



# CANDIDATE HANDBOOK

**TOWN OF ALGOMA CLERK'S OFFICE**

15 N. OAKWOOD ROAD

OSHKOSH, WI 54904

HOURS: MONDAY-THURSDAY 9:00 A.M. – 5:00 P.M.

FRIDAY 9:00 A.M. – 1:00 P.M.

PHONE: (920) 235-3789

EMAIL: [townoffice@townofalgoma.org](mailto:townoffice@townofalgoma.org)

TOWN WEB SITE: [www.townofalgoma.org](http://www.townofalgoma.org)

**WISCONSIN ELECTIONS COMMISSION**

201 W. WASHINGTON AVE

MADISON, WI 53703

(608) 266-8005

E-MAIL: [elections@wi.gov](mailto:elections@wi.gov)

Website: <http://elections.wi.gov/>

**WISCONSIN ETHICS COMMISSION**

PO Box 7984

Madison, WI 53707-7984

(608) 266-8123

E-mail: [Ethics@wi.gov](mailto:Ethics@wi.gov)

Website: <https://ethics.wi.gov/>

# INFORMATION FOR CANDIDATES OF TOWN OFFICES

## 2026 SPRING ELECTION

**DATES TO REMEMBER:** -First day to circulate nomination papers - **December 1, 2025**  
-Last day for incumbents not seeking reelection to file  
Notification of Noncandidacy – **December 26, 2025 (5:00 pm)**  
-Last day to file nomination papers – **January 6, 2026 (5:00 pm)**  
-Primary Election – **February 17, 2026** *(Only if required)*  
-Spring Election – **April 7, 2026**

**OFFICES TO BE FILLED:** Town Supervisor (2 year term)  
Town Supervisor (2 year term)

**POLLING PLACES (subject to change):** Wards 1-8  
Algoma Town Hall  
15 N. Oakwood Road  
Oshkosh, WI 54904  
Polling Hours: 7:00 am to 8:00 pm

As a candidate for office in the Town of Algoma, you may find the following general guidelines helpful. These guidelines outline the steps to be taken for your name to appear on the election ballot and include a number of important points.

A candidate is responsible for becoming familiar with election laws and campaign finance requirements that apply to their campaign. Candidates may obtain general information about elections from either the Wisconsin Elections Commission or the Town Clerk, keeping in mind that such information should not be interpreted as either legal advice or a release from the candidate's responsibility to comply with the law. A candidate may also consult their private attorney.

If you have any questions, please contact the Town Clerk's office at (920) 235-3789 or the Wisconsin Elections Commission – Elections Division at 202 W. Washington Avenue, Madison, WI 53703, (608) 266-8005. The Wisconsin Election Commission website is: <http://elections.wi.gov/>. The email address for the Wisconsin Elections Commission is: [elections@wi.gov](mailto:elections@wi.gov) The Wisconsin Ethics Commission website is: <https://ethics.wi.gov/>. The email address for the Wisconsin Ethics Commission is: [ethics@wi.gov](mailto:ethics@wi.gov).

All documents that are required to run for office are available on the Wisconsin Elections Commission website at <http://elections.wi.gov> or through the Town Clerk's Office.

## **NECESSARY FORMS**

Each of the following forms must be completed and filed on time for candidates for Town office in order for a candidate's name to be placed on the ballot for the Spring Primary and/or the Spring General Election:

- 1. CAMPAIGN REGISTRATION STATEMENT**
- 2. DECLARATION OF CANDIDACY**
- 3. NOMINATION PAPERS**

In the Town of Algoma, candidates for Town office must file forms and reports with the Town Clerk. Candidates should contact the Town Clerk's office with any questions.

- 1. Campaign Registration Statement (Form CF-1 Local)**

A Campaign Registration Statement should be filed with the Town Clerk's Office as soon as you decide to become a candidate for Town office and before any signatures are gathered or funds are collected or spent. Failure to file the registration statement by the deadline for filing nomination papers prevents a candidate's name from appearing on the ballot. If a required statement or amendment is not filed on time, the registrant may be subject to a fine. A candidate must register as a candidate committee to appear on the ballot. Please see pages 2-3 of the manual titled *Campaign Finance Overview – Local Candidates* and the directions attached to the Campaign Registration Statement. All committees must name a treasurer. A candidate may designate any adult to serve as the committee's treasurer of the candidate may serve as their own treasurer. Depository information must be provided.

Exemption from Filing Campaign Finance Reports - Candidates who do not anticipate disbursements or obligations more than \$2,000 in a calendar year and do not expect to receive any contributions, except the contribution of the candidate to his/her campaign of \$2,000 or less, may check "Yes, this registrant is eligible for exemption" under Section A29. Exemption Affirmation.

If during the campaign period the candidate no longer qualifies for exemption, the CF-1 form may be amended, and the candidate will be responsible for filing Campaign Finance Reports. Candidates not signing the waiver will have to file the appropriate Campaign Finance Reports.

*The Campaign Finance and Overview Local Candidates manual covers campaign finance topics that are more frequently asked by candidates. The manual is attached to this packet or can be found on the Wisconsin Ethics Commission website at: <https://ethics.wi.gov/Pages/Resources/ResourcesOverview.aspx> See also Chapter 11 of the Wisconsin State Statutes for information on Campaign Finance.*

*Disclaimer: This manual is meant as a guide for candidates running for local office. It does not cover every aspect of campaign or election law. Please refer to Wisconsin Statutes for campaign law specifics or contact your private attorney.*

## 2. Declaration of Candidacy (Form EL-162)

A Declaration of Candidacy must be filed with the Town Clerk's Office no later than the deadline for filing nomination papers. The filing of this form is also a requirement that must be met in order for a candidate's name to be placed on the ballot. The candidate's signature must be notarized.

No person may hold any state or local elected office in Wisconsin if the person has been convicted of a felony in any court in the United States unless the person has been pardoned of the conviction. No person may have their name placed on the ballot for any state or local elected office in Wisconsin if the person has been convicted of a felony in any court in the United States, unless the person has been pardoned of the conviction.

## 3. Nomination Papers (Form EL-169)

Nomination Papers may be circulated for signatures beginning December 1, 2025. Any signatures obtained prior to December 1 will not be counted. For the position of Supervisor, a minimum of 20 and a maximum of 100 signatures must be filed. Candidates are encouraged to obtain more than the minimum number of required signatures in case there are signatures that may be disqualified during the verification process. Signatures must be legible. Those signing must also print their name legibly. Please make sure the date of signature is included, including the month, day, and year. All signers on each nomination paper must have resided in the Town of Algoma for at least 28 days, must be at least 18 years of age, and a U.S. citizen. A person may sign nomination papers for only one candidate per open office. After collecting signatures, the circulator must complete the Certification of Circulator on the bottom of the nomination paper. The date in the Certification of Circulator section must be on or after the last date signed by the electors. The deadline for filing nomination papers in the Town Clerk's Office is 5:00 p.m. on Tuesday, January 6, 2026. Nomination papers must be in physical custody of the Town Clerk by the filing date. A postmark on the filing deadline is NOT sufficient. Nomination papers CANNOT be faxed.

Determining Sufficiency of Nomination Papers: Please read Chapter EL 2 from the Wisconsin Administrative Code, which is attached.

## **NOTIFICATION OF NONCANDIDACY (Form EL-163)**

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

Incumbents who do not intend to seek re-election to the same office must file the Notification of Noncandidacy with the Town Clerk no later than 5:00 p.m. on Friday, December 26, 2026. If the incumbent does not file this form and does not seek re-election, the deadline for filing signatures with the Town Clerk for that office is extended 72 hours from 5:00 p.m. on Tuesday, January 6<sup>th</sup>

to 5:00 p.m. to Friday, January 9, 2026. The deadline is not extended for the incumbent. If an incumbent candidate timely files the Notification of Noncandidacy and later changes their mind, the incumbent can run for re-election by timely filing all the appropriate ballot access papers.

### **WRITE-IN CANDIDATES**

To register as a write-in candidate, you must file a Campaign Registration Statement (CF-1 local) with the Town Clerk's Office prior to collecting or spending any money on the campaign. The CF-1 local form is available from the Wisconsin Ethics Commission's website or in the Town Clerk's Office. The deadline to register as a write-in candidate is 12:00 p.m. (noon) the Friday before the election.

### **PLACEMENT OF NAMES ON BALLOT**

If there are two or more local candidates for the same office, the placement of names on the ballot shall be determined by the drawing of lots in the Town Clerk's Office at 10 a.m. on Thursday, January 8, 2026, for the Spring Election. Candidates are welcome to attend the drawings. If unable to attend, candidates will be notified of their placement on the ballot.

*Drawing dates and times are subject to change.*

### **CAMPAIGN SIGNS**

Political signs on behalf of candidates for public office or issues on elections ballots are subject to the following regulations:

1. A permit is not needed provided permission is obtained from the owners or tenants in possession of the property on which election campaign signs are erected. No sign shall be located on public property.
2. Each sign must contain a disclaimer as explained below.
3. No sign shall be located in or over any street right of way and must be at least 15' from the driven portion of road or driveway.
4. Signs may be erected during the election campaign period and must be removed within seven days following the election.

### **DISCLAIMERS ON CAMPAIGN SIGNS AND OTHER COMMUNICATIONS**

Every communication that is paid for with political funds, including in-kind contributions, must contain a disclaimer or attribution statement identifying the source of the funds. This includes every printed advertisement, campaign sign, billboard, handbill, sample ballot, television or radio advertisement or other communication paid for with political funds. Disclaimers shall be included on each separate page of a political communication, including letterhead and enclosures. Also, disclaimers should be included on items such as T-shirts and bumper stickers. Abbreviations may not be used for any wording in the disclaimer.

The appropriate form for disclaimers is set out below.

When the communication is paid for by a candidate without a committee, or paid for by an individual, the disclaimer should read:

"Paid for by Mary Smith"

When the communication is paid for by the campaign committee of a candidate, the disclaimer should read as the example below:

"Paid for by Friends of Mary Smith for Mayor,  
James Jones, Treasurer"

No disclaimer is required on:

1. Personal correspondence not reproduced by machine for distribution;
2. A single personal item, which is not reproduced or manufactured by machine or other equipment;
3. Nomination papers, even if the papers contain biographical information;
4. Pins, buttons, pens, balloons, and similar small items on which a disclaimer cannot be conveniently printed; or
5. Envelopes which have campaign committee identification printed on them.

## **ELECTIONEERING/ELECTION DAY CAMPAIGN RESTRICTIONS**

(State Statutes 12.03 & 12.04)

1. "Electioneering" means any activity which is intended to influence voting at an election.
2. No person may engage in electioneering during polling hours on Election Day at a polling place.
3. Persons are prohibited from electioneering on public property within 100' of an entrance to a building containing a polling place, or engaging in any activity which disrupts voting or interferes with the orderly conduct of the election. This prohibition does not apply to electioneering on private property within 100' of an entrance to a polling place. The placement of election signs on private property within the 100' radius is permissible.
4. No person may post or distribute any election-related material during polling hours on any public property on Election Day within 100' of an entrance to a building containing a polling place.
5. State Statute 12.04(2) states that any individual may place a sign containing a political message upon residential property owned or occupied by that individual during an election campaign period.

## **TERM IN OFFICE**

The Town Chair and Town Supervisor terms of office are two (2) years. Two Town Supervisors are elected each year. The Town Chair is elected on odd numbered years. Supervisors receive \$150 per month plus \$50 per meeting they attend. The Town Chair receives \$450 per month plus \$50 per meeting they attend.

All newly elected and re-elected town officers will be sworn in and assume their offices at the annual meeting to be held at 5:45 p.m. on Wednesday, April 15, 2026, unless changed by the Board. Terms for Chairmen and Supervisors commence on the third Tuesday of April.

An orientation packet on the Wisconsin Open Meetings Law, Open Records Law, current development, projects, etc., will be distributed for newly elected candidates after they have taken office.

Supervisors are appointed annually by the Chairmen to serve on various boards, commissions, and committees.



## 2026 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 17, 2026 Spring Primary** and the **April 7, 2026 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.

- ☐ **Register your Campaign Committee** A current registration (CF-1L) must be filed prior to raising or spending any funds, and no later than **5:00 p.m. on January 6, 2026** or the candidate's name will not be placed on the ballot. For questions, please contact the Ethics Commission: [ethics@wi.gov](mailto:ethics@wi.gov) | 608-266-8123.
- ☐ **Complete and Submit a Declaration of Candidacy (Form [EL-162](#))** to the filing officer no later than **5:00 p.m. on Tuesday, January 6, 2026** 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 6, 2026. 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 6, 2026** 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, 2025. 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 <sup>st</sup> Class Cities:	Citywide offices	1,500 - 3,000
	Aldersperson elected to district	200 - 400
2 <sup>nd</sup> and 3 <sup>rd</sup> Class Cities:	Citywide offices	200 - 400
	Aldersperson elected at large	100 - 200
	Aldersperson elected to district	20 - 40
4 <sup>th</sup> Class Cities:	Citywide offices	50 - 100
	Aldersperson elected to district	20 - 40

- ☐ **Municipal Judge Candidates:**  
**Complete and submit a Statement of Economic Interests (SEI)** to the Ethics Commission using the website (<https://sei.wi.gov>). Incumbent candidates will receive a filing notice around December 1, 2025, and new candidates will receive an email notice within one or two days of registering their committee. The SEI must be received no later than 4:30 p.m. on Friday, January 9, 2026, 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](mailto: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

**\*CAUTION:** A personal telephone number that is identified as a confidential telephone number on page 3 of this form should **not** be entered on page 1 of this form. Do **not** enter any personal telephone numbers of the candidate, the candidate committee treasurer, and any other custodian of books and accounts on page 1 of this form.

1. Is this an Amendment? ☐ No ☐ Yes

**SECTION A: GENERAL INFORMATION**

<b>A1. Committee Name</b> (Required for all Candidates - must be included in disclaimer on all communications)				
<b>A2. Committee Email</b>		<b>A3. Committee Phone</b> (Do not enter a confidential phone number)		
<b>A4. Mailing Address</b>		<b>A5. City</b>	<b>A6. State</b>	<b>A7. Zip</b>
<b>Depository Institution Information</b>				
<b>A8. Institution Name</b>	<b>A9. Street Address</b>	<b>A10. City</b>	<b>A11. State</b>	<b>A12. Zip</b>
<b>Treasurer/Administrator Information</b>				
<b>A13. Name</b>		<b>A14. Treasurer Email</b>	<b>A15. Treasurer Phone</b> (*See Caution )	
<b>A16. Mailing Address</b>		<b>A17. City</b>	<b>A18. State</b>	<b>A19. Zip</b>
<b>Other Officers (Optional)</b>				
<b>A20. Name</b>	<b>A21. Title</b>	<b>A22. Email</b>	<b>A23. Phone</b> (* See Caution above)	
<b>A24. Name</b>	<b>A25. Title</b>	<b>A26. Email</b>	<b>A27. Phone</b> (* See Caution above)	
<b>Filing Exemption</b> <i>Registrants which do not anticipate accepting or making contributions, making disbursements, or incurring obligations in an aggregate amount exceeding \$2,500 in a calendar year may claim an exemption from filing campaign finance reports. This exemption applies until the registrant exceeds the \$2,500 aggregate activity threshold, amends its registration, or is terminated.</i>			<b>A28. Exemption Affirmation</b> <input type="checkbox"/> Yes, this registrant is eligible for exemption. <input type="checkbox"/> No, this registrant is not eligible for exemption.	

**SECTION B: CANDIDATE INFORMATION**

<b>B1. Office Sought (include District/Branch)</b>		<b>B2. Political Party</b>	<b>B3. Election Date</b>
<b>Candidate Information</b>			
<b>B4. Name</b>		<b>B5. Candidate Email</b>	<b>B6. Candidate Phone</b> (* See Caution )
<b>B7. Mailing Address</b>		<b>B8. City</b>	<b>B9. State</b> <b>B10. Zip</b>
<b>Second Candidate Committee</b> <i>An individual who holds a state or local elective office may establish a second candidate committee to pursue another state or local office.</i>		<b>B11. Is this your only registered candidate committee in Wisconsin?</b> <input type="checkbox"/> Yes, this is my only candidate committee in Wisconsin. <input type="checkbox"/> No, this is my second candidate committee in Wisconsin.	
<b>B12. Other Office Held or Sought (include District/Branch)</b> Only complete B12 if you responded "No" to B11.			

## SECTION C: CERTIFICATION

### Accurate Information

- ☐ 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

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 candidate 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. Do not leave this section blank.

## 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.



CAMPAIGN FINANCE REGISTRATION STATEMENT —  
LOCAL CANDIDATE COMMITTEE—CONFIDENTIAL PHONE CONTACTS  
STATE OF WISCONSIN

All information on pages 1 and 2 of this form is available to the public. Pursuant to 2023 Wisconsin Act 120, candidates, treasurers, and any other custodian of books and accounts (such as an assistant treasurer) are required to provide a personal telephone number. This page provides you the space to provide those required telephone numbers. Personal telephone numbers are confidential and are not subject to the right of inspection and copying under WIS. STAT. § 19.35(1). *See* WIS. STAT. § 11.0203(bd). However, a personal email address provided is subject to the right of inspection and copying under WIS. STAT. § 19.35(1) and may be disclosed.

Failure to provide a valid email may result in failure to receive filing reminders and notifications from the filing officer. Failure to receive a form or notice from a filing officer does not exempt a committee from a reporting requirement under this chapter (WIS. STAT. §11.0103(b)). The candidate committee is required to report any change in information previously submitted in a registration statement within 10 days following the change. WIS. STAT. § 11.0203(3).

Candidate Information	
Name	Personal Phone Number

Treasurer Information	
Name	Personal Phone Number

Other Custodians' Information	
Name	Personal Phone Number
Name	Personal Phone Number
Name	Personal Phone Number

# Declaration of Candidacy

(See instructions for preparation on back)

FOR OFFICE USE ONLY

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.<sup>1</sup>

**My present address, including my municipality of residence for voting purposes is:**

				Town of <input type="checkbox"/>	
				Village of <input type="checkbox"/>	
				City of <input type="checkbox"/>	

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.)

STATE OF WISCONSIN

County of \_\_\_\_\_

(County where oath administered)

}

ss.

(Signature of candidate)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(Signature of person authorized to administer oaths)

**NOTARY SEAL  
REQUIRED, IF OATH  
ADMINISTERED BY  
NOTARY PUBLIC**

☐ Notary Public or ☐ other official \_\_\_\_\_

(Official title, if not a notary)

If Notary Public: My commission expires \_\_\_\_\_ or ☐ is permanent.

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

<sup>1</sup> 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, 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 (l)(j).

# NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name <b>(required)</b> ; no titles may be used.		Candidate's residential address <b>(required)</b> <i>No P.O. box addresses</i> 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 <b>(required)</b> <input type="checkbox"/> Town <input type="checkbox"/> Village _____ <input type="checkbox"/> City _____ (name of municipality)	
Candidate's mailing address, including municipality for mailing purposes <b>(required)</b> if different than residential address or voting municipality)		<b>WI</b>	Zip code	Type of election <b>(required)</b> <input type="checkbox"/> spring <input type="checkbox"/> special	Election date <b>(required)</b> <i>Do not use primary date.</i> <u>Mo/Day/Year</u>
Title of office <b>(required)</b>		Branch, district or seat number <b>(required)</b> if applicable <input type="checkbox"/> Branch <input type="checkbox"/> District <input type="checkbox"/> Seat		Name of jurisdiction or district in which candidate seeks office <b>(required)</b>	

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 <i>(No P.O. Box Addresses)</i> Street and Number or Rural Route <small>(Rural address must also include box or fire no.)</small>	Municipality of Residence <small>Check the type and write the name of your municipality for voting purposes.</small>	Date of Signing Mo/Day/Year
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: 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. 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.