Waukesha County Clerk
515 W. Moreland Blvd, Rm 120
Waukesha, WI 53188

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www.waukeshacounty.gov
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August 1, 2023

TO: Waukesha County Board Supervisor Candidates

FROM: Meg Wartman, County Clerk

RE: 2024 County Board Supervisor Elections

The following information should be helpful to anyone intending to become a candidate for the office of County Board Supervisor.

ELECTION DATES: Spring Primary – February 20, 2024 (if needed)
Spring Election and Presidential Preference– April 2, 2024

Attached are the following:

- Ballot Access Checklist for 2024 (ELIS-3, Rev. 2023-05).
- Campaign Registration Statement (CF-1 Local Candidate, Rev. 12/22), which **must** be filed prior to circulating nomination papers or accepting/spending money, including in-kind donations.
- Declaration of Candidacy (EL-162, Rev. 2019-08), which **must** be filed by the deadline for filing nomination papers. (Can be signed and filed at the same time as the Campaign Registration Statement.)
- Nomination Paper for Non-Partisan Office (EL-169, Rev. 2019-10), which includes *Wisconsin Elections Commission: Nomination Paper Review Guidelines.*
- **All Paperwork must be submitted to the County Clerk by the filing deadline, 1/2/2024**

The first day to circulate nomination papers is December 1, 2023. A minimum of 50 and a maximum of 200 signatures are required.

The deadline to file nomination papers is 5:00 p.m. on Tuesday, January 2, 2024. Please note the Waukesha County Administrative Center, including the County Clerk's office, will be closed on Monday, January 1, 2024 and Tuesday, January 2, 2024. Candidates are encouraged to file their paperwork by Friday, December 29th. The County Clerk will be available to accept nomination papers and candidate paperwork for Waukesha County Supervisor Candidates on Tuesday, January 2nd, in the Sheriff Department's office - 515 W. Moreland Blvd, Door 8, between 3:00 p.m. - 5:00 p.m. only.

If you have any questions you may contact the County Clerk's office, 262-548-7010; the Wisconsin Elections Commission, 608-266-8005; or the Wisconsin Ethics Commission, 608-266-8123

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**.

The filing officer for County Supervisor is the County 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 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 500,000	200 - 400
In counties with populations between 100,000 and 500,000	***50 - 200**
In counties with populations under 100,000	20 - 100

*Waukesha County Supervisors must collect a minimum of 50 valid signatures and may submit a maximum of 200 total signatures.

☐ ***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. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 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

1. Is this an Amendment? ☐ No ☐ Yes

SECTION A: GENERAL INFORMATION

A1. Committee Name (Required for all Candidates - must be included in disclaimer on all communications)			
A2. Email	**A3. Phone**		
A4. Mailing Address	**A5. City**	**A6. State**	**A7. Zip**

Depository Institution Information

A8. Institution Name	**A9. Street Address**	**A10. City**	**A11. State**	**A12. Zip**

Treasurer/Administrator Information

A13. Name	**A14. Email**	**A15. Phone**	
A16. Mailing Address	**A17. City**	**A18. State**	**A19. Zip**

Other Officers (Optional)

A20. Name	**A21. Title**	**A22. Email**	**A23. Phone**
A24. Name	**A25. Title**	**A26. Email**	**A27. Phone**

Filing Exemption

Registrants which do not anticipate accepting or making contributions, making disbursements, or incurring obligations in an aggregate amount exceeding $2,500 in a calendar year may claim an exemption from filing campaign finance reports. This exemption applies until the registrant exceeds the $2,500 aggregate activity threshold, amends its registration, or is terminated.

A28. Exemption Affirmation

☐ Yes, this registrant is eligible for exemption.

☐ No, this registrant is not eligible for exemption.

SECTION B: CANDIDATE INFORMATION

B1. Office Sought (include District/Branch)	**B2. Political Party**	**B3. Election Date**

Candidate Information

B4. Name	**B5. Email**	**B6. Phone**	
B7. Mailing Address	**B8. City**	**B9. State**	**B10. Zip**

Second Candidate Committee

An individual who holds a state or local elective office may establish a second candidate committee to pursue another state or local office.

B11. Is this your only registered candidate committee in Wisconsin?

☐ Yes, this is my only candidate committee in Wisconsin.

☐ No, this is my second candidate committee in Wisconsin.

B12. Other Office Held or Sought (include District/Branch) *Only complete B12 if you responded "No" to B11.*

SECTION C: CERTIFICATION

Accurate Information

☐ *I certify that I am an authorized representative of the candidate committee and that to my knowledge all of the information contained within this registration is true, correct, and complete.*

Timely Amendments

☐ *I am aware of the requirement to amend this registration statement within 10 days of any change of information contained within, including any change to the candidate committee's eligibility for exemption from campaign finance reporting.*

Records Retention

☐ *I acknowledge the requirement to maintain the records of the candidate committee in an organized and legible manner for three years from the date of the most recent election in which this candidate participated.*

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 a candidate is serving as their own treasurer, please indicate 'Self' or 'Candidate', you do not need to list your complete name, address and contact information here, that will be listed 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 - NA 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.

FOR OFFICE USE ONLY

Declaration of Candidacy

(See instructions for preparation on back)

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 ☐ **Village** of ☐ **City** of ☐
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.)

_____
(Signature of candidate)

STATE OF WISCONSIN }
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.

1 A 1996 constitutional amendment bars any candidate convicted of a misdemeanor which violates the public trust from running for or holding a public office. However, the legislature has not defined which misdemeanors violate the public trust. A candidate convicted of any misdemeanor is not barred from running for or holding a public office until the legislature defines which misdemeanors apply.

Instructions for Completing the Declaration of Candidacy

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

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

- Type or print your name on the first line.
- The title of the office and **any district, branch, or seat number** for which you are seeking election must be inserted on the second line. *For legislative offices insert the title and district number, for district attorneys insert the title and the county, for circuit court offices insert the title, county and branch number, and for municipal and school board offices insert the title and any district or seat number.*
- Type or print the political party affiliation or principle supported by you in five words or less on the third line. *Nonpartisan candidates may leave this line blank.*
- **Felony convictions: Your name cannot appear on the ballot if you have been convicted of a felony in any court in the United States for which you have not been pardoned. Please see footnote on page 1 for further information with respect to convictions for misdemeanors involving a violation of public trust. *These restrictions only apply to candidates for state and local office.***
- Your current address, including your municipality of residence for voting purposes, must be inserted on the fourth line. This must include your entire mailing address (**street and number**, **municipality where you receive mail)** *and* **the name of the municipality in which you reside and vote** (town, village, or city of __). If your address changes before the election, an amended Declaration of Candidacy must be filed with the filing officer. Wis. Stat. § 8.21. *Federal candidates are not required to provide this information, however an address for contact purposes is helpful.*
- Type or print your name on the fifth line as you want it to be printed on the official ballot. You may use your full legal name, former legal surname, or any combination of first name, middle name, and initials, surname or nickname with last name.

  Note: The Wisconsin Elections Commission has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

  No titles are permitted. In addition, names such as “Red” or “Skip” are permitted, but names which have an apparent electoral purpose or benefit, such as “Lower taxes,” “None of the above” or “Lower Spending” are not permitted. It is also not permissible to add nicknames in quotes or parentheses. For example, John “Jack” Jones or John (Jack) Jones are not acceptable, but John Jones, Jack Jones or John Jack Jones are acceptable.

This form must be sworn to and signed in the presence of a notary public or other person authorized to administer oaths, such as a county or municipal clerk. Wis. Stat. §§ 8.21(2), 887.01(1).

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

- The county where the oath was administered.
- The date the Declaration of Candidacy was signed and the oath administered.
- The signature and title of the person administering the oath. If signed by a notary public, the notary seal is required and the date the notary’s commission expires must be listed.

All candidates for offices using the nomination paper process must file this form (*and all school district candidates must file the EL-162sd*) with the appropriate filing officer no later than the deadline for filing nomination papers. Wis. Stats. §§ 8.10 (5), 8.15 (4)(b), 8.20 (6), 8.21, 8.50 (3)(a), 120.06 (6)(b). Candidates nominated for local office at a caucus must file this form with their municipal clerk within 5 days of receiving notice of nomination. Wis. Stat. § 8.05 (l)(j).

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (**required**); no titles may be used.	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	Candidate's municipality for voting purposes (**required**) ❑ Town ❑ Village _____ ❑ City (name of municipality)

Candidate's mailing address, including municipality for mailing purposes (**required** if different than residential address or voting municipality)	State (**required**)	Zip code	Type of election (**required**)	Election date (**required**) *Do not use primary date*.
	WI		❑ spring ❑ special	Mo/Day/Year

Title of office **(required)**	Branch, district or seat number (**required** if applicable) ❑ Branch ❑ District ❑ Seat	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 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.			❑ Town ❑ Village ❑ City	
2.			❑ Town ❑ Village ❑ City	
3.			❑ Town ❑ Village ❑ City	
4.			❑ Town ❑ Village ❑ City	
5.			❑ Town ❑ Village ❑ City	
6.			❑ Town ❑ Village ❑ City	
7.			❑ Town ❑ Village ❑ City	
8.			❑ Town ❑ Village ❑ City	
9.			❑ Town ❑ Village ❑ City	
10.			❑ Town ❑ Village ❑ City	

CERTIFICATION OF CIRCULATOR

I,_____ certify: I reside at _____.
(Name of circulator) (Circulator's residential address - **Include number, street, and municipality.**)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

_____ _____
(Date) (Signature of circulator)

Page No.

INSTRUCTIONS FOR PREPARING NOMINATION PAPERS FOR NONPARTISAN OFFICE

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

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

Candidate's Name - Insert the candidate's name. A candidate may use his or her full legal name, or any combination of first name, middle name, and initials or nickname with last name. The Wisconsin Elections Commission has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

No titles are permitted. In addition, names such as "Red" or "Skip" are permitted, but names which have an apparent electoral purpose or benefit, such as "Lower taxes," "None of the above" or "Lower Spending" are not permitted. It is also not permissible to add nicknames in quotes or parentheses between first and last names. For example, John "Jack" Jones or John (Jack) Jones are not acceptable, but John Jones, Jack Jones or John Jack Jones are acceptable.

Candidate's Address – Insert the candidate's residential address (*no P.O. Box addresses*) and the municipality for voting purposes. Indicate if the municipality of residence is a town, village, or city. If a candidate's mailing address is different from the residential address or voting municipality, a complete mailing address must also be given.

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

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

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

Signatures and Printed Name of Electors - Only qualified electors of the jurisdiction or the district the candidate seeks to represent may sign the nomination papers. Each signer must also legibly print their name. Each elector must provide their **residential** address (*no P.O. Box addresses*), including any street, fire or rural route number, box number (if rural route) and street or road name, and municipality of residence. A post office box number alone does not show where the elector actually resides. The name of the Municipality of Residence must be listed for each signing elector and must clearly identify the town, village or city where the elector's voting residence is located. The date the elector signed the nomination paper, including month, day and year, must be indicated. Ditto marks that follow correct and complete address or date information are acceptable. The circulator may add any missing or illegible address or date information before the papers are filed with the filing officer.

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

Other Instructions - Candidates and circulators should review Ch. Wisconsin Elections Commission §§ 2.05, 2.07, Wis. Adm. Code.

- *Original* nomination papers must be in the physical custody of the appropriate filing officer by the filing deadline. A postmark on the filing deadline is **NOT** sufficient. Nomination papers **CANNOT** be faxed to the filing officer. Ch. Wisconsin Elections Commission § 6.04(2), Wis. Adm. Code.
- Nomination papers with the required number of signatures must be filed with the appropriate filing officer **no later than 5:00 p.m.** on the first Tuesday in January (or the next day if the first Tuesday is a holiday) before the spring election. Special elections may have different filing deadlines. Check with the filing officer.
- In order for a candidate's name to be placed on the ballot, a candidate must file a *Campaign Registration Statement* (ETHCF-1), a *Declaration of Candidacy* (EL-162), and *Nomination Papers* (EL-169) containing the appropriate number of signatures for the office sought no later than the filing deadline. Wis. Stat. § 8.10(3). Candidates for state office and municipal judge must also file a statement of economic interests with the Wisconsin Ethics Commission by the third business day after the nomination paper filing deadline. Wis. Stat. § 19.43. If any one of these required forms is not filed by the deadline, the candidate's name will not be placed on the ballot. Wis. Stat. § 8.30.
- If a candidate or circulator has any questions, he or she should contact the filing officer.

Wisconsin Elections Commission: Nomination Paper Review Guidelines

Process Overview

- Use a red pen to mark up the petition during the review process.
- Circle any piece of information on the petition page that is missing or problematic.
- Make a red check to the right of the row to indicate a signature should not be counted.
- Make a red question mark (?) to note questionable signatures that have been counted or to note omitted information on signature line where that signature is still able to be counted.
- Write the number of signatures counted on the upper, right-hand corner of each sheet.

Step 1: Review the Header

Overview: The header of each petition page must contain all the required candidate information. If any of the required information is missing, or incorrect, no signatures on that page can be counted.

Required information:

1. Name of candidate
2. Residential address of candidate
   a. Street number and street name (P.O. box addresses are not acceptable)
   b. Municipality for voting purposes
   c. State
3. Type of election
4. Election date
5. Title of office sought
6. Branch, district or seat number of office sought (if applicable)
7. Name of district in which candidate seeks office

Other information:

1. Mailing address (only required if different than residential address or voting municipality)
2. Zip code (may be present but not required)

Step 2: Review the Certification of Circulator

Overview: The Certification of Circulator section is completed after the signatures on that page have been collected. Each petition page must contain all the required circulator information, the circulator's signature and a certification date that is on or

after the latest date of a signer. If any of the required information is missing or incorrect, no signatures on that page may be counted. If missing circulator information can be determined from another section of the petition page, the signatures on that page should be counted. Most often this occurs when a circulator is also the candidate or has signed that page as an eligible elector.

Residency of Circulator: The circulator does not need to reside in the district represented by the candidate, nor do they need to be a resident of Wisconsin. All circulators must be otherwise eligible to register to vote in Wisconsin (18 years of age, U.S. citizen, not serving any portion of a sentence for a felony offense). They do not need to be registered to vote in Wisconsin or any other state to circulate nomination papers.

Required information:

1. Name of circulator - Signatures on the page should be counted if the circulator printed their name on the line meant for their signature.
2. Address of circulator
    a. Street number, street name and municipality - If missing circulator address, including municipality, can be determined from another section of the petition page, the signatures on that page should be counted.
    b. State and zip code are not required.
3. Date (month/day/year) – All signatures must be dated within the circulation period. No signatures should be counted on a page where any portion of the date is missing.
4. Signature of circulator – Signatures on the page should be counted if the circulator signed on the line that should have the printed name.

Step 3: Review the Body of the Petition

Required information:

1. Signature of elector
    a. Signature does not need be legible.
    b. Electors may sign with an "X" or other mark if that is their usual signature.
    c. Signature does not need to be cursive.
2. Printed name of elector
    a. A printed name must be present in addition to the signature of the elector.
    b. If a possible printed name can be determined, the signature should be counted.

c. If a printed name cannot be determined, the signature should be struck from the petition.

3. Residential Address
   a. Street name and street number or rural route are required.
   b. Rural address must also include box or fire number.
   c. P.O. boxes are only allowed if they are listed in addition to the residential address information. Signatures where only a P.O. box has been provided should be counted if the municipality of residence is entirely in the district. Mark with a question mark.
   d. Ditto marks are allowed if they follow a valid address and the signer is using those marks to indicate they also reside at that address.
   e. If all or part of the required address information of a signer is missing but residency can be determined by information found in another section of that specific petition page, that signature should be counted. This generally occurs when the signer is also the candidate and/or the circulator and the missing information is in the header or the certification section. Indicate on the petition page where that information is located.
4. Municipality of Residence
   a. Municipality listed must be within the district represented by the candidate.
   b. Abbreviations are allowed (e.g. "FDL" for Fond Du Lac or "Milw" for Milwaukee).
   c. Ditto marks are allowed if they follow a valid municipality and the signer is using those marks to indicate they also reside in the municipality.
   d. The Town/Village/City check box does not need to be checked.
   e. If the municipality of residence was provided in the Residential Address field, the signature should be counted.
   f. If the municipality information of a signer is missing but residency can be determined by information found in another section of that specific petition page (most likely in the header or the Certification of Circulator), that signature should be counted. Indicate on the petition page where that information is located.
5. Date of Signing
   a. A complete date includes the month/date/year.
   b. Date must be within the circulation period.
   c. Date must be on or before the date the page was certified by the circulator.

d. Ditto marks are allowed if they follow a valid date and the signer is using those marks to indicate they also signed on the same date. If ditto marks are used for the date of the last signer, the signature can be counted if it follows a valid date.
e. A missing date can be bracketed ([ ]) if valid and complete dates appear on the line above and the line below the signature line with the missing date.
f. If the date of the first or last signer is incomplete, it cannot be bracketed, and that signature should not be counted.

Step 4: Count the Signatures

1. Sort the petition by the number of valid signatures on each page before determining the final number of valid signatures.
2. Place the pages with 10 counted signatures on top, followed by the pages with 9, etc.
3. Use a tally sheet or calculator to determine the number of valid signatures on the petition.
4. Determine if the number of valid signatures is sufficient for the office sought. Use the appropriate Ballot Access Checklist to determine the signature threshold for the office sought:
   a. County Non-partisan Candidates ELIS-3
   b. School District Candidates ELIS-5
   c. Municipal Candidates ELIS-7
   d. County Partisan Candidates ELIS-16
   e. Multi-jurisdictional Judge Candidates ELIS-18

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required); no titles may be used.	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	Candidate's municipality for voting purposes (required) ☐ Town ☒ Village ☐ City Ashwaubenon (name of municipality)
Erin Rogers	1014 Dafodil Drive	

Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality)	State (required)	Zip code	Type of election (required)	Election date (required) *Do not use primary date.* Mo/Day/Year
	WI	54115	☒ spring ☐ special	April 3, 2018

Title of office (required)	Branch, district or seat number (required if applicable)	Name of jurisdiction or district in which candidate seeks office (required)
School Board member	☐ Branch ☐ District ☐ Seat	Ashwaubenon School District

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 *(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. [illegible]	Ronald Smith	21 Easy Street	☐ Town ☐ Village ☒ City Green Bay	12/2/2017
2. Mary Johnson	Mary Johnson	179 North St.	☐ Town ☐ Village ☐ City G.B.	12/7/17
3. Franklin Davis	Franklin Davis	West Ave	☐ Town ☐ Village ☐ City "	12/3/17
4. Jan Jaso	Jan Jaso	10 Franklin Court Apt. 203	☐ Town ☒ Village ☐ City	12/3/2017
5. Bill [illegible]		3012 Oriole Lane	☐ Town ☐ Village ☒ City De Pere	12/4/17
6.	Sally Simmons	42 Yankee Way	☐ Town ☐ Village ☒ City Green Bay	12/4/17
7. John Wells	John Wells	21 Pirate Lane	☐ Town ☒ Village ☐ City Ashwaubenon	
8. Ted Thompson	Ted Thompson		☐ Town ☒ Village ☒ City Green Bay	12/5/17
9. [illegible]	Roberta Robins	14 Brewer Court	☐ Town ☐ Village ☒ City Milwaukee	12/5/17
10. Erin Rogers	Erin Rogers		☐ Town ☒ Village ☐ City Ashwaubenon	12/6/2017

CERTIFICATION OF CIRCULATOR

I, Theodore Thompson (Name of circulator) certify: I reside at 101 Main Street, Green Bay (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).

12/6/2017 (Date) Ted Thompson (Signature of circulator)

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