

Ballot Access in Wisconsin

Wisconsin Elections Commission



Getting Started

Ballot Access Checklists

Ballot Access Checklists

- ◆ Checklists are provided on the WEC website at www.elections.wi.gov



Ballot Access Checklists

- ◇ ELIS-05 Ballot Access Checklist for School District Candidates
- ◇ ELIS-09: Ballot Access Checklist for Statewide and Legislative Candidates
- ◇ ELIS-07 Ballot Access Checklist for Municipal Candidates where Nomination Papers are used
- ◇ ELIS-01: Ballot Access Checklist for State Level Non-partisan Candidates

BALLOT ACCESS CHECKLIST FOR 2019 SCHOOL DISTRICT CANDIDATES



Each of the following forms must be completed and filed on time by a candidate for School District office in order for the candidate's name to be placed on the ballot at the **February 19, 2019 Spring Primary** and the **April 2, 2019 Spring Election**.

The filing officer for School District offices is the School District Clerk. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

All School District Candidates must:

- Complete and Submit a Registration Statement (Form [CF-1](#))** to the filing officer no later than **5 p.m. on Wednesday, January 2, 2019**, 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 2, 2019. Wis. Stat. §§ 8.10(5), 8.30(2), 120.06(6)(b), Wis. Admin. Code EL § 6.04,

➤ New Candidates

File a campaign registration statement before campaign funds are collected or spent or before submitting nomination papers (if required). Wis. Stat. §§ 11.0202(1)(a), 11.0202(2)(a).

➤ Continuing Candidates

Amend your current registration, including the office sought and the new primary and election dates before campaign funds are collected or spent or before submitting nomination papers (if required). Wis. Stat. §§ 11.0202 (1)(a), 11.0202 (2)(a).

- Complete and Submit a Declaration of Candidacy (Form [EL-162sd](#))** to the filing officer no later than **5 p.m. on Wednesday, January 2, 2019** 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 2, 2019. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04.

If nomination papers are used, a school district candidate must also:

- Circulate and Submit Nomination Papers for Nonpartisan Office (Form [EL-169](#))** to the filing officer no later than **5 p.m. on Wednesday, January 2, 2019**. Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2018. Wis. Stat. § 8.10(2), Wis. Admin. Code EL § 6.04(2).

The number of signatures required is as follows:

Board of School Directors: 1st Class Cities	400 - 800
School District Officer: school districts with territory within a 2nd Class City	100 - 200
School District Officer: school districts without territory within a 1st or 2nd Class City	20 - 100

Who is your filing officer?

- ◆ Your filing officer depends on the level of government for which you are seeking office.
- ◆ For example:
 - ◆ If you are running for a state level office such as Representative to the Assembly and State Senator, The WEC is your filing officer.
 - ◆ If you running for local office such as City Council, Village Board or Town Board, the municipal clerk or Milwaukee Elections Commission is your filing officer.
 - ◆ If you are running for school board, the school district clerk is your filing officer.

Required Filings

1. CF-1 Campaign Registration Statement: Filed online with Ethics Commission
2. EL-162 Declaration of Candidacy: Filed with the appropriate filing officer
3. Nomination Papers (EL-168, EL-169, etc.): Filed with the appropriate filing officer
4. Statement of Economic Interests (SEI): Filed online with Ethics Commission or with the appropriate filing officer (if applicable)

EL-162 Declaration of Candidacy

- ✓ Must be notarized
- ✓ Name of the office you are seeking must be accurate, including district, branch or seat number
- ✓ Name on ballot is how your name will appear if you achieve ballot access
- ✓ DOC can be amended if your information changes
- ✓ Hard copy must be filed with filing officer

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.¹

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

_____	_____	_____	_____	Town of <input type="checkbox"/>	Municipality of Residence for Voting
_____	_____	_____	_____	Village of <input type="checkbox"/>	
_____	_____	_____	_____	City of <input type="checkbox"/>	
<small>House or fire no.</small>	<small>Street Name</small>	<small>Mailing Municipality and State</small>	<small>Zip code</small>		

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**

EL-168, EL-169 Nomination Papers

- ✓ Hard copies must be filed with your filing officer
- ✓ A template is provided on the WEC website
- ✓ WEC will review templates for state level candidates and provide feedback to candidates and/or committees
- ✓ Candidates can customize the template but the form still must contain all required information

Nomination Papers: The Header

NOMINATION PAPER FOR PARTISAN OFFICE					
Candidate's name (required) ; no titles may be used.		Candidate's residential address (required) <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 voting purposes (required) . <input type="checkbox"/> Town of _____ <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)	State (required) WI	Zip code	Type of election (required) <input type="checkbox"/> general <input type="checkbox"/> special	General Election date (required) <u>Mo/Day/Year</u>	(Required) Name of Party or Statement of Principle (5 words or less)
Title of office (required)	District or Jurisdiction (required if applicable) <input type="checkbox"/> District number _____ <input type="checkbox"/> Jurisdiction (county) _____		Name of jurisdiction or district in which candidate seeks office (required)		

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.

- Candidate name should not include any titles, such as Ms., Mrs., or Mr.
- Candidate must list their residential address and their municipality for voting purposes
- A mailing address should be added if it is different from the municipal address
- The election date should be the date of the election, not the primary (even if a primary is expected)
- The title of office should be listed as Representative to the Assembly, State Senator, or School Board Member
- District number or jurisdiction name is required for certain offices (e.g. Assembly District, school board seat number, etc.)
- Name of jurisdiction should be listed in a format such as Madison Municipal School District, Assembly District 68, or State Senate District 10

Nomination Papers: The Signature Lines

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 (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 <u>Mo/Day/Year</u>
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	

Nomination Papers: The Certification of Circulator

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)

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EL-168 | Rev. 2016-03 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 808-266-8005 | web: elections.wi.gov | email: elections@wi.gov

- ✓ Circulator must provide their name and sign each page they circulate
- ✓ The certification section must be filled out, signed and dated after the signatures on the page have been collected
- ✓ The circulator's address must list, at least, the street number, street name and municipality. State is not required.
- ✓ A circulator must only be an otherwise qualified elector of WI (18 years old, U.S. citizen, etc.), but does not need to be a resident of the district where the candidate is seeking office.
- ✓ Candidates can circulate their own nomination papers!

Tips for Successful Circulation

- ◆ Nomination papers should be personally circulated by the circulator and should not just be left in public spaces for people to sign (i.e. on the table in the breakroom, posted on a bulletin board or on the bar!).
- ◆ Use a template and have that template reviewed before printing to ensure all required information is correct and present.
- ◆ Ensure that every page has all required information complete before submitting, especially circulator certification and header information.
- ◆ Use the appropriate nomination paper template: partisan or non-partisan.

Circulation Tips, continued



Instructions are listed on the back of the form and are a great resource for candidates and circulators.



Some information can be pre-filled in the body of the petition, such as date or year of signing.



Collect more than the minimum number of signatures. Candidates usually lose signatures during the review process.

Common Mistakes to Avoid

- ◆ If you have sections of your papers used to collect contact information for signers, be sure that if/when you cut that information off you do not remove required information.
- ◆ Don't use heavy markers to redact information!
- ◆ File your nomination papers well before the deadline so that you have time to remedy any issues.

Organizational Tips

Organize

Organize your petition before filing. Place the sheets with the highest number of 'good' signatures on top and partial pages at the back.

Number

Number all of your pages before arrival at the office of the filing officer.

Count

Have a good estimate as to how many signatures you are filing.

Signatures over the maximum will be treated as supplemental and not reviewed unless necessary.

Common Reasons Signatures are Struck



Missing or incomplete dates of signers



Illegible required information



Signers reside out of district



Incomplete address information of signer



Missing circulator information



Circulator certified page before collecting signatures



Missing or incorrect information in the header



Thanks and Good Luck

Please contact us with any questions you
may have!

Wisconsin Elections Commission

elections@wi.gov

(608) 261-2028