip," or "Lower Taxes," are not permitted. A nickname is a substitute for your legal name. It is not permissible to add your nickname in quotes or parentheses between your first and last name. For example, John "Jack" Jones or John (Jack) Jones is not acceptable, but Jack Jones is.

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.

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. ss. 8.10 (5), 8.15 (4)(b), 8.17 (2), 8.20 (6), 8.50 (3)(a), 120.06 (6)(b), Stats.

Candidates nominated for local office at a caucus must file this form with their municipal clerk within 5 days of receiving notice of nomination. s.8.05 (1)(j), Stats.