



City of **New Berlin**

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# CANDIDATE INFORMATION PACKET

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**PREPARED BY: OFFICE OF THE CITY CLERK**

City of New Berlin

3805 S. Casper Drive | New Berlin, WI 53151

(262) 786-8610 | [clerksoffice@newberlinwi.gov](mailto:clerksoffice@newberlinwi.gov)

**ELECTION DATE: APRIL 7, 2026**

**SPRING PRIMARY (IF NEEDED): FEBRUARY 17, 2026**

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## Office of the City Clerk

(262) 786-8610



[cityclerk@newberlinwi.gov](mailto:cityclerk@newberlinwi.gov)



3805 S. Casper Drive, New Berlin, WI 53151



Dear Candidate,

Thank you for your interest in serving the residents of the City of New Berlin. Running for municipal office is an important commitment to public service, and we appreciate your willingness to participate in the democratic process. Enclosed in this packet, you will find the information and forms necessary to become a candidate for the April 7, 2026, Spring Election.

This packet is designed to guide you through each step of the candidacy process, including campaign registration requirements, nomination paper instructions, filing deadlines, and important election-related policies. Please take the time to review each section carefully. Wisconsin election law requires that all ballot access paperwork be completed accurately and submitted on time, and the City Clerk's Office is here to support you through that process.

If at any point you have questions or need assistance, please do not hesitate to contact us. We are committed to ensuring a fair, transparent, and accessible election process for all candidates and residents.

Thank you again for your interest in serving your community. We wish you the very best throughout your candidacy.

Sincerely,

*Rubina R. Medina*

Rubina R. Medina, WCMC/CMC  
New Berlin City Clerk



## Offices on the 2026 Spring Election Ballot

The following municipal offices will appear on the ballot for the April 7, 2026, Spring Election in the City of New Berlin.

- **Aldersperson - District 2**
- **Aldersperson - District 4**
- **Aldersperson - District 6**

### **These offices serve a 3-year Term (2026-2029)**

A Spring Primary will be held on February 17, 2026, if more than two candidates file for the same office.

## Key Filing Deadlines for 2026 Spring Election

Please review the following deadlines carefully. Wisconsin election law requires that all ballot access paperwork be filed completely and on time. Late filings cannot be accepted.



### December 1, 2025

First Day to Circulate Nomination Papers  
Candidates may begin collecting signatures on the EL-169 form



### December 26, 2025, 5:00 PM

Deadline for Incumbents Not Seeking Re-election  
Incumbent officeholders must file the Notification of Non-Candidacy EL-163 with the City Clerk no later than 5:00 PM



### January 6, 2026, 5:00 PM

Filing Deadline for All Ballot Access Documents  
The following documents must be filed on or before 5:00 PM in the Clerk's Office:

- Declaration of Candidacy (EL-162)
- Campaign Finance Registration Statement (CF-1)
- Nomination Papers (EL-169)



### January 9, 2026, 5:00 PM

Deadline to Challenge Nomination Papers  
Any challenges to filed nomination papers must be submitted by 5:00 PM



### February 17, 2026

#### Spring Primary (if needed)

A primary will be held only if more than two candidates file for the same office.



### April 7, 2026

#### Spring Election

Election day for the 2026 Spring Election.

**NOTICE OF SPRING GENERAL ELECTION  
CITY OF NEW BERLIN  
April 7, 2026**

**NOTICE IS HEREBY GIVEN** that a Spring Election will be held in the City of New Berlin on Tuesday, April 7, 2026, for the purpose of electing the following officers to succeed the present incumbents listed.

<b>OFFICE</b>	<b>INCUMBENT</b>
Aldersperson, District 2	Scott La Fever
Aldersperson, District 4	Kenneth A. Harenda II
Aldersperson, District 6	Dennis Horbinski

**TERMS OF OFFICE**

The term of office for Aldersperson for Districts 2, 4, and 6 shall commence on Tuesday, April 21, 2026, and shall be for a term of three (3) years.

**DISTRICT BOUNDARIES**

Information concerning aldermanic district boundaries may be obtained from the Office of the City Clerk, located at 3805 S. Casper Drive, New Berlin, WI, 53151, during regular business hours or on the City website at [www.NewBerlinwi.gov](http://www.NewBerlinwi.gov)

**CANDIDATE INFORMATION**

The first day to circulate nomination papers is December 1, 2025, and the final day for filing nomination papers is 5:00 PM on Tuesday, January 6, 2026, in the office of the City Clerk, located at 3805 S. Casper Drive, New Berlin, WI, 53151.

Nomination papers, forms, and information on candidate filing are available in the Office of the City Clerk during regular business hours or on the City's website at [www.newberlinwi.gov](http://www.newberlinwi.gov)

**NON-CANDIDACY**

The deadline for incumbents listed above who do not intend to seek re-election to file a Notice of Non-Candidacy is 5:00 P.M. on Friday, December 26, 2025, in the Office of the City Clerk, located at 3805 S. Casper Drive, New Berlin, WI 53151.

**PRIMARY ELECTION**

If a primary is necessary, it will be held on Tuesday, February 17, 2026.

**ADDITIONAL INFORMATION**

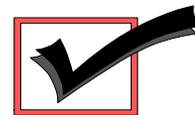
Photo identification is required to vote at this election. If you do not have a valid photo ID, you may obtain a free ID for voting purposes from the Wisconsin Department of Transportation Division of Motor Vehicles.

Done in the City of New Berlin, this 12<sup>th</sup> day of November 2025.

  
Rubina R. Medina, WCMC/CMC  
City Clerk, City of New Berlin

Publication Date: November 20, 2025

**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.

# 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 } \_\_\_\_\_ (Signature of candidate)  
County of \_\_\_\_\_ } ss.  
(County where oath administered)

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).

FOR OFFICE USE ONLY

## NOTIFICATION OF NONCANDIDACY

I, \_\_\_\_\_, state that I am currently the  
(please print name)

incumbent officeholder for the office listed below.

I will not be a candidate for this office at the next election. I understand that the timely receipt\* of this notice will avoid an extension of the deadline for filing ballot access documents.

**TITLE OF OFFICE:** \_\_\_\_\_  
(print current office, including district #, if any)

**NEXT ELECTION DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE OF SIGNING:** \_\_\_\_\_

*\*Notification must be received by the proper filing officer no later than 5:00 p.m. on the 2nd Friday preceding the deadline for filing ballot access documents to avoid an extension of time for filing such papers.*

The information on this form is filed in accordance with §§.8.05(1)(j), 8.10(2)(a), 8.15(1), 8.20(8)(a), 120.06(6)(b), Wis. Stats. This form is prescribed by the Wisconsin Elections Commission, 212 East Washington Avenue, 3<sup>rd</sup> Floor, P.O. Box 7984, Madison, WI 53707-7984, (608) 266-8005, FAX (608)267-0500, <http://elections.wi.gov> Email: elections@wi.gov.



# CAMPAIGN FINANCE COMMITTEE/CONDUIT REGISTRATION STATEMENT

## STATE OF WISCONSIN

**Note:** An amended registration statement must be filed within 10 days of any changes in information.

<b>1. Is this an Amendment?</b> No    Yes    If yes, please enter your committee number:	<b>Committee Number</b>
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### SECTION A: GENERAL INFORMATION

<b>A1. Committee/Conduit Name</b>		<b>A2. Registrant Type (Choose One)</b>			
<b>A3. Email</b>		<b>A4. Phone</b>		Candidate    Referendum    Recall    Conduit Political Action (PAC)    Independent Expenditure (IEC) Political Party    Legislative Campaign Committee	
<b>A5. Mailing Address</b>			<b>A6. City</b>		<b>A7. State</b>
<b>Depository Institution Information</b>					
<b>A9. Institution Name</b>		<b>A10. Street Address</b>		<b>A11. City</b>	
<b>A14. Name</b>		<b>A15. Email</b>		<b>A16. Phone</b>	
<b>A17. Mailing Address</b>			<b>A18. City</b>		<b>A19. State</b>
<b>Other Officers (Optional)</b>					
<i>Independent and local non-partisan candidates: Indicate by an asterisk (*) which officers are authorized to fill a vacancy in nomination due to death of candidate.</i>					
<b>A21. Name</b>		<b>A22. Title</b>		<b>A23. Email</b>	
<b>A25. Name</b>		<b>A26. Title</b>		<b>A27. Email</b>	

<b>Filing Exemption</b> <i>Registrants that will not accept contributions, make disbursements, or incur obligations in an aggregate amount of more than \$2,500 in a calendar year are eligible for exemption from filing campaign finance reports. For committees registering with the Commission, exempt status is effective only for the calendar year in which it is granted. Those committees registering with the Commission that want to remain exempt must renew each year. Local candidate committees that 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 at any time. This exemption applies until the local candidate committee exceeds the \$2,500 aggregate activity threshold, amends its registration, or is terminated.</i>	<b>A29. Exemption Affirmation</b> Yes, this registrant is eligible for exemption. No, this registrant is not eligible for exemption.
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### SECTION B: CANDIDATE COMMITTEES

<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. Email</b>		<b>B6. Phone</b>	
<b>B7. Mailing Address</b>			<b>B8. City</b>		<b>B9. State</b>
<b>Second Candidate Committee</b>				<b>B11. Is this your only registered candidate committee in Wisconsin?</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>				Yes, this is my only candidate committee in Wisconsin. No, this is my second candidate committee in Wisconsin.	
<b>B12. Other Office Held or Sought (include District/Branch) Only complete B12 if you responded "No" to B11.</b>					



**CAMPAIGN FINANCE COMMITTEE/CONDUIT REGISTRATION STATEMENT**  
STATE OF WISCONSIN

**Note:** An amended registration statement must be filed within 10 days of any changes in information.

**SECTION C: RECALL COMMITTEES**

<b>C1. Name of Official Subject to Recall</b>	<b>C2. Office of Official Subject to Recall</b>	<b>C3. Support</b> <b>Oppose</b>
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**SECTION D: PAC, IEC, AND CONDUITS**

<b>D1. Sponsoring Organization</b>	<b>D2. Email</b>	<b>D3. Phone</b>	
<b>D4. Mailing Address</b>	<b>D5. City</b>	<b>D6. State</b>	<b>D7. Zip</b>

**SECTION E: POLITICAL PARTY & LEGISLATIVE CAMPAIGN COMMITTEES**

<b>E1. Political Party or Legislative Campaign Committee</b>	<b>E2. Does the Party or Committee have a Segregated Fund?</b> No      Yes			
<b>Segregated Fund Depository Institution Information (if applicable)</b>				
<b>E3. Institution Name</b>	<b>E4. Street Address</b>	<b>E5. City</b>	<b>E6. State</b>	<b>E7. Zip</b>

**SECTION F: REFERENDA COMMITTEES**

<b>F1. Nature of Referendum (if applicable)</b>	<b>F2. Support</b> <b>Oppose</b>
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**SECTION G: CERTIFICATION**

**Accurate Information**

*I certify that I am an authorized representative of the registrant 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, as well as the requirement to register within 10 days of meeting the requirements to register under Chapter 11 of Wisconsin Statutes.*

**Records Retention**

*I acknowledge the duty to maintain records in an organized and legible manner for three years from the date of the most recent election in which this registrant participates. If registering a candidate committee, I acknowledge the duty to maintain records in an organized and legible manner for the three-year period prescribed in s.11.0201(4).*

**Ongoing Compliance**

*This registrant shall continue to maintain its registration and comply with all applicable reporting requirements under Chapter 11 of Wisconsin Statutes.*

<b>Treasurer/Administrator</b>		
<b>G1. Printed Name</b>	<b>G2. Signature</b>	<b>G3. Date</b>
<b>Candidate (if applicable)</b>		
<b>G4. Printed Name</b>	<b>G5. Signature</b>	<b>G6. Date</b>



# FORM INSTRUCTIONS

## CAMPAIGN FINANCE COMMITTEE/CONDUIT REGISTRATION STATEMENT (CF-1)

**Note:** This form is used to register a committee or conduit under Chapter 11 of the Wisconsin Statutes. Committees and conduits required to register and report with the Wisconsin Ethics Commission should register and report using the Commission's Campaign Finance Information System which can be found on line at [cfis.wi.gov](http://cfis.wi.gov). Committees required to register and report with a local filing officer must register with this form. The Commission does not intend to use any personally identifiable information from this form for any purpose other than registering a committee or conduit. This form will be made available to the public upon request. All information you provide is available to the public.

**Item 1. Is this an amendment?** Check the appropriate box. If "Yes" is checked, enter the committee ID number if you have one. If "No" is checked, proceed directly to Section A.

**Section A: General Information.** All committees and conduits must complete section A. Candidates for local office may find the CF-1L form easier to use. Either form CF-1 or CF-1L is allowed.

**Item A1: Committee/Conduit Name.** All committees and conduits must have a name. It is not required that the name include the candidate or organization's name, but it is recommended. A political party committee wishing to operate under the same name as a state political party committee must receive authorization from that state party (Wis. STAT. § 11.0101(26)(a)1).

**Item A29: Exemption Affirmation.** Committees claiming exemption may not have more than \$2,500 of activity, in the aggregate per year. For example, 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 committees and conduits must designate a depository institution. While it is recommended that all committees 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/Administrator Information.** Each committee must appoint a treasurer and each conduit must appoint an administrator. Any adult may serve as a treasurer or administrator. A candidate may serve as his or her own treasurer. If a candidate is serving as their own treasurer, please enter 'Candidate' or 'Self' in the name, and then you can leave the other treasurer information blank.

**Section B: Candidate Committees.** All candidates register their committee to appear on the ballot. Candidate committees must complete section B. No other committee type should complete section B. Candidates for local office may find the CF-1L form easier to use. Either form CF-1 or CF-1L is allowed.

**Section C: Recall Committees.** Recall committees must complete section C. No other committee type should complete section C.

**Section D: PAC, IEC, and Conduits.** Political action committees, independent expenditure committees, and conduits must complete section D. No other committee type should complete section B. All fields in section D refer to the sponsoring organization's contact information.

**Section E: Political Party and Legislative Campaign Committees.** Only political party committees and legislative campaign committees should complete section E.

**Item E2.** A political party or a legislative campaign committee may establish a segregated fund for purposes other than making contributions to a candidate committee or making disbursements for express advocacy (Wis. STAT. § 11.1104(6)). If the political party or legislative campaign committee has a segregated fund, please indicate by checking "Yes."

**Items E3 - E7.** If the segregated fund is maintained with the same depository institution as the primary account, write "Same as primary account." in E3.

**Section F: Referendum Committees.** Only referendum committees should complete section F.

**Section G: Certification.** All committees and conduits must complete section G. If a candidate is serving as their own treasurer, they only need to sign the certification once as either the candidate or treasurer.

# CAMPAIGN FINANCING

The following are excerpts from the “Campaign Finance Overview – Local Candidates” manual, which cover the topics that are more frequently asked by candidates. The [complete manual](#) is available upon request or can be found on the Wisconsin Ethics Commission website on the [Resources page](#). For general information about contribution limits, a filing schedule, and answers to common campaign finance questions, use the Campaign Finance links on the main page of the [Wisconsin Ethics Commission website](#).

## ELIGIBILITY FOR EXEMPTION

Committees may be eligible for an exemption from filing campaign finance reports if the committee anticipates that it will not accept or make contributions, make disbursements, or incur loans and other obligations in an aggregate amount exceeding \$2,500 in a calendar year. This includes the candidate’s personal funds contributed and spent on campaign expenses. For example, if a committee receives \$1,600 in contributions and spends \$1,000 in disbursements, the committee’s aggregate activity is \$2,600, and it would not be eligible for exemption.

A local candidate eligible for exemption may claim exemption at any time. A local candidate claiming exemption can remain on exemption until they exceed the threshold or request termination.

## FINANCIAL RECORDS DURING EXEMPTION

When a committee is exempt, it is not required to file any campaign finance reports until it requests termination. However, the candidate or treasurer is still required to keep financial records of all contributions to the committee and of all expenditures for three years after the end of the contribution limit period.

A candidate committee that is exempt from filing campaign finance reports and for which the candidate serves as the treasurer may use a personal account as the campaign depository and intermingle campaign funds with personal and other funds. While permissible, intermingling funds can cause confusion about whether the funds were received or spent for personal or for campaign purposes. It can also make it more difficult to track contribution limits. Therefore, the best practice is to have a separate account for the candidate committee.

## REVOKING EXEMPTION

If the committee exceeds the \$2,500 aggregate limit on contributions, disbursements, or obligations, the committee must amend its campaign registration statement by checking in Box A28, “No, this registrant is not eligible for exemption.” An amendment to the registration statement must be filed with the appropriate filing officer immediately. The committee is then required to file campaign finance reports beginning with the next regular report due after the earlier of either the date that the amended registration was filed or the date that the committee exceeded \$2,500 in aggregate contributions, disbursements, or obligations.

If an exempt committee receives and accepts a contribution that results in the committee exceeding \$2,500 in aggregate activity, the committee shall do one of the following:

1. Immediately file an amended registration revoking the exemption; or
2. Within 15 days of receiving the contribution, return the contribution to the contributor or donate it to the common school fund or to a charitable organization.
3. If the candidate had been serving as their own treasurer and using a personal account while the committee was on exempt status, the committee must open a separate bank account when exempt status is revoked and transfer all campaign funds in the personal account to the new account.

### IN-KIND CONTRIBUTIONS

An in-kind contribution is any good, service, or property offered to the candidate committee free of charge or at less than the usual cost, or payment of the candidate committee's obligations for such goods, services, or property. Before making an in-kind contribution, the contributor is required to notify the candidate, candidate's agent, or the administrator or treasurer of the committee, and obtain either oral or written consent to the contribution. In-kind contributions are subject to the same itemization thresholds and the same contribution limits as monetary contributions. Monetary contributions and in-kind contributions from a single contributor are added together for the purposes of determining compliance with contribution limits and the year-to-date amount for a specific contributor. If the contributor does not know the actual value of the contribution, a good faith and reasonable estimate of the fair market value should be provided to the candidate committee before the closing date of the next campaign finance report in which the contribution is required to be listed.

For example, if a campaign worker purchases stamps that are used for a mailing and is not reimbursed for the cost of the stamps, the value of the stamps is an in-kind contribution to the candidate committee from that campaign worker. When an individual is paid to work on behalf of a candidate by a person other than the candidate committee, the payment for those services is an in-kind contribution to the candidate committee. If a person offers to provide food and beverages for a fundraiser at less than the ordinary market price, the difference between the ordinary market price and the cost to the candidate committee is an in-kind contribution from the person. If another person pays for a newspaper, radio, or TV ad, and coordinates with the candidate committee about the content, timing, or other details of that ad, that ad would be an in-kind contribution.

### PROHIBITED CONTRIBUTIONS

Certain contributions are prohibited by Wisconsin law. A candidate committee may not accept the following types of contributions:

1. Anonymous contributions of more than \$10
2. Contributions in cash of more than \$100

3. Contributions given in the name of someone other than the contributor
4. Contributions from corporations, associations organized under ch. 185 or 193, labor organizations, or federally recognized American Indian Tribes
5. Contributions in excess of the aggregate limits set by law
6. Contributions from foreign nationals

Licensed lobbyists can make personal contributions to candidates for local office and their candidate committees, provided that the local candidate is not currently holding or a candidate for a partisan state elective office. Lobbyists are prohibited from making campaign contributions to state candidates for partisan state office except between the first day authorized to circulate nominations papers and the day of a special or general election. Additionally, if the legislature is in session during that period, lobbyists may not make contributions to legislators or candidates or legislative office. Id. For further information on lobbyist contributions, visit the Campaign Finance Prohibited Contributions page on the Ethics Commission's website (<https://ethics.wi.gov>) or contact the Ethics Commission.

A candidate committee should monitor contributions carefully. If the candidate committee is aware that a contribution was received from a potentially prohibited source, the committee should confirm that the contribution is lawful. It is recommended that a committee not accept any contributions if the committee cannot determine whether the contribution is lawful.

## 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)		State <b>(required)</b>  <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 to 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.

### **(Nomination Paper Template/Guide – Voter Facing)**

The attached samples and guides are intended to assist candidates in ensuring nomination papers contain all required information so that signatures are not struck and that they can achieve ballot access by submitting the required number of signatures necessary per statute.

The attached samples and guides are not a substitute for reading and understanding the statutory and administrative code provisions that govern nomination papers. “Each candidate for public office has the responsibility to assure that his or her nomination papers are prepared, circulated, signed and filed in compliance with statutory and other legal requirements.” Wis. Admin. Code EL § 2.05(1).

The requirements and standards related to nomination papers, sufficiency of information contained on nomination papers and reasons the sufficiency of nomination paper could be challenged are governed generally by Wis. Stat. ch. 8 and Wis. Admin Code Ch. EL 2.

- Wis. Stat. § 8.10 governs the requirements for non-partisan nomination papers for elections generally in the spring
- Wis. Stat. § 8.15 governs the requirements for partisan nomination papers for election generally in the fall
- Wis. Stat. § 8.20 governs the requirements for nomination papers of independent candidates
- Wis. Admin. Code EL § 2.05 outlines the “Treatment and sufficiency of nomination papers.”
- Wis. Admin. Code EL § 2.07 outlines the process that an individual would take to challenge the sufficiency of a candidate’s nomination papers, and reasons why a nomination paper could be challenged and how those challenges are handled.

For additional questions, please contact the Wisconsin Elections Commission at (608)261-2028 or [elections@wi.gov](mailto:elections@wi.gov).

# Sample Nomination Paper Header for Partisan Office

## NOMINATION PAPER FOR PARTISAN OFFICE

Candidate's name (required); no titles may be used. <b>1</b> Jill Jones		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 <b>2</b> 123 Main St.		Candidate's municipality for voting purposes (required). <input checked="" type="checkbox"/> Town of <b>3</b> Westport <input type="checkbox"/> Village of <input type="checkbox"/> City of (name of municipality)	
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality) <b>4</b> 123 Main St. Madison		State (required) <b>WI</b>	Zip code <b>5</b> 53712	Type of election (required) <input checked="" type="checkbox"/> general <b>6</b> <input type="checkbox"/> special	General Election date (required) Mo/Day/Year <b>7</b> 11/03/2020
Title of office (required) <b>9</b> Representative to the Assembly – 79 <sup>th</sup> District		District or Jurisdiction (required if applicable) <input checked="" type="checkbox"/> District number <b>79</b> <b>10</b> <input type="checkbox"/> Jurisdiction (county)		Name of Jurisdiction or district in which candidate seeks office (required) <b>11</b> Wisconsin's 79 <sup>th</sup> Assembly District	
<p>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 representing the party or statement of principle indicated above, so that voters will have the opportunity to vote for <input type="checkbox"/> him or <input type="checkbox"/> 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.</p>					

**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 <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	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.

1. Insert your name with no titles.
2. Insert your voting address without the municipality.
3. Insert your voting municipality and check off the type of municipality (town, village, or city).
4. If your mailing address is different, such as you have a PO Box or your mailing municipality is different than your voting municipality, insert it here. Examples include: PO Box 987 Middleton, 567 First St.
5. Enter your zip code.
6. Check off the type of election.
7. Enter the date of the election. Do not put the primary date.
8. Enter your party name here. Examples include Democratic Party or Republican Party. You may enter your own party/statement of principle.
9. Enter the title of office. Examples include State Senator, United States Senate, and County Clerk.
10. If applicable, check off the District and enter the number or check off the jurisdiction and enter the county name.
11. Enter the whole jurisdiction or district here. Examples include Wisconsin State Senate District 7, Green County, and Congressional District 2.

# Sample Completed Nomination Paper

## NOMINATION PAPER FOR PARTISAN OFFICE

Candidate's name (required); no titles may be used. <b>David Smith</b>		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 <b>111 Lake St.</b>		Candidate's municipality for voting purposes (required). <input type="checkbox"/> Town of <input checked="" type="checkbox"/> Village of <input type="checkbox"/> City of <b>Sister Bay</b> <small>(name of municipality)</small>	
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality) <b>PO Box 12345 Sister Bav</b>		State (required) <b>WI</b>	Zip code <b>54235</b>	Type of election (required) <input checked="" type="checkbox"/> general <input type="checkbox"/> special	General Election date (required) Mo/Day/Year <b>11/03/2020</b>
Title of office (required) <b>State Senator – 1<sup>st</sup> District</b>		District or Jurisdiction (required if applicable) <input checked="" type="checkbox"/> District number <b>1</b> <input type="checkbox"/> Jurisdiction (county)		Name of jurisdiction or district in which candidate seeks office (required) <b>Wisconsin's 1st State Senate District</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 representing the party or statement of principle indicated above, 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. Rich Ridecky	Rich Ridecky	9494 Second St.	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sis Bay	5/1/2020 ✓
2. David Smith	D. Smith	111 Lake St.	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City " "	✓
3. Aaron Hoog	Aaron Hoog	Third St.	<input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City Sister Bay	5/1/2020 ✗
4. Cory Davis	Cory Davis	9423 2 <sup>nd</sup> St. Sister Bay	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	5/1/2020 ✓
5. Ryan Wontman	Ryan Wontman	1949 2 <sup>nd</sup> St.	<input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City Sister Bay	5/1/2020 ✗
6. Robby	Robby W.	1848 Third St.	<input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City Sister Bay	5/1/2020 ✗
7. Ally Cowley	Ally Cowley	212 E. Washington	<input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City Madison	5/1/2020 ✗
8. Brittany Hallson	Brittany Hallson	789 River Ave.	<input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City Egg Harbor	5/5/2020 ✗
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	

I, Diana Lowry, certify: I reside at 9090 Elections Ln. Wausau, WI  
(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).

5/1/2020

(Date)

D. Lowry

(Signature of circulator)

Page No. 1

Nomination Paper Line Number

1. Acceptable. Well-known acronyms are acceptable for municipalities. The checkmark for Town, Village, or City is not required.
2. Acceptable. If the date above and below the name is acceptable, it can be "bracketed" in and accepted. Ditto marks are acceptable.
3. Unacceptable. Does not list the house number in the address.
4. Acceptable. If the information is contained on the line, it can be moved over. Sister Bay is in the address portion, so this is acceptable.
5. Unacceptable. No signature.
6. Unacceptable. The voter does not list their last name.
7. Unacceptable. The voter lives out of the 1<sup>st</sup> State Senate District.
8. Unacceptable. The voter signed after the date of the circulator certification.



# Wisconsin Elections Commission

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

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## MEMORANDUM

**TO:** Wisconsin County Clerks and the Milwaukee County Elections Commission  
Wisconsin Municipal Clerks and the Milwaukee City Election Commission

**FROM:** Elections Commission Staff

**DATE:** September 13, 2019

**SUBJECT:** Effect of Constitutional Amendment Barring Convicted Felons from Running for or Holding Elective Office in Wisconsin

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

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

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

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

*Wisconsin Elections Commissioners*

Dean Knudson, chair | Marge Bostelmann | Julie M. Glancey | Ann S. Jacobs | Jodi Jensen | Mark L. Thomsen

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Administrator  
Meagan Wolfe

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

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

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

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

# City of New Berlin City Clerk Department

## Political Sign Complaints Policy

Calls to complain about the location of political signs are referred to the City Clerk. City Clerk obtains name and address of complainant and specific location of sign. No action will be taken if complainant refuses to provide this information.

1. If complainant states there is a political sign within 100 feet of the entrance to a polling place, City Clerk to notify Streets Department employee working with City Clerk's office, to measure the distance, and if within 100 feet to remove the sign. **EXCEPTION:** If the political sign is on private property it may remain, regardless of the distance to the polling place.

2. If complainant states there is a political sign in a City of New Berlin right-of-way or on City-owned property, City Clerk to ask for location of sign, attempt to notify the candidate, then notify the Streets Department employees working with City Clerk's office to remove sign if it is determined a violation occurred.

3. If complainant states there is a political sign in a Waukesha County public right-of-way or on County property, ask for location of sign, attempt to notify the candidate, and then notify the Waukesha County Public Works Department at 262-548-7736.

- Signs removed by City of New Berlin employees will be stored at the City's Street Garage (780-4609) for five (5) calendar days and can be retrieved weekdays between 7AM and 3PM. After five (5) calendar days the signs will be destroyed.
- Signs removed by Waukesha County will be taken to Waukesha County Highway Garage at 1641 Woodburn Road, Waukesha. The signs will be available for five (5) calendar days and then will be removed.

Signs located within a vision triangle, as defined pursuant to the City's Zoning Code Section 275-70, may be pulled by the City Police Department, Department of Community Development, or Streets Department without notice or complaint.

Prior to Election Day, a random sweep of the City will be made by the Streets Department employees working with City Clerk's office and/or the City Clerk without prior notice to candidates.

# **ATTRIBUTION STATEMENTS (DISCLAIMERS)**

Attribution statements, commonly referred to as disclaimers, are statements required to be placed on any communication containing express advocacy in order to identify the person(s) who paid for and/or authorized the communication.

Express advocacy refers to a communication that references a clearly identified candidate and unambiguously relates to the election or defeat of that candidate. Examples include "Vote for John Doe," "Reelect your Incumbent Mayor," or "Doe for City Council."

No disbursement by a candidate committee may be made anonymously and no contribution or disbursement may be made in a fictitious name or by one person or organization in the name of another.

Every printed advertisement, billboard, handbill, sample ballot, television or radio advertisement, or other communication containing express advocacy which is paid for by any contribution or disbursement shall clearly identify its source.

Every communication containing express advocacy the cost of which is paid for or reimbursed by a committee, or for which a committee assumes responsibility, whether by accepting a contribution or making a disbursement, shall identify its source by the words "Paid for by" followed by the name of the committee making the payment or reimbursement or assuming responsibility for the communication and may include the name of the treasurer or other authorized agent of the committee.

Attribution statements are not required on communications containing express advocacy printed on small items on which the information required cannot be conveniently printed, including text messages, social media communications, and certain small advertisements on mobile phones. Attribution statements are also not required on business cards, buttons, pencils, pens, pins, skywriting, tickets, or small online ads and similar electronic communications where the language required could not conveniently be included, and that either link directly to a website that includes the required attribution, or provide an automatic display that includes the attribution.

# FORMATS FOR DISCLAIMERS

When a communication is paid for by a candidate committee, the disclaimer must include the words “Paid for by,” followed by the name of the committee:

“Paid for by Friends of Mary Smith.”

The disclaimer may also include the name of the treasurer or other authorized agent:

“Paid for by Friends of Mary Smith for Mayor, James Jones, Treasurer.”

When a communication is paid for by another in coordination with a candidate committee, both the person making the payment and the committee accepting the in-kind contribution should be listed:

“Paid for by Citizens for Government, Authorized by Mary Smith for Governor.”

Attribution statements must be readable, legible, and readily accessible. That is, each individual letter or character must be clearly printed so that it can be easily understood, it can be read easily, and it can be seen without much difficulty. A disclaimer is evident to be readable, legible, and readily accessible if it meets all of the following requirements:

1. It appears in a sans-serif font.
2. The font is sufficiently large. On a written communication no larger than 8.5 inches by 11 inches, it is printed in at least 10-point font. On a written communication larger than 8.5 inches by 11 inches but smaller than 24 inches by 36 inches, it is printed in at least 12-point font. On a larger written communication, the letters are at least four percent of the vertical height of the written communication.
3. It appears in black text on a white background, or the contrast between the background color and the text color is at least as great as between the background color and text color of the largest text in the communication.
4. It remains visible for a period of at least four seconds.

All attribution statements shall be presented in a clear and conspicuous manner that gives the recipient of the communication adequate notice of the identity of the person making the payment or reimbursement or assuming responsibility for the communication.



thank you!

**Thank you for your interest in serving the City of New Berlin. We wish you the very best in your candidacy.**

**If you need assistance at any point, please contact the Office of the City Clerk at (262) 786-8610 or via email at [cityclerk@newberlinwi.gov](mailto:cityclerk@newberlinwi.gov)**