

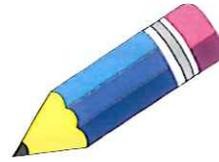


**MULTI-JURISDICTIONAL
JUDGE**

2016

A Guide for Candidates

CAMPAIGN FINANCE CHECKLIST FOR 2016 MULTI-JURISDICTIONAL MUNICIPAL JUDGE CANDIDATES



Candidates for Municipal Judge Serving More than One Municipality should determine if they are required to make financial disclosure reports.

The filing officer for Municipal Judge Serving More Than One Municipality is the county clerk of the county having the largest portion of the population in the jurisdiction served by the judge. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

If NOT eligible for exemption from reporting requirements:

- Obtain a copy of the *Campaign Finance Overview – Local Candidates Manual* from your filing officer and carefully review it with your treasurer.
- Complete and submit a *January Continuing Campaign Finance Report (Form GAB-2L)* to the filing officer no later than **February 1, 2016** if registered before January 1, 2016. This report covers activity from July 1, 2015, or the date of registration (whichever is later), through December 31, 2015. Wis. Stat. § 11.20(4).
- Complete and submit a *Pre-Primary Campaign Finance Report (Form GAB-2L)* to the filing officer, no later than **February 8, 2016**, if a primary is held. This report covers activity from January 1, 2016, through February 1, 2016.
- Complete and submit a *Pre-Election Campaign Finance Report (Form GAB-2L)* to the filing officer no later than **March 28, 2016**. This report covers activity from February 2, 2016, through March 21, 2016, if a primary is held, *or* from January 1, 2016, through March 21, 2016, if no primary is held.
- Complete and submit a *July Continuing Campaign Finance Report (Form GAB-2L)* to the filing officer no later than **July 20, 2016**. This report covers activity from March 22, 2016, through June 30, 2016.

Committees must file “Continuing Reports” until a termination report (GAB-2L) is filed.

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



IMPORTANT DATES FOR THE 2016 SPRING ELECTION

2015

- **Tuesday, December 1, 2015** – First day for candidates to circulate nomination papers for 2016 Spring Election.
- **Monday, December 28, 2015**– Last day (5:00 p.m.) for incumbents not seeking reelection to file Notification of Noncandidacy (GAB-163) with the County Clerk. (Failure to notify will extend nomination paper deadline 72 hours for that office.)

2016

- **Tuesday, January 5, 2016** – Last day (5:00 p.m.) for candidates to file nomination papers, declarations of candidacy, and campaign registration statements for the Spring Election.
- **Tuesday, February 16, 2016** – SPRING PRIMARY ELECTION
- **Tuesday, April 5, 2016** – SPRING ELECTION

Here are some important tips for completing the forms.



DECLARATION OF CANDIDACY GAB-162

- Please follow the instructions provided on the back of the form.
- The title of the office **must** include the district name.
- Your current municipality of residence for voting purposes must be stated.
Example: 1234 Anywhere Street (*Town of Genesee*)
- This form must be sworn to and signed in the presence of a notary public or other person authorized to administer oaths.

NOMINATION PAPERS GAB-169

- Please follow the instructions provided on the back of the form.
- All information concerning the candidate must be completed in full before circulating the papers. The form may be reproduced in any way, and the candidate's picture and biographical data may also be added to the form. No disclaimer or attribution statement is required on nomination papers.
- Each candidate has the responsibility to assure that his/her nomination papers are prepared, circulated, signed and filed in compliance with statutory requirements.
- It is recommended that you file more than the required minimum number of signatures.
- Please see the attached sample.

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:

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

Subscribed and sworn to before me this _____ day of _____.

(Signature of person authorized to administer oaths)

**NOTARY SEAL
NOT REQUIRED**

My commission expires _____ or is permanent.

Notary Public or _____
(Official title, if not a notary)

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), 8.17 (2), 8.20 (6), 120.06 (6)(b).

GAB-162 | Rev. 2014-04 | Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: gab.wi.gov | email: gab@wi.gov

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, or any combination of first name, middle name, and initials, or nickname with last name.

Note: 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. 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).

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. Wis. Stats. §§ 8.10 (5), 8.15 (4)(b), 8.17 (2), 8.20 (6), 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; 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 voting purposes <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	Name of municipality for mailing purposes	State WI	zip code	Type of election <input type="checkbox"/> spring <input type="checkbox"/> special	Election date
(name of municipality)		Branch, district or seat number <input type="checkbox"/> Branch <input type="checkbox"/> District <input type="checkbox"/> Seat	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	Printed Name of Electors	Street and Number or Rural Route <small>Rural address must also include box or fire no</small>	Municipality of Residence <small>Provide name of municipality</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, _____ (Name of circulator) certify: I reside at _____ (Circulator's residence - 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).

CAMPAIGN REGISTRATION STATEMENT GAB-1

ALL candidates must file a Campaign Registration Statement whether any money is spent or not. Registration is required **before** any contributions are accepted or any funds are spent. Any change in information must be reported within 10 days following the change.

When you register you must:

1. Register as a candidate or as a personal campaign committee. (You may not be registered under both.) The candidate is responsible for the actions of his/her committee.
2. If you form a committee, you must appoint a treasurer. You may choose to serve as your own. If a treasurer is appointed, the treasurer must also complete the certification on the Campaign Registration Statement.
3. You may claim financial exemption when filing your registration statement by declaring an intention not to receive, spend, or incur obligations exceeding \$1,000 in a calendar year, and that you will not receive contributions or cumulative contributions in excess of \$100 from a single source during the calendar year except contributions by yourself to your campaign of \$1,000 or less in a calendar year.
4. Establish a campaign depository. The only exception for a candidate not opening a depository is a candidate who is eligible for exemption from filing periodic campaign finance reports (under \$1,000 in a calendar year) and who serves as his/her own treasurer. Such eligible candidates can designate an already established personal account as the campaign depository.
5. Every registration statement must be signed by both the candidate and the treasurer.
6. Any changes concerning the information provided on the registration statement will necessitate an amended registration statement or a notarized letter stating the changes.

CAMPAIGN REGISTRATION STATEMENT (GAB-1) INSTRUCTIONS

<u>Who Must Register</u>	<u>When</u>	<u>Where</u>
Candidates	As soon as they form the intent to run for office. Prior to raising or spending any funds, beyond those needed to open a bank account	Local office or referenda- with the local clerk (town, village, city, school) State office or statewide referenda – with the Government Accountability Board
Non-candidate committees	Before spending or taking in more than \$300	
Referenda committees	Before spending or taking in more than \$2,500	For a mix of state and local offices – with the Government Accountability Board

Completing a Registration Statement

Section 1: Candidate and Candidate Committee Information - Section 1 should be completed by candidate committees only.

- Campaign Committee Name – Any candidate that accepts a donation must have a committee. Any communication (flyers, newspaper ads, website) requires a disclaimer ‘Paid for by *Committee name, individual name, treasurer*’.
 - Candidates are only allowed one active committee for all state and local offices sought. If you are seeking multiple offices (town, county, school board), or plan to seek another office in the future, you may want to consider a generic committee name without the name of the office sought such as ‘Friends of ...’, or ‘Committee to Elect ...’. This will allow you to keep the same committee name for various offices.
 - Your committee name does not have to include your last name, but including your last name makes searching for your committee easier.

Section 2: Non-Candidate Committee Information - Section 2 should be completed by non-candidate committees only.

- A. Special Interest Committee (PAC)
 - PACs may receive money from individuals or other PACs, and contribute money directly to candidates. PACs may not accept money from corporations, including LLCs.
 - Committees intending to make only independent disbursements, without contributing to or coordinating with candidate committees, should register as an Independent Disbursement committee, letter F below.
 - A resident committee is based in Wisconsin and must report all receipts and expenses.
 - A non-resident committee is based outside of Wisconsin and must report only receipts from Wisconsin residents and expenses in Wisconsin state-level contests. A non-resident committee does not have to report cash balances. A non-resident committee must also file a GAB-40 form with the Wisconsin Secretary of State.
- B. Political Party Committee
 - To use the name of one of the recognized political parties in Wisconsin – Constitution, Democratic, Libertarian, or Republican, you must have permission from the state party.

Exemption From Filing Campaign Finance Reports

All committees must file campaign finance reports, unless they check the box to claim exemption and remain within those limits.

- A non-candidate committee may not accept more than \$100 from any single source (individual or committee) in one calendar year.
- A candidate committee may not accept more than \$100 from any other single source (individual or committee) in a calendar year. The candidate may contribute up to \$1000 to their own committee.
- A committee may not spend more than \$1000 total in a calendar year.
- A referenda committee that does not accept contributions, make disbursements, or incur obligations of more than \$2,500 is not required to register or file campaign finance reports. Referenda committees over this threshold may not claim exemption – they must register and file all required reports.

If a committee on exempt status exceeds any of the limits listed above:

- The committee must immediately file an amended GAB-1 with the appropriate filing officer, revoking the exempt status.
- The committee must report all campaign finance activity back to the beginning of the calendar year. Any reports past their deadline that were not filed should be filed as soon as possible.

If a committee filed reports for the previous calendar year, and wishes to go on exempt status for the upcoming year, the committee must file a January Continuing report covering all activity through December 31st. Include an updated GAB-1 requesting exempt status for the upcoming year.

Amending a Registration Statement

When any of the information reported on the registration statement changes the statement must be amended by filing a new GAB-1. The candidate or treasurer must file the new GAB-1 within 10 days of the change, checking the “yes” box at the top of the form to indicate that it is an amendment.

CONTRIBUTION LIMITS FOR LOCAL OFFICES

All candidates running for elected office must abide by contribution limits that vary depending on the office sought and the population of the district. The only contributor not subject to limits is the candidate contributing to his or her own election. To determine the limits for a candidate for local office, see the guidelines below and *check with the local clerk to get the current and exact amounts.*

Contribution limitations apply **cumulatively** to the entire primary and election campaign in which the candidate participates, whether or not there is a contested primary election.

Limit on Contributions from an Individual – 11.26(1)(d), Stats.

The greater of \$250 or \$.01 times the number of inhabitants of the county, town, city, village or district according to the latest federal census, but not more than \$3,000. (Check with the filing officer.)

<u>Population in District</u>	<u>Maximum Contribution</u>
• Equal to or greater than 300,000	\$3,000
• Greater than 25,000 and less than 300,000	\$.01 times population
• Equal to or less than 25,000	\$250

If the candidate has claimed an exemption from filing campaign finance reports, the maximum contribution is \$100 per calendar year, regardless of the population.

Limit on Contributions from a PAC or Other Candidate Committee – 11.26(2)(e), Stats.

The greater of \$200 or \$.0075 times the number of inhabitants of the county, town, city, village or district according to the latest federal census, but not more than \$2,500. (Check with the filing officer.)

<u>Population in District</u>	<u>Maximum Contribution</u>
• Equal to or greater than 333,334	\$2,500
• Greater than 26,667 and less than 333,334	\$.0075 times population
• Equal to or less than 26,667	\$200

If the candidate has claimed an exemption from filing campaign finance reports, the maximum contribution is \$100 in the calendar year, regardless of the population.

CAMPAIGN FINANCE INSTRUCTION & BOOKKEEPING MANUAL

It is a good idea to read and become knowledgeable about the Campaign Finance Instruction & Bookkeeping Manual. The information required to be listed on a Campaign Finance Report (EB-2) discloses the financial activity of the registrant's campaign. The law requires disclosure of campaign income, disbursements and incurred obligations.



CAMPAIGN ADVERTISING



Disclaimers

All political advertising used in a campaign must contain a disclaimer identifying the source of the funds paying for the communication. The disclaimer must state which campaign committee or individual candidate is paying for or assuming responsibility for the item. Disclaimers should be included on each separate page of political communication, including letterhead and enclosures. Advertising such as flyers, yard signs, T-shirts and bumper stickers must contain a disclaimer. Radio and television ads also require this information. The disclaimer **must** use the words "Paid for by" (abbreviations should not be used for this language) followed by the name of the committee, group or candidate making the payment or assuming responsibility for the communication.

No disclaimer is required on a) personal correspondence not reproduced by machine for distribution, b) a single personal item which is not reproduced or manufactured by machine or other equipment, c) nomination papers even if the papers contain biographical information, d) pins, buttons, pens, balloons, nail files and similar small items on which a disclaimer cannot be conveniently printed or e) envelopes which have campaign committee identification printed on them.

Formats for Disclaimers

When a communication is paid for by a candidate without a committee, or paid for by an individual, the disclaimer should read:

"Paid for by Mary Smith."

When the communication is paid for by the campaign committee of a candidate or by a political committee, the disclaimer should read:

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

"Paid for by the Committee for Voters, John Jones, Treasurer."

Signs

It is very important to know where campaign signs may be placed. Any signs placed illegally can be removed by the proper authorities.

- Signs can be placed on private property with the owner's permission.
- Wisconsin Statutes 86.19 and 86.191 prohibit the placing of any signs within State and County highway rights of way. Authorities charged with the maintenance of highways are required to remove these illegal signs. If there are any questions on rights of way, contact the Waukesha County Highway Department or the local municipal roadway department.
- Municipalities may regulate the size, shape or placement of any sign if such regulation is necessary to ensure traffic or pedestrian safety. It is recommended that you check with them before placing signs.
- Signs **cannot** be placed on public property within 100' of an entrance to a building containing a polling place on election day.
- Signs may be erected during the election campaign period, which is beginning on the first day for circulation of nomination papers by candidates and ending on the day of the election or subject to local ordinances.

SOME PROHIBITED ELECTION PRACTICES



- No election official may engage in electioneering on election day.
- Persons are prohibited from electioneering on *public* property within *100 feet* of an entrance to a building containing a polling place. This prohibition DOES NOT APPLY to electioneering ON PRIVATE PROPERTY within 100 feet of an entrance to a polling place. The placement of election signs on private property within the 100 foot radius is permissible.
- No person may knowingly make or publish, or cause to be made or published, a false representation pertaining to a candidate or referendum which is intended or tends to affect voting at an election.
- No person may personally or through an agent make use of or threaten to make use of force, violence or restraint in order to induce or compel any person to vote or refrain from voting at an election: or, by abduction, duress or any fraudulent device or contrivance, impede or prevent the free exercise of the franchise at an election; or by any act compel, induce or prevail upon an elector either to vote or refrain from voting at any election for or against a particular candidate or referendum.

STATEMENT OF ECONOMIC INTEREST

County Board Supervisors are required to file a Statement of Economic Interest with the Waukesha County Clerk's Office upon taking their Oath of Office.

WAUKESHA COUNTY CODE OF ETHICS

Waukesha County Code of Ethics prohibits Waukesha County Employees from contributing to candidates for elected county office and current elected office holders.

Some commonly asked questions

Can a candidate withdraw from a race and have his or her name removed from the ballot?

Once a candidate qualifies for ballot status, their name appears on the ballot. They cannot withdraw and have their name removed. Only in case of death of the candidate can the name be removed from the ballot. S. 8.35, Wis. Stats.

The candidate can make a statement to notice the electors that they no longer wish to seek the office by election, but their name will appear on the ballot. Should the candidate win the election, he or she may decline to hold the office. This creates a vacancy that is filed following the provisions of Ch. 17.

Must an attribution statement (disclaimer) appear on a candidate's campaign signs and literature even though the candidate is exempt from filing campaign finance reports?

Yes. Even though a candidate qualifies to be exempt from filing campaign finance reports, they still must comply with Ch. 11, Wis. Stats. That means they keep campaign finance activity records and must use the disclaimer "Paid for by" on their signs and literature. S. 11.30, Wis. Stats.

Can a candidate be present at the polling place on election day for any reason other than voting?

The presence of a candidate at the polling place gives the appearance of electioneering. A candidate should not be at the polling place on election day for any reason other than an official purpose. When the candidate comes to the polling place to vote on election day, the candidate must leave the polling place as soon as they have finished voting.

Miscellaneous Information

Ward Maps:

These maps may be obtained from the municipal clerk(s) that serve your district.

Supervisor District Maps:

Supervisory District Maps are available through the County Clerk's office and at the County Clerk's web site (www.waukeshacounty.gov).

Registered voter information:

For a listing of registered voters in your district, please call the municipal clerk(s) that serve your district.

Government Accountability Board – Elections Division

Government Accountability Board Website: <http://gab.wi.gov>

PLEASE remember – if you have any questions, please feel free to give our office a call at 262-548-7010.