



# CANDIDATE'S HANDBOOK FOR LOCAL ELECTIONS

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TO: Candidates for Municipal Office using nomination papers

From: Village Clerk

As a candidate for municipal office, you may find the following general guidelines helpful as you prepare your election campaign for the 2018 Spring Election. These guidelines identify the main steps for you to take to qualify for placement on the election ballot.

YOU are responsible to familiarize yourself with the election and campaign finance requirements that apply to your campaign, which you may obtain from either the Wisconsin Statutes, or from your private attorney. In addition, you may obtain general information about the election from the Village or the Government Accountability Board. Keep in mind that the information you receive may not be interpreted as either legal advice or a release from your responsibility to comply with the law.

### **\*IMPORTANT DATES TO REMEMBER\***

December 1, 2017	First day to circulate nomination papers Wis. Stat. §8.10(2)(3)
January 2, 2018	All papers and forms due in Clerk's office by 5:00 pm.
February 20, 2018	Spring Primary (if needed)
April 3, 2018	Spring Election

### **NECESSARY FORMS**

Each of the following forms must be completed and filed on time for candidates for municipal office, in order for the candidate's name to be placed on the ballot for the Spring Primary and/or the Spring General Election: ***Campaign Registration Statement, Nomination Papers, and Declaration of Candidacy.*** **IF ALL PAPERS ARE NOT TURNED IN BY THE DEADLINE, THE CANDIDATE'S NAME WILL NOT BE PLACED ON THE BALLOT.**

In the Municipality of Summit, candidates for municipal office must file forms and reports with that office. The filing officer is the Clerk and candidates should contact the Clerk or Deputy Clerk at 262.567.2757 with any questions.

If you seek municipal office by filing **nomination papers**, you should keep the following points in mind:

- Pick up copies of your Nomination Papers ([EL-169](#)), Declaration of Candidacy ([EL-162](#)) and Campaign Registration Statement ([ETHCF-1](#)) from the Clerk's office at any time OR access fillable forms available on the GAB website <http://elections.wi.gov/candidates/local/non-partisan>
- Prior to announcing your candidacy for office or circulating nomination papers, you must file a Campaign Registration statement ([ETHCF-1](#)) in the Clerk's Office.
- The first day for circulating nomination papers is **December 1**, and the deadline for filing nomination papers is **5:00 pm on the first Tuesday in January** (State Statutes 8.10)
- Read all instructions on the back of the forms carefully.
- Obtain signatures of qualified electors on nomination papers between Dec. 1, 2017 and 5:00 pm. on Tuesday, January 2, 2018.
  - ❖ Please pay careful attention to the signatures you obtain on your Nomination Papers.
  - ❖ If you are running for Board/Council/Supervisor, all electors signing your nomination papers must live within that district.
  - ❖ Those signing do not have to be registered voters, but must be eligible to vote.
  - ❖ Those signing must give their COMPLETE address (house number, street & municipality – NO Post Office Boxes)
  - ❖ Signers must date their signature, including the year.

- ❖ The person signing the Nomination Papers must reside within the district for the office up for election. NOTE: The person circulating the nomination papers, or election-related petition, does not have to live in the municipality. They are only required to be US citizens, age 18 or older on the date of circulation, and not otherwise disqualified as an elector by the provisions of s6.03 of Wis. Statutes.
- ❖ You are strongly urged to obtain more than the minimum number of signatures required for ballot status, in case a deficiency is found with some signatures.

- Below are the valid number of signatures required for:
  - ❖ **All Village offices** – Not less than 20 and not more than 100
- File your Nomination Papers, Declaration of Candidacy and Campaign Registration Statement no later than **5:00 pm. on Tuesday, January 2, 2018** or your name WILL NOT appear on the ballot.

❖ **Campaign Registration Statement, Form ETHCF-1.** Candidates should file a campaign registration statement as soon as intent to seek elective office is known, before funds are collected or spent. If the form is faxed or emailed, the original document must follow postmarked no later than January 3, 2018. All candidates should file a campaign registration statement or amended statement before circulating nomination papers. The candidate's name will not be placed on the ballot if this form is not filed by the deadline for filing nomination papers.

❖ **Declaration of Candidacy, EL-162** This form must be filed with the Clerk no later than the deadline for filing nomination papers or the candidate's name will not appear on the ballot. The candidate must indicate how their name should appear on the official ballot. 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. If the form is faxed or emailed, the original document must follow postmarked no later than January 3, 2017.

❖ **Notification of Noncandidacy, EL-163** The purpose of this form is to notify the filing officer and the electorate of an incumbent officeholder's intent NOT to seek re-election to the same office, and to avoid an extension of the deadline for filing nomination papers.

Incumbent officeholders who do not intend to seek re-election to the same office should file the Notification of Noncandidacy no later than 5:00 pm. on the second Friday preceding the deadline for filing nomination papers.

❖ **Nomination Paper for Nonpartisan Office, EL-169** The purpose of this form is to obtain signatures of electors to meet the statutory requirements. This form must be in the physical custody of the appropriate filing officer by the filing deadline, a postmark is not sufficient. Only original nomination papers (no photocopies, faxes or emailed documents) will be accepted.

Following the submittal of all of the above forms to the Clerk, the forms will be checked for validity. For each election, the municipal clerk will draw the candidates' names by lot for order placement on the ballot.

- If you seek municipal office as a **write-in candidate**, you should keep the following points in mind:
- Pick up your Campaign Registration Statement from the Clerk at any time.
  - File your Campaign Registration Statement with the Clerk as soon as you decide to become a write-in candidate for the municipal office.
  - Educate your supporters to write your name on the write-in portion of the ballot, under the proper position. If you have any questions call the Clerk.