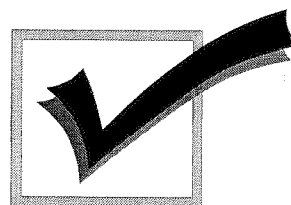


**BALLOT ACCESS CHECKLIST  
FOR 2012 MUNICIPAL CANDIDATES  
WHERE NOMINATION PAPERS ARE USED**



Each of the following forms must be completed and filed on time by candidates for municipal office in order for the candidate's name to be placed on the ballot at the February 21, 2012 Spring Primary and the April 3, 2012 Spring Election.

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

- Complete and submit a **Campaign Registration Statement (Form GAB-1)** to the filing officer no later than **5:00 p.m. on Tuesday, January 3, 2012.**
  - *New candidates* should file a campaign registration statement as soon as intent to seek elective office is known and before funds are collected or spent. §§11.05(2g), 11.10(1), Wis. Stats.
  - *Continuing candidates* should file an amended campaign registration statement indicating the office sought and the new primary and election dates.
  - **All candidates** should file a campaign registration statement or amended statement **before** circulating nomination papers. A current form must be filed with the filing officer no later than January 3, 2012, or the candidate's name will not be placed on the ballot. §§8.10(5), 8.30(2), 120.06(6)(b), Wis. Stats.

- Circulate and submit **Nomination Paper for Nonpartisan Office (Form GAB-169)** to the filing officer no later than **5:00 p.m. on Tuesday, January 3, 2012.** Nomination papers may not be circulated before December 1, 2011. §8.10(2), Wis. Stats.

The number of signatures required are as follows:

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

- Complete and submit a **Declaration of Candidacy (Form GAB-162)** to the filing officer no later than **5:00 p.m. on Tuesday, January 3, 2012.** This form must be filed no later than January 3, 2012, or the candidate's name will not be placed on the ballot. §§8.10(5), 8.21, 8.30(4), Wis. Stats.

**Municipal judge candidates:**

Complete and submit a **Statement of Economic Interests** to the Government Accountability Board (G.A.B.), Ethics and Accountability Division (212 East Washington Avenue, 3<sup>rd</sup> Floor, P.O. Box 7984, Madison, WI, 53707-7984, 608-266-8005) no later than **4:30 p.m. on Friday, January 6, 2012.** If this statement is not filed with the G.A.B. by January 6, 2012, the candidate's name will not appear on the ballot. §§8.10(5), 8.30(3), 19.43(4), Wis. Stats. On November 28 2011, the G.A.B. will mail *Statement of Economic Interests* forms to each incumbent whose office is up for election. Anytime after December 1, 2011, a candidate may print the *Statement of Economic Interests* form and instructions from the G.A.B. website (<http://gab.wi.us>).

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





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

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

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

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

NAME	MAILING ADDRESS	Email Address	Phone #	POSITION

**5. DEPOSITORY INFORMATION**

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

**CERTIFICATION**

**TREASURER**

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

Signature \_\_\_\_\_, Treasurer \_\_\_\_\_  
Date \_\_\_\_\_

**CANDIDATE**

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

Signature \_\_\_\_\_, Candidate \_\_\_\_\_  
Date \_\_\_\_\_

**+++ EXEMPTION FROM FILING CAMPAIGN FINANCE REPORTS §11.05(2r), Wis. Stats. +++**

You may be eligible for an exemption from filing campaign finance reports. Consult the Campaign Finance Instruction and Bookkeeping Manual to determine if the registrant qualifies for exemption.

This registrant is eligible for exemption. This registrant will not accept contributions, make disbursements or incur obligations in an aggregate amount of more than \$1,000 in a calendar year or accept any contribution or cumulative contributions of more than \$100 from a single source during the calendar year, except contributions by a candidate to his or her campaign of \$1,000 or less in a calendar year.

This registrant is no longer eligible to claim exemption.

Signature of Candidate or Treasurer \_\_\_\_\_

Date \_\_\_\_\_

## NOMINATION PAPER FOR NONPARTISAN OFFICE

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

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

THE MUNICIPALITY USED FOR MAILING PURPOSES, WHEN DIFFERENT THAN MUNICIPALITY OF RESIDENCE, IS NOT SUFFICIENT. THE NAME OF THE MUNICIPALITY OF RESIDENCE MUST ALWAYS BE LISTED.			
SIGNATURES OF ELECTORS	STREET & NUMBER OR RURAL ROUTE <small>Rural address must also include box or fire no.</small>	MUNICIPALITY OF RESIDENCE <small>Indicate Town, Village, or City</small>	DATE OF SIGNING
1.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
2.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
3.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
4.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
5.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
6.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
7.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
8.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
9.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
10.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	

### CERTIFICATION OF CIRCULATOR

I, \_\_\_\_\_, certify:  
(Name of circulator)

I reside at \_\_\_\_\_  
(Circulator's residence - include number, street, and municipality.)

I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under §12.13(3)(a), Wis. Stats.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of circulator)

## INSTRUCTIONS FOR PREPARING NOMINATION PAPERS FOR NONPARTISAN OFFICE

This is a sample nomination paper form. It conforms to the statutory requirements for nomination papers for nonpartisan office. All information concerning the candidate must be completed in full before circulating this form to obtain signatures of electors. All information concerning the signing electors and the circulator must be completed in full before filing with the appropriate filing officer. This form may be reproduced in any way. A candidate's picture and biographical data may also be added to this form. The Government Accountability Board has determined that no disclaimer or other attribution statement is required on nomination papers.

**Page Numbers** – Number each page consecutively, beginning with “1”, before submitting to the filing officer. A space for page numbers has been provided in the lower right-hand corner of the form.

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

**Date of Election** - Insert the date of the election. If the nomination paper is being circulated for a spring election, the date is the first Tuesday in April. If the election is a special nonpartisan election, the date of the special election must be listed.

**Title of Office** - The name of the office must be listed **along with any branch, district, or seat number** that clearly identifies the office the candidate is seeking. If necessary, the name of the jurisdiction that identifies the office, such as Dane County Circuit Court Judge, Branch 3, must also be listed.

**Name of Jurisdiction** - The nomination papers must also indicate the municipality or jurisdiction in which the signing electors are qualified to vote, as it relates to the office sought by the candidate named on the nomination paper. For example, for a statewide office the jurisdiction is the State of Wisconsin. Others may be the county, town, village, city, aldermanic district, school district, or town sanitary district, as required.

**Signatures of Electors** - Only qualified electors of the jurisdiction or the district the candidate seeks to represent may sign the nomination papers. Each elector's municipality of residence must be listed on the nomination paper along with the mailing address, including any street, fire or rural route number, box number (if rural route) and street or road name. The Street & Number or Rural Route section for each elector's address is split into two lines. The first line is for the street address. The second line is for the municipality for mailing purposes. The Municipality of Residence listed for each signing elector must clearly identify the town, village or city where the elector's voting residence is located. A post office box number alone does not show where the elector actually resides. The date the elector signed the nomination paper, including month, day and year, must be indicated. Ditto marks that follow correct and complete address or date information are acceptable. The circulator may add any missing or illegible address or date information before the papers are filed with the filing officer.

**Signature of Circulator** - The circulator should carefully read the language of the *Certification of Circulator*. THE CIRCULATOR MUST PERSONALLY PRESENT THE NOMINATION PAPER TO EACH SIGNER. THE NOMINATION PAPER MAY **NOT BE LEFT UNATTENDED ON COUNTERS OR POSTED ON BULLETIN BOARDS**. The circulator's complete address (**including municipality of residence**) must be listed in the certification. After obtaining signatures of electors, the circulator must sign and date the certification.

**Other Instructions** - Candidates and circulators should review GAB 2.05, 2.07, Wis. Adm. Code.

- Nomination papers must be in the physical custody of the appropriate filing officer by the filing deadline. A postmark on the filing deadline is **NOT** sufficient. Nomination papers **CANNOT** be faxed to the filing officer.
- Nomination papers with the required number of signatures must be filed with the appropriate filing officer **no later than 5:00 p.m.** on the first Tuesday in January (or the next day if the first Tuesday is a holiday) before the spring election. Special elections may have different filing deadlines. Check with the filing officer.
- In order for a candidate's name to be placed on the ballot, a candidate must file a *Campaign Registration Statement* (GAB-1), a *Declaration of Candidacy* (GAB-162), and *Nomination Papers* (GAB-169) containing the appropriate number of signatures for the office sought no later than the filing deadline. §8.10(3), Wis. Stats. Candidates for state office and municipal judge must also file a statement of economic interests with the Government Accountability Board by the third business day after the nomination paper filing deadline. §19.43, Wis. Stats. If any one of these required forms is not filed by the deadline, the candidate's name will not be placed on the ballot. §8.30, Wis. Stats.
- If a candidate or circulator has any questions, he or she should contact the filing officer.



## Instructions for Completing the Declaration of Candidacy

All candidates seeking ballot status for election to any office in the State of Wisconsin must properly complete and file a **Declaration of Candidacy**. This form must be **ON FILE** with the proper filing officer no later than the deadline for filing nomination papers or the candidate's name will not appear on the ballot. A facsimile will be accepted if the FAX copy is received by the filing officer no later than the filing deadline **and** the signed original declaration is received by the filing officer with a postmark no later than the filing deadline.

### *Information to be provided by the candidate:*

- Type or print your name on the first line.
- The title of the office and **any district, branch, or seat number** for which you are seeking election must be inserted on the second line. *For legislative offices insert the title and district number, for district attorneys insert the title and the county, for circuit court offices insert the title, county and branch number, and for municipal and school board offices insert the title and any district or seat number.*
- Type or print the political party affiliation or principle supported by you in five words or less on the third line. *Nonpartisan candidates may leave this line blank.*
- **Felony 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 municipality of residence for voting purposes must be inserted on the fourth line. This must include the street and number, or post office address, and **the name of the municipality of residence** (town, village, or city). If your address changes before the election, an amended Declaration of Candidacy must be filed with the filing officer. s.8.21, Stats. *Federal candidates do not have to provide this information.*
- Type or print your name on the fifth line as you want it to be printed on the official ballot. You may use your full legal name, or any combination of first name, middle name, and initials, or nickname with last name.

The Government Accountability Board 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.

This form must be sworn to and signed in the presence of a notary public or other person authorized to administer oaths, such as a county or municipal clerk.

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

- The county of notarization.
- The date the Declaration of Candidacy was signed and the oath administered.
- The signature and title of the person administering the oath. If signed by a notary public, the date the notary's commission expires must be listed. *The notary seal is not required.*

All candidates for offices using the nomination paper process and all school district candidates must file this form with the appropriate filing officer no later than the deadline for filing nomination papers. §§ 8.10 (5), 8.15 (4)(b), 8.17 (2), 8.20 (6), 8.50 (3)(a), 120.06 (6)(b), Wis. Stats.

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

**City of Oconomowoc**  
**Campaign and Election Day Information for Signage & Electioneering**

**Signage:**

- Per Section 17.803(g) **election campaign signs** may be erected, provided that permission is obtained from the property owner, renter or lessee prior to their placement and provided that such sign shall not be erected more than 60 days before and 10 days after an election. The total of all political signs on a lot shall not exceed 32 square feet. No election campaign sign shall be located in a street right-of-way or on public property.
- The placement of political signs on public property, within 100 feet of any entrance to a building used as a polling place, is prohibited. This is a State offense and Police Officers are authorized to remove these signs.

**Electioneering:**

- No person can engage in electioneering during polling hours on any public property on Election Day, within 100 feet of any entrance to a building being used as a polling place per State Statute §12.03(2)(b)1.
- Persons can engage in electioneering during polling hours on any private property on Election Day, within a distance not closer than 100 feet of any entrance to a building being used as a polling place.
- Vehicles with a bumper sticker endorsing a candidate may park within 100 feet of a polling place during polling hours, and remain there all day.
- The driver of a vehicle covered with several signs, a car top sign, or a large sign attached to the bumper may vote, but then must leave. Vehicles of this description that remain within 100 feet of any entrance to a building used as a polling place can be removed. The removal of such vehicle shall only be done with the authorization of the Chief of Police or Patrol Lieutenant.

## WISCONSIN STATE STATUTE - 86.19 Highway signs, regulation, prohibition.

86.19(1) Except as provided in sub. (1m) or s. 84.01 (30) (g), no sign shall be placed within the limits of any street or highway except such as are necessary for the guidance or warning of traffic or as provided by ss. 60.23 (17m) and 66.0429. The authorities charged with the maintenance of streets or highways shall cause the removal there from and the disposal of all other signs.

86.19(1m) Notwithstanding sub. (1), the department shall place 100 signs near highways and in waysides that display a slogan or logo, or both, developed by the department of agriculture, trade and consumer protection to promote Wisconsin agricultural products. The signs shall be placed in prominent locations where they are likely to be seen by tourists from other states, except that no sign may be placed in violation of federal law.

86.19(1r) The department shall maintain the directional sign existing on October 29, 1999, that is located along I 43 for America's Black Holocaust Museum in Milwaukee County. The department may not charge any fee related to the sign maintained under this subsection.

86.19(2) The department shall prescribe regulations with respect to the erection of signs on public highways. Such regulations shall have the full force of law. No advertising sign shall use prominently any words, or combination of words, commonly used for the guidance or warning of travel, nor shall any advertising sign be erected or be permitted to remain in any place or manner so as to endanger travel on the highways, either by reason of causing an obstruction to the view or otherwise.

86.19(3) Any person who shall erect any sign on any public highway, or elsewhere in violation of any of the provisions of this section or the regulations of the department, or without the written consent of the department if the sign is to be erected on a state trunk highway, the county highway committee in the case of a county trunk highway, or the city council, village or town board in case of a street or highway maintained by a city, village or town, shall be fined not less than \$10 nor more than \$100, and for a second or subsequent violation shall be fined not less than \$10 nor more than \$500.

86.19(4) This section shall not be construed as prohibiting the erection of such historical monuments or markers within the limits of public streets and highways as shall be approved by the department. The name of a newspaper on a newspaper tube or receptacle shall not be deemed a sign within the meaning of this section.

86.19(5) The department shall assign to each county and local authority responsible for the placement and maintenance of signs, guide boards, mile posts, signals or markers erected for the warning, instruction or information of the public a code number which the county or local authority shall place on each warning, instruction or information device at the time of replacement or new installation of such device.

86.19(6) At the request of any city, village or town, the department shall erect directional signs on state trunk highways at the intersection of those highways with streets or other highways where the streets or other highways lead to the city, village or town, provided the city, village or town is located within 5 miles of the intersection and provided the city, village or town agrees to pay for the installation and maintenance of the sign. The directional sign shall show the name of the city, village or town. For the purpose of this subsection, the term "intersection" includes exit ramps from any expressway or freeway or interstate highway.

86.19 - ANNOT.

**History:** 1975 c. 169; 1977 c. 29 s. 1654 (8) (c); 1977 c. 188; 1983 a. 92; 1987 a. 137 s. 6; 1987 a. 205; 1993 a. 246; 1999 a. 9; 1999 a. 150 s. 672.

86.19 - ANNOT.

**Cross Reference:** See also chs. Trans 200 and 201, Wis. adm. code.

(G:\D\C\Elections\Signs\Stat86.19-Signs.doc)