## 2024 BALLOT ACCESS CHECKLIST FOR COUNTY SUPERVISOR CANDIDATES



Each of the following forms must be completed and filed on time by a candidate for the office of County Supervisor or County Executive in order for the candidate's name to be placed on the ballot at the **February 20, 2024 Spring Primary** and the **April 2, 2024 Spring Election**.

Februa	ary 20, 2024 Spring Primary and the April 2, 2024 Spring Election.								
	ng officer for County Supervisor is the County Clerk. Candidates should contact their filing officer for information or to obtain any of the necessary forms.								
	Complete and Submit a Campaign Registration Statement (Form CF-1) to the filing officer prior to raising or spending any funds, and no later than 5:00 p.m. on Tuesday, January 2, 2024, 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, 2024. Wis. Stat. §§ 8.10(5), 8.30(2).								
	New Candidates File a campaign registration statement before campaign funds are collected or spent or before submitting nomination papers. Wis. Stat. §§ 11.0202(1)(a), 11.0101(1).								
	Continuing Candidates Amend your current registration, indicating the office sought and the new primary and election dates. Wis. Stat. §§ 11.0202(1)(a), 11.0101(1).								
· 🔲	Circulate and Submit Nomination Papers for Nonpartisan Office (Form EL-169) to the filing officer no later than 5 p.m. on Tuesday, January 2, 2024. Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2023. Wis. Stat. § 8.10(2), Wis. Admin. Code EL § 6.04(2).								
	The number of signatures required is as follows:								
	County Supervisor: In counties with populations over 750,000 In counties with populations between 100,000 and 750,000 In counties with populations under 100,000  200 - 400 200 - 200 200 - 100								
	*This number applies unless the county has passed an ordinance per Wis. Stat. § 8.10(3m), to reduce the minimum number of signatures to 50.								
	Complete and Submit a Declaration of Candidacy (Form EL-162) to the filing officer no later than 5 p.m. on Tuesday, January 2, 2024 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, 2024, Wis, Stat. 88 8 10(5), 8 21, 8 30(4), Wis, Admin, Code EL 8 6 04								

### IMPORTANT NOTE REGARDING STATEMENTS OF ECONOMIC INTERESTS

A county may enact an ordinance establishing a code of ethics for public officials that may require a candidate for county office to file a Statement of Economic Interests (SEI). The ordinance may also provide that failure to timely file an SEI will prevent the candidate's name from being placed on the ballot. Wis. Stat.§19.59(1m),(3)(b). Please contact the filing officer to learn if this requirement applies to you.



# Campaign Finance Registration Statement — Local Candidate Committee

STATE OF WISCONSIN

This form is used to register a local candidate committee under Chapter 11 of the Wisconsin Statutes. Committees required to register and report with a local filing officer must register using this form or a Form CF-1. This form will be made available to the public upon request. All information you provide is available to the public.

1. Is this an Amendment?	O No	<b>O</b> Yes									
SECTION A: GENERAL	INFO	RMATION									
A1. Committee Name (Required fo	r all Cand	idates - must be inc	luded in disclaimer on	all commu	nications)				·		
A2. Email	A3. Phone										
A4. Mailing Address	A5. City	A5. City				A6. State A7. Zip					
Depository Institution Information			1								
A8. Institution Name		A9. Street Addre	SS		A11. State A12. Zip						
Treasurer/Administrator Informatio	n										
A13. Name			A14. Email			A15. Pho	A15. Phone				
A16. Mailing Address			A17. City			A	18. State	A19	9, Zip		
Other Officers (Optional)									all film de mittel med de de mittel de de de mittel de		
A20. Name	A21. Tit	le	A22. Email				A23. Phone				
A24. Name	A25. Ti	le	A26. Email	A27			'. Phone				
Filing Exemption	<u></u>	1	A28. Exemption Affirmation								
Registrants which do not anticipate incurring obligations in an aggregate exemption from filing campaign financ \$2,500 aggregate activity threshold, an	e amount e reports.	exceeding \$2,500 in This exemption appl	n a calendar year may ies until the registrant e	claim an					er exemption.		
SECTION B: CANDIDA	ΓE INF	ORMATION									
B1. Office Sought (include District/B	ranch)		B2. Political Party			B3. Election Date					
Candidate Information											
B4. Name			B5. Email			B6. Phon	ie				
B7. Mailing Address			B8. City			W W	). State	B10. Zip			
Second Candidate Committee  An individual who holds a state or loca candidate committee to pursue another B12. Other Office Held or Sought (in	state or lo	cal office.	second	Yes, thi	s is my only is my secon	candidate	committ	ee in	e in Wisconsin? Wisconsin. in Wisconsin.		
1											

SECTION C: CERTIFICATION								
Accurate Information								
I certify that I am an authorized representative of the candidate committee and that to my knowledge all of the information contained within this registration is true, correct, and complete.								
Timely Amendments								
I am aware of the requirement to amend this registration statement within 10 days of any change of information contained within, including any change to the candidate committee's eligibility for exemption from campaign finance reporting.								
Records Retention								
I acknowledge the requirement to maintain the records of the candidate committee in an organized and legible manner for three years from the close of the most recent contribution limit period (June 30 following the April election, December 31 following the November election).								
Continuing Compliance								
I acknowledge that I am required to continue to comply with all applicable requirements under Chapter 11 of the Wisconsin Statutes until this registration is terminated. I understand that I am not released from any liability simply because the election date has passed.								
Treasurer								
C1. Printed Name	C2. Signature	C3. Date						
Candidate								
C4. Printed Name	C5. Signature	C6. Date						

### **Form Instructions**

Candidates must complete all sections A, B, and C.

Item 1. Is this an amendment? Have you registered with this local clerk to run for office in a prior election?

Item A1: Committee Name. All candidates are required to register a committee. It is not required that the name include the candidate's name, but it is recommended. This committee name is required to be part of the disclaimer on all communications with express advocacy: 'Paid for by ...'

**A28: Exemption**. Candidates claiming exemption may not have more than \$2,500 of activity, in the aggregate per year. In a calendar year, if you raise \$1,600 and spend \$1,000 you have \$2,600 of aggregate activity and are not eligible to claim exemption.

**Depository Institution Information.** All candidates must designate a depository institution. While it is recommended that all candidates have a designated campaign depository account, candidates who will serve as their own treasurer may designate a single personal account to serve as the committee depository account while claiming a filing exemption and may intermingle personal and campaign funds (Wis. Stat. § 11.0201(2)(b)).

Treasurer Information. Each committee must appoint a treasurer. Any adult may serve as a treasurer. A candidate may serve as his or her own treasurer. If you are serving as your own treasurer, please write "Self" or "Candidate." A candi-date serving as their own treasurer does not need to provide their name, address and contact information here because that information will already be provided in section B.

#### Section B: Candidate Information

- **B1.** Be sure to include the name of the county, municipality, or school district. There are 72 counties with county supervisors, 100's of school boards, and 1000's of municipal boards.
- **B2.** Party "N/A" or "None" for nonpartisan offices (April). Democrat, Republican, Constitution, Green, Independent, or other ballot status party for partisan (fall) primary/election.

Section C: Certification. All candidates must complete section C. If the candidate is serving as their own treasurer, they would only need to sign once, as either the candidate or treasurer.



### 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. 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.

### **Declaration of Candidacy**

(See instructions for preparation on back)

For Offic	E USE ONLY

		Is this an an	nendment?	•					
□ Y	es (if you have already filed a	DOC for this election)	No (if	f this is the first D0	OC you have f	iled for this election)			
1	Candidate's r			, be	ing duly s	worn, state that			
	Candidate's r	name							
	for the office of								
		Official name of offic	ce - Include dis	strict, branch or	seat number				
epresenting									
If part	isan election, name of political	party or statement of principl	e - five words o	or less (Candidate	s for nonpartis	san office may leave blank.)			
equirements, if a	I meet at the time I as ny, prescribed by the c lalify for office, if nomin	constitutions and law	olicable ago s of the Ur	e, citizenship nited States a	o, residence and the Sta	ey and voting qualification ate of Wisconsin, and the			
	onvicted of a felony in	-				been pardoned.1			
viy present addi	ress, including my mu	inicipality of reside	nce for vo	ing purpos	ses is:				
					Town of				
					Village of	I			
ouse or fire no.	Street Name	Mailing Municipality and S	tato	Zip code		lity of Residence for Voting			
(Any comb	pination of first name, middle n	ame or initials with surname	. A nickname	may replace a le	gal name.)				
27.77 oz Misson		-	(Signature of candidate)						
STATE OF WISCON	ISIN	ss.							
County of		55.							
	where oath administered)	•							
Subscribed and sworn to before me thisday of				······································					
	(Signature of person authorize	ed to administer oaths)		ADMINISTERED B NOTARY PUBLIC					
☐ Notary Public o	or □ other official					NOTART FOBLIC			
		(Official tit	le, if not a notar	ry)					
f Notary Public:	My commission expires	S	or □ is permanent.						
Γhe information on order to have a car	this form is required by V didate's name placed on	Vis. Stat. § 8.21, Art. X the ballot. Wis. Stats.	III, Sec. 3, V §§ 8.05 (1)	Vis. Const., an (j), 8.10 (5), 8.	nd must be 1 15 (4)(b), 8	filed with the filing officer in .20 (6), 120.06 (6)(b), 887.0			
	EL-162   Rev. 2019-08	l Wisconsin Elections Comm	nission PO P	lox 7984 Madien	n WI 53707-7	7984			

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<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) <u>and</u> 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.

<u>Note</u>: 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 (I)(j).

### NOMINATION PAPER FOR NONPARTISAN OFFICE

	INOI	VIIIVAII	ON PAPER F	OR INUMPARTISA	IV OF	FICE					
Candidate's name (required); no titles may be used.	Candidate	Candidate's residential address (required) No P.O. box addresses						Candidate's municipality for voting purposes (required)			
	Street, fire	, or rural route numb	per; box number (if rural route	); and nar	me of street or road		□ Town				
								☐ Village	(name of n	nunicipality)	
Candidate's mailing address, including municipality for mailing pu	urposes (required if different th	ian	State (required)	Zip code		Type of election (r	eguired)		<u> </u>	not use primary date.	
residential address or voting municipality)				•		☐ spring		Mo/Day/Yea			
			WI			☐ special					
Title of office (required)	······································	Branch, di	strict or seat number	(required if applicable)	Name o	of jurisdiction or distr	ict in whi	ch candidate seeks of	fice (required)		
		☐ Branch									
		☐ District☐ Seat									
I, the undersigned, request that the candidate, whos	se name and residential:	1	e listed above k	ne placed on the hallot a	t the e	lection describe	d above	as a candidate s	o that vote	rs will have the	
opportunity to vote for 🛭 him or 🖵 her for the offic	e listed above. I am eligi	ible to vot	e in the jurisdict	ion or district in which t	the can	didate named ab	ove se	eks office. I have	not signed	the nomination	
paper of any other candidate for the same office at t	this election.	***************************************									
The municipality used for mailing purposes	s, when different thar	n municip	ality of reside	nce, is not sufficient.	The n	ame of the mu	unicipa	lity of residence	e must alv	ways be listed.	
								cipality of Reside			
Signatures of Electors	Printed Name	of Flecto	1	Residential Address (No P.O. Box Addresses)				eck the type and write the name		Date of Signing	
oignatures of Electors	i inited Name	OI LIECTOIS		Street and Number or Rural Route (Rural address must also include box or fire no.)			of you	r municipality for v	Mo/Day/Year		
				(Italiai addiess Illust also il		0x 01 111 e 110.)	purpo	ses.			
1.							□ Town				
			ŀ				☐ Villag ☐ City	e			
2.	***************************************	***************************************					□ Town				
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		C	ERTIFICATION	OF CIRCULATOR							
·			certify: I res	side at						•	
(Name of circulator)	_			(C				number, street, and			
I further certify I am either a qualified elector of Wi											
circulated this nomination paper and personally ob											
that each person signed the paper with full knowled	dge of its content on the	date indi	cated opposite h	is or her name. I know	their re	espective resider	nces giv	en. I intend to s	upport this	candidate. I am	
aware that falsifying this certification is punishable	under Wis. Stat. § 12.13	(3)(a).						r			
Manager and the second									Dogo	Ma	
(Date)			(Signatui	re of circulator)					Page	NU.	

EL-169 | Rev. 2019-10 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: elections.wi.gov | email:

#### INSTRUCTIONS FOR PREPARING NOMINATION PAPERS FOR NONPARTISAN OFFICE

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

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

<u>Candidate's Name</u> - 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.

<u>Candidate's Address</u> – 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.

<u>Date of Election</u> - 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.

<u>Title of Office</u> - The name of the office must be listed <u>along with any branch, district, or seat number</u> (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.

<u>Signature of Circulator</u> - 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 <u>NOT</u> 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.