



CITY OF PLATTEVILLE  
**ALDERPERSON**  
**COUNCIL CANDIDATE**  
INFORMATION BOOK



**2023**

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October 2022

Dear Common Council Alderperson Candidate:

In an attempt to answer some of the questions that come up during a campaign for Common Council Alderperson, we have put together this packet of information. Please refer to the table of contents for a list of included documents. We hope you find the information helpful.

Following is a link to a video on the Wisconsin Elections Commission website which briefly explains the ballot access process. All forms mentioned in the video are included in this packet.

Video: <https://elections.wi.gov/candidates/getting-ballot>

### DATES TO REMEMBER

December 1, 2022	First day to circulate Nomination Papers
December 23, 2022	Incumbents to file Declaration of Candidacy OR Notification of Noncandidacy by 5 p.m.
January 3, 2023	Last day to file Declaration of Candidacy, Nomination Papers and Campaign Finance Registration Statement All papers and forms are due in the City Clerk's Office by 5 p.m.
January 6, 2023	Drawing for order of candidate names on ballot Will take place in City Clerk's Office at 9 a.m.
February 21, 2023	Spring Primary (if necessary)
April 4, 2023	Spring Election
April 18, 2023	Council Organizational Meeting Newly elected members take their seats on the Council

### FILING PAPERS

There are three forms you are required to complete and file with the City Clerk's Office by January 4, 2023 at 5 p.m. They are:

- ✓ [Campaign Finance Registration Statement \(Form CF-1\)](#)
- ✓ [Declaration of Candidacy \(Form EL-162\)](#)
- ✓ [Nomination Papers \(Form EL-169\)](#)

Samples of the forms are included in this booklet. All three forms must be completed accurately and thoroughly.

### Campaign Finance Registration Statement

New Candidates: File a Campaign Finance Registration Statement before campaign funds are collected or spent or before submitting nomination papers.

Continuing Candidates: Amend your current Campaign Finance Registration Statement, indicating the office sought and the new primary and elections dates before campaign funds are collected or spent or before submitting nomination papers.

## Nomination Papers

Please pay close attention that the top of these forms is completely filled in before circulating them for signatures. Signers must be *eligible* voters who live in the City limits and district if running for a district seat. They do not have to be registered voters. Signers must print their name, sign, give their complete address (house number, street and municipality), and date their signature. You are **strongly urged** to obtain more than the minimum number of signatures required for ballot status in case a problem is found with some signatures. However, you cannot collect over the maximum number.

Candidates for At-Large Alderperson need to turn in 50 to 100 signatures.

Candidates for District Alderperson need to turn in 20 to 40 signatures.

## FINANCIAL REPORTS

All candidates are required to keep financial records, but not everyone is required to file reports with the City Clerk's office. You may claim exemption from filing financial reports if the committee anticipates that it will not accept or make contributions, make disbursements, or incur loans and other obligations in an aggregate amount exceeding \$2,000 in a calendar year.

If you are exempt from financial reporting, indicate this on the Campaign Finance Registration Statement. During the campaign, you may find you no longer meet the exemption limits. If this occurs, you must come to the City Clerk's office and complete an amended Campaign Finance Registration Statement.

Candidates on the ballot may claim an exemption when they first file the Campaign Finance Registration Statement for this election. However, a candidate on the ballot in that calendar year, who did not claim the exemption on their original Campaign Finance Registration Statement, may not amend the registration to claim the exemption before the date of the election.

The reporting requirements are explained in the attached Campaign Finance Overview Manual for Local Candidate Committees. The required reporting forms will be emailed to you as they become due. More information on campaign finance may be found at the Wisconsin Ethics Commission website: [www.ethics.wi.gov](http://www.ethics.wi.gov).

## DISCLAIMER

As a candidate, you will want to get your name and political message out to the public. Any communication that is paid for with political funds must contain a disclaimer identifying who is paying for the message. Political funds include any of your own money spent on the campaign. Political communication includes, but is not limited to, printed advertisements, television and radio advertisements, bumper stickers, yard signs, etc. Please see the page on Disclaimers in the Supplemental Information section of this booklet.

## DISTRIBUTION OF FLYERS

If you distribute informational brochures to homes, make sure they are not placed on vehicles. Please reference the State Statute SFP 4.02.

## SIGNS

You may want to put up yard signs. Yard signs will need to follow all provisions in the Municipal Code book, Chapter 22.11.

See the Supplemental Information section of this booklet for more information regarding the size and placement of election signs.

## CAMPAIGN FREE ZONE

On Election Day, there is a campaign free zone around every building used as a polling site. No election signs or other electioneering may take place on public property within 100 feet of a voting site. This includes the Broske Center and Ullsvik Hall, which are polling places and public property.

## ORDER OF NAMES ON THE BALLOT

Statutes require that the order which candidates' names appear on the ballot be determined by the drawing of lots. The drawing for all Alderperson candidates will take place in the City Clerk's Office, located at City Hall, 75 N Bonson Street, Platteville.

## ADDITIONAL INFORMATION

The City of Platteville Budget information may be found on the City website at <https://www.platteville.org/administration/page/current-past-budgets>.

We have attempted to make this information as complete as possible. If you have other questions, contact me at 608-348-1823. Chapters 5-12 of the Wisconsin State Statutes deal with Elections. Specifically, Chapter 11 deals with Campaign Finance and Chapter 12 deals with Prohibited Election Practices. If you have further questions, the number for the Wisconsin Elections Commission is 608-266-8005 and their website is <https://elections.wi.gov/>. The City of Platteville website is [www.platteville.org](http://www.platteville.org).

Good luck in your campaign and call me at 608-348-1823 if you have any questions.

Candace Klaas  
City Clerk

# 1. GENERAL CITY GOVERNMENT INFORMATION

# PLATTEVILLE CITY GOVERNMENT

## Common Council

The Common Council is organized under the Council-Manager form of government as defined in the State Statutes. The Common Council is responsible for all legislative actions, determining community needs, establishing priorities and policies, adopting an annual budget and hiring the City Manager. The City Manager, in turn, is responsible for carrying out the directives of the Common Council and the hiring and management of City Staff.

## City Manager

The City Manager is hired by the Common Council to direct the operations of the City organization so as to accomplish the goals and objectives set by the Common Council. The City Manager is the chief executive officer of the City and is responsible for the hiring of department directors and other City employees.

Residents in the City of Platteville

**Common Council**

City Manager  
Adam Ruechel

Communications Specialist  
Jodie Richards (RFT)

Human Resource Specialist  
Chad Wilson (RFT)

City Attorney  
Bill Cole (contract)

City Hall Office Assistant  
Jennifer Taylor (RFT)

**Library Board**

Administration Director  
Nicola Maurer

Public Works Director  
Howard Crofoot

Community Development Director  
Joe Carroll

Museum Director  
Erik Flesch

Police Chief  
Doug McKinley

Fire Chief  
Ryan Simmons

Parks & Recreation Director  
Bob Lowe

Library Director  
Jessie Lee-Jones

Comptroller  
3-Accounting Specialists  
City Clerk  
Deputy City Clerk  
Poll Workers (40-PTS)

Regular Full-Time – 7  
Regular Part-Time – 0  
Part-Time/Seasonal – 40 +/-

Street Superintendent  
Asst. Street Superintendent  
Building Maintenance Spec  
2-Custodians (.5 RPT)  
6-Street Main Worker II  
Street Maintenance Worker I  
Mechanic  
Utility Superintendent  
WWTP Foreman  
2-WWTP Maintenance Worker II  
WWTP Lab Technician  
2-Water Plant Operators  
Utility Main Foreman  
3-Utility Main Worker II  
Meter/Cross Connection Inspector  
Seasonal (6-PTS)

Regular Full-Time 24  
Regular Part-Time 2  
Part-Time/Seasonal 6 +/-

GIS Specialist  
Building Inspector II  
Code Enforcement Inspector (.5 RPT)

Regular Full-Time 3  
Regular Part-Time-1

Museum Specialist-Communications (.5 RPT)  
Museum Specialist-Operations (5 RPT)  
Museum Facilities Technician (PTS)  
Museum Custodial Technician (PTS)  
Museum Operations Assistant (PTS)  
Museum Specialist Collections Mgmt (PTS)  
Museum Intern Collections Mgmt (PTS)  
Tour Guides (2-PTS)

Regular Full-Time 1  
Regular Part-Time 2  
Part-Time/Seasonal 7 +/-

2-Police Lieutenants  
4-Police Sergeants  
13-Police Officers  
Office Coordinator  
Administrative Assistant I  
3-Telecommunicators  
3-Telecommunicators (.75 RPT)  
Community Service Officers (5-PTS)

Regular Full-Time 25  
Regular Part-Time 3  
Part-Time/Seasonal 5 +/-

Fire Inspector/Deputy Chief  
2<sup>nd</sup> Assist. Fire Chief(Vol)  
3<sup>rd</sup> Assist. Fire Chief(Vol)  
Firefighters (Volunteer)

Regular Full-Time 2  
Regular Part-Time 0  
Volunteer 47 +/-

Recreation & Community Events Coordinator(RFT)  
Park Foreman  
Park Maintenance Worker I  
Park Maintenance Worker II  
Senior Center Manager(.63 RPT)  
Senior Center Assistant II (.63 RPT)  
Senior Center Driver (PTS)  
Seasonal (70+/- PTS)

Regular Full-Time 5  
Regular Part-Time 2  
Part-Time/Seasonal 70 +/-

Business Manager (.75 RPT)  
Youth Services Manager  
Patron Service Manager  
Outreach Coordinator  
Circulation Lead  
3 - Library Assistant (PTS)  
2-Library Specialist (.73 RPT)  
7-Library Specialist(.5 RPT)  
Network Administrator (PTS)  
Custodian (2-RPT, 1 PTS)

Regular Full-Time 5  
Regular Part-Time 11  
Part-Time/Seasonal. 9 +/-



## MEETINGS

The Common Council meets on the second and fourth Tuesdays of each month. The meetings begin at 6:00 p.m. and consist of public hearings, public discussions and presentations. They also are legislative sessions where Council Members debate the issues and take action on the resolutions and ordinances.

### 2023 COMMON COUNCIL MEETING DATES

January 10	April 11	CIP Work Sessions	September 26
January 24	April 18 Organizational Meeting	July 11	October 10
February 14	April 25	July 25	October 24
February 28	May 9	August 8	November 14
March 14	May 23	August 22	November 28
March 28	June 13	Budget Work Sessions	December 12
April 4 Election Day	June 27	September 12	December 26

Due to various holidays, certain dates and times may change.

In addition to the Regular Council Meetings, **Capital Improvement Plan (CIP) Work Sessions** are held in the summer and **Budget Work Sessions** are held in the fall. The exact times and dates of the work sessions are determined by the Council.

### Salary

Council President \$ 0.00

Council Members \$ 0.00

## **Boards, Commissions and Committees**

Council Members also serve on various boards, committees and commissions. Some committees meet once a month, some twice a month, some quarterly and some meet on an as-needed basis. The Committees listed below have at least one Council person as a member.

- Airport Commission
- Board of Appeals (Zoning)
- Broske Center Care Committee
- Commission on Aging
- Community Safe Routes Committee
- Freudenreich Animal Care Trust Fund Committee
- Grant County Economic Development
- Historic Preservation Commission
- Housing Authority Board
- Industry Park Covenant Committee & PADIC
- Joint Extraterritorial Zoning Committee
- Library Board
- License Committee
- Museum Board
- Parks, Forestry, & Recreation Committee
- Plan Commission
- Police and Fire Commission
- Public Transportation Committee
- Redevelopment Authority
- Tourism Committee
- Water and Sewer Commission

### Ad Hoc Committees

- Taskforce on Inclusion, Diversity, and Equity (TIDE)

## 2. BALLOT ACCESS CHECKLIST & EXAMPLE FILING PAPERS

**2023 Ballot Access Checklist:  
Municipalities Where Nomination Papers are Used**



Each of the following forms must be completed and filed on time by a candidate for municipal office in order for the candidate's name to be placed on the ballot at the **February 21, 2023 Spring Primary (if needed)** and the **April 4, 2022 Spring Election**.

In the City of Milwaukee, the filing officer is the Milwaukee City Election Commission. In all other municipalities, the filing officer is the municipal clerk (town, village or city). Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

- Complete and Submit a 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 3, 2023** 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 3, 2023. Wis. Stat. §§ 8.10(5), 8.30(2), Wis. Admin. Code EL § 6.04.
  - New Candidates  
**File** a campaign registration statement before campaign funds are collected or spent or before submitting nomination papers. 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).
- Complete and Submit a Declaration of Candidacy (Form [EL-162](#))** to the filing officer **no later than 5:00 p.m. on Tuesday, January 3, 2023** 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 3, 2023. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04.
- Circulate and Submit Nomination Papers for Nonpartisan Office (Form [EL-169](#))** to the filing officer **no later than 5:00 p.m. on Tuesday, January 3, 2023** or the candidate's name will not be placed on the ballot. Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. **Nomination papers may not be circulated before December 1, 2022.** Wis. Stat. § 8.10(2), Wis. Admin. Code EL § 6.04(2).

**The number of signatures required is as follows:**

All village and town offices:		20 - 100
1 <sup>st</sup> Class Cities:	Citywide offices	1,500 - 3,000
	Aldersperson elected to district	200 - 400
2 <sup>nd</sup> and 3 <sup>rd</sup> Class Cities:	Citywide offices	200 - 400
	Aldersperson elected at large	100 - 200
	Aldersperson elected to district	20 - 40
4 <sup>th</sup> Class Cities:	Citywide offices	50 - 100
	Aldersperson elected to district	20 - 40

- Municipal Judge Candidates:**  
**Complete and submit a Statement of Economic Interests (SEI)** to the Ethics Commission using the website (<https://sei.wi.gov>). Incumbents will be emailed a notice about December 1. New candidates must sign up on the website so staff can set them up to file electronically. The SEI must be received no later than 4:30 p.m. on Friday, January 6, 2023, or the candidate's name will not appear on the ballot. Wis. Stat. §§ 8.10(5), 8.30(3), 19.43(4). Candidates may also print the SEI form and instructions from the Ethics Commission website (<https://ethics.wi.gov>), and return those forms by email or fax. For more information, please contact the Ethics Commission at 608-266-8123 or [ethics@wi.gov](mailto:ethics@wi.gov).

**Important Note Regarding Statements of Economic Interests:**

A municipality may enact an ordinance establishing a code of ethics for public officials that may require a candidate for municipal office, *in addition to the office of Municipal Judge*, 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.

# 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.<sup>1</sup>

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

				Town of <input type="checkbox"/> Village of <input type="checkbox"/> City of <input type="checkbox"/>
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.)

STATE OF WISCONSIN }  
 County of \_\_\_\_\_ } ss. \_\_\_\_\_  
 (County where oath administered)

This form must be notarized. the City Clerk and Deputy Clerk are notaries.

(Signature of candidate)

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.

<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**) 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).



# CAMPAIGN FINANCE REGISTRATION STATEMENT

## STATE OF WISCONSIN

**Note:** An amended registration statement must be filed within 10 days of any changes in information.

<b>1. Is this an Amendment?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <b>If yes, please enter your committee number:</b>	<b>Committee Number</b>
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### SECTION A: GENERAL INFORMATION

<b>A1. Candidate Committee/Committee/Conduit Name</b>		<b>A2. Registrant Type</b> (Choose One) <input type="checkbox"/> Candidate <input type="checkbox"/> Referendum <input type="checkbox"/> Recall <input type="checkbox"/> Conduit <input type="checkbox"/> Political Action (PAC) <input type="checkbox"/> Independent Expenditure (IEC) <input type="checkbox"/> Political Party <input type="checkbox"/> Legislative Campaign Committee			
<b>A3. Email</b>	<b>A4. Phone</b>				
<b>A5. Mailing Address</b>		<b>A6. City</b>	<b>A7. State</b>	<b>A8. Zip</b>	
<b>Depository Institution Information</b>					
<b>A9. Institution Name</b>		<b>A10. Street Address</b>	<b>A11. City</b>	<b>A12. State</b>	<b>A13. Zip</b>
<b>Treasurer/Administrator Information</b>					
<b>A14. Name</b>		<b>A15. Email</b>		<b>A16. Phone</b>	
<b>A17. Mailing Address</b>		<b>A18. City</b>		<b>A19. State</b>	<b>A20. Zip</b>
<b>Other Officers (Optional)</b> <i>Independent and local non-partisan candidates: Indicate by an asterisk (*) which officers are authorized to fill a vacancy in nomination due to death of candidate.</i>					
<b>A21. Name</b>	<b>A22. Title</b>	<b>A23. Email</b>		<b>A24. Phone</b>	
<b>A25. Name</b>	<b>A26. Title</b>	<b>A27. Email</b>		<b>A28. Phone</b>	
<b>Filing Exemption</b> <i>Registrants that will not accept contributions, make disbursements, or incur obligations in an aggregate amount of more than \$2,000 in a calendar year are eligible for exemption from filing campaign finance reports. Exempt status is effective only for the calendar year in which it is granted. Registrants wishing to remain on exempt status must renew each year. Candidates may not claim exemption in the year of their election before the day they appear on the ballot.</i>			<b>A29. Exemption Affirmation</b> <input type="checkbox"/> Yes, this registrant is eligible for exemption <input type="checkbox"/> No, this registrant is not eligible for exemption		

### SECTION B: CANDIDATE COMMITTEES

<b>B1. Office Sought (include District/Branch)</b>		<b>B2. Political Party</b>	<b>B3. Election Date</b>		
<b>Candidate Information</b>					
<b>B4. Name</b>		<b>B5. Email</b>		<b>B6. Phone</b>	
<b>B7. Mailing Address</b>		<b>B8. City</b>		<b>B9. State</b>	<b>B10. Zip</b>
<b>Second Candidate Committee</b> <i>An individual who holds a state or local elective office may establish a second candidate committee to pursue another state or local office.</i>			<b>B11. Is this your only registered candidate committee in Wisconsin?</b> <input type="checkbox"/> Yes, this is my only candidate committee in Wisconsin <input type="checkbox"/> No, this is my second candidate committee in Wisconsin		
<b>B12. Other Office Held or Sought (include District/Branch)</b> <i>Only complete B12 if you responded "No" to B11.</i>					

### SECTION C: RECALL COMMITTEES

<b>C1. Name of Official Subject to Recall</b>	<b>C2. Office of Official Subject to Recall</b>	<b>C3.</b> <input type="checkbox"/> Support <input type="checkbox"/> Oppose
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# CAMPAIGN FINANCE REGISTRATION STATEMENT

## STATE OF WISCONSIN

**Note:** An amended registration statement must be filed within 10 days of any changes in information.

### SECTION D: PAC, IEC, AND CONDUITS

<b>D1. Sponsoring Organization</b>	<b>D2. Email</b>	<b>D3. Phone</b>		
<b>D4. Mailing Address</b>	<b>D5. City</b>	<b>D6. State</b>	<b>D7. Zip</b>	

### SECTION E: POLITICAL PARTY & LEGISLATIVE CAMPAIGN COMMITTEES

<b>E1. Political Party (Name candidates appear under on a ballot)</b>		<b>E2. Does the Committee have a Segregated Fund?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>Segregated Fund Depository Institution Information (if applicable)</b>				
<b>E3. Institution Name</b>	<b>E4. Street Address</b>	<b>E5. City</b>	<b>E6. State</b>	<b>E7. Zip</b>

### SECTION F: REFERENDA COMMITTEES

<b>F1. Nature of Referendum (if applicable)</b>	<b>F2.</b> <input type="checkbox"/> Support <input type="checkbox"/> Oppose
---	--

### SECTION G: CERTIFICATION

**Accurate Information**

*I certify that I am an authorized representative of the registrant 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, as well as the requirement to register within 10 days of meeting the requirements to register under Chapter 11 of Wisconsin Statutes.*

**Records Retention**

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

**Ongoing Compliance**

*This registrant shall continue to maintain its registration and comply with all applicable reporting requirements under Chapter 11 of Wisconsin Statutes.*

**Treasurer/Administrator**

<b>G1. Printed Name</b>	<b>G2. Signature</b>	<b>G3. Date</b>
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**Candidate (if applicable)**

<b>G4. Printed Name</b>	<b>G5. Signature</b>	<b>G6. Date</b>
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# FORM INSTRUCTIONS

## CAMPAIGN FINANCE REGISTRATION STATEMENT (CF-1)

**Note:** Use of this form is required by the Ethics Commission for registration of a political committee or conduit under Chapter 11 of Wisconsin Statute. Completion of this form is mandatory for committees that file on paper. It is not the Commission's intention to use any personally identifiable information from this form for any other purpose.

**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 candidates, committees, and conduits must complete section A.

**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, e.g., Friends of John Smith. 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).

**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 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 indicate so in this section.

**Section B: Candidate Committees.** Candidate committees must complete section B. No other committee type should complete section B.

**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)). It is recommended that the committee maintain the segregated fund in a depository account separate from the primary account, but it is not required.

**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 referenda committees should complete section F.

**Section G: Certification.** All committees and conduits must complete section G.



## 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 to 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.

# Sample Nomination Paper Header for Non-Partisan Office

## NOMINATION PAPER FOR PARTISAN OFFICE

Candidate's name (required); no titles may be used. <b>1</b> Jill Jones		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 <b>2</b> 123 Main St.		Candidate's municipality for voting purposes (required). <input checked="" type="checkbox"/> Town of <b>3</b> Westport <input type="checkbox"/> Village of <input type="checkbox"/> City of (name of municipality)	
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality) <b>4</b> 123 Main St. Madison		State (required) <b>WI</b>	Zip code <b>5</b> 53712	Type of election (required) <input checked="" type="checkbox"/> general <b>6</b> <input type="checkbox"/> special	General Election date (required) Mo/Day/Year <b>7</b> 11/03/2020
Title of office (required) <b>9</b> Representative to the Assembly – 79 <sup>th</sup> District		District or Jurisdiction (required if applicable) <input checked="" type="checkbox"/> District number <b>79</b> <input type="checkbox"/> Jurisdiction (county)		Name of Jurisdiction or district in which candidate seeks office (required) <b>11</b> Wisconsin's 79 <sup>th</sup> Assembly District	
(Required) Name of Party or Statement of Principle (5 words or less) <b>8</b> <del>Packers Party</del>					

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

**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 <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	Date of Signing Mo/Day/Year
1.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
2.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
3.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
4.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
5.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
6.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
7.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
8.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
9.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
10.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	

### CERTIFICATION OF CIRCULATOR

I, \_\_\_\_\_, certify: 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.

1. Insert your name with no titles.
2. Insert your voting address without the municipality.
3. Insert your voting municipality and check off the type of municipality (town, village, or city).
4. If your mailing address is different, such as you have a PO Box or your mailing municipality is different than your voting municipality, insert it here. Examples include: PO Box 987 Middleton, 567 First St.
5. Enter your zip code.
6. Check off the type of election.
7. Enter the date of the election. Do not put the primary date.
- ~~8. Enter your party name here. Examples include Democratic Party or Republican Party. You may enter your own party/statement of principle.~~
9. Enter the title of office. Examples include State Senator, United States Senate, and County Clerk.
10. If applicable, check off the District and enter the number or check off the jurisdiction and enter the county name.
11. Enter the whole jurisdiction or district here. Examples include Wisconsin State Senate District 7, Green County, and Congressional District 2.

# Sample Completed Nomination Paper

## NOMINATION PAPER FOR PARTISAN OFFICE

Candidate's name (required); no titles may be used. <b>David Smith</b>		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 <b>111 Lake St.</b>		Candidate's municipality for voting purposes (required). <input type="checkbox"/> Town of <input checked="" type="checkbox"/> Village of <input type="checkbox"/> City of <b>Sister Bay</b> <small>(name of municipality)</small>	
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality) <b>PO Box 12345 Sister Bav</b>		State (required) <b>WI</b>	Zip code <b>54235</b>	Type of election (required) <input checked="" type="checkbox"/> general <input type="checkbox"/> special	General Election date (required) Mo/Day/Year <b>11/03/2020</b>
Title of office (required) <b>State Senator – 1<sup>st</sup> District</b>		District or Jurisdiction (required if applicable) <input checked="" type="checkbox"/> District number <b>1</b> <input type="checkbox"/> Jurisdiction (county)		Name of jurisdiction or district in which candidate seeks office (required) <b>Wisconsin's 1st State Senate District</b>	

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

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. <i>Rich Ridecky</i>	Rich Ridecky	9494 Second St.	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sis Bay	5/1/2020 ✓
2. <i>David Smith</i>	D. Smith	111 Lake St.	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City " "	✓
3. <i>Aaron Hoog</i>	Aaron Hoog	Third St.	<input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City Sister Bay	5/1/2020 ✗
4. <i>Cory Davis</i>	Cory Davis	9423 2 <sup>nd</sup> St. Sister Bay	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sister Bay	5/1/2020 ✓
5. <i>Robby</i>	Ryan Wontman	1949 2 <sup>nd</sup> St.	<input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City Sister Bay	5/1/2020 ✗
6. <i>Ally Cowley</i>	Robby W.	1848 Third St.	<input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City Sister Bay	5/1/2020 ✗
7. <i>Brittany Hallson</i>	Ally Cowley	212 E. Washington	<input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City Madison	5/1/2020 ✗
8.	Brittany Hallson	789 River Ave.	<input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City Egg Harbor	5/5/2020 ✗
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	

I, Diana Lowry, certify: I reside at 9090 Elections Ln. Wausau, WI  
(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).

5/1/2020

(Date)

*D. Lowry*

(Signature of circulator)

Page No. 1

Nomination Paper Line Number

1. Acceptable. Well-known acronyms are acceptable for municipalities. The checkmark for Town, Village, or City is not required.
2. Acceptable. If the date above and below the name is acceptable, it can be "bracketed" in and accepted. Ditto marks are acceptable.
3. Unacceptable. Does not list the house number in the address.
4. Acceptable. If the information is contained on the line, it can be moved over. Sister Bay is in the address portion, so this is acceptable.
5. Unacceptable. No signature.
6. Unacceptable. The voter does not list their last name.
7. Unacceptable. The voter lives out of the 1<sup>st</sup> State Senate District.
8. Unacceptable. The voter signed after the date of the circulator certification.

### 3. CAMPAIGN FINANCE OVERVIEW FOR LOCAL CANDIDATES

# CAMPAIGN FINANCE OVERVIEW

## Local Candidate Committees



Wisconsin Ethics Commission

PO Box 7125

Madison, WI 53707-7125

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Email: [campaignfinance@wi.gov](mailto:campaignfinance@wi.gov)

Websites: <https://cfs.wi.gov>

<https://ethics.wi.gov>

**Published: July 2019**

There has been no change in campaign finance statutes since March of 2016.

This manual has been updated to include specific statutory citations and clarify basic reporting requirements for local candidate committees.

Provided pursuant to WIS. STAT. § [11.1304\(3\)](#) and in compliance with WIS. STAT. § [227.112](#).

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# REGISTRATION REQUIREMENTS

## Who is Required to Register?

Under Wisconsin campaign finance law, a candidate for election to public office must register a candidate committee with the appropriate filing officer. A candidate for local office must register with the appropriate filing officer as soon as is practicable after any of the following occur:

- (a) The individual takes any of the following affirmative actions to seek nomination or election to a state or local office:
  - 1. Files nomination papers with the appropriate filing officer;
  - 2. Is nominated as a candidate for state or local office by a caucus or by a political party and the nomination is certified to the appropriate filing officer;
  - 3. Receives a contribution, makes a disbursement, or gives consent for another person to receive a contribution or make a disbursement in order to bring about the individual's nomination or election to a state or local office;
  
- (b) The individual holds a state or local office and is the subject of a recall petition; or
  
- (c) The individual holds a state or local office.

WIS. STAT. §§ [11.0101\(1\)](#), [11.0202\(1\)\(a\)](#).

Appropriate filing officers are as follows:

<b><u>Office:</u></b>	<b><u>Filing Officer:</u></b>
County Executive	County Clerk
County Supervisor	County Clerk
County Clerk or County Treasurer	County Clerk
Clerk of Circuit Court	County Clerk
Coroner	County Clerk
Register of Deeds	County Clerk
Sheriff	County Clerk
Multi-Jurisdictional Judge*	County Clerk
Mayor, Village President	Municipal Clerk
Aldersperson, Village Trustee, Town Board Member	Municipal Clerk
Municipal Clerk or Municipal Treasurer [if elected]	Municipal Clerk
Municipal Judge	Municipal Clerk
School District Board Member	School District Clerk

Referendum committees acting to support or oppose a school district referendum shall file with the school district clerk.

\*If a multi-jurisdictional judge serves a district with municipalities in more than one county, the filing officer is the County Clerk in the county with the largest population within the district.

WIS. STAT. § [11.0102\(1\)\(b\)-\(g\)](#).

A candidate who receives no contributions, makes no disbursements, and incurs no obligations need not designate a campaign depository account until the first contribution is received, disbursement is made, or obligation is incurred. [WIS. STAT. § 11.0202\(1\)\(b\)](#). The minimum amount of money needed to open an account can be deposited at a financial institution and a post office box can be rented before registration. [WIS. STAT. § 11.0202\(2\)\(b\)](#).

After filing the registration statement, a candidate may begin receiving and disbursing campaign funds. [WIS. STAT. § 11.0202\(2\)\(a\)](#). The candidate committee's financial activities must be reported to the appropriate filing officer on campaign finance reports, unless the committee has claimed an exemption from filing reports. WIS. STAT. §§ [11.0103](#), [11.0104](#). These reports will disclose information on the receipts, expenditures, incurred obligations and loans of the campaign. [WIS. STAT. § 11.0204\(1\)](#).

### **Completing a Registration Statement**

Registration statements are to be filed with the appropriate filing officer using the Ethics Commission's Campaign Finance Registration Statement ([https://ethics.wi.gov/Resources/CF-1\\_Registration\\_Statement.pdf](https://ethics.wi.gov/Resources/CF-1_Registration_Statement.pdf)). [WIS. STAT. § 11.1304\(1\)](#).

### **Required Information**

Information required on the registration statement as determined by statutes:

1. The name and mailing address of the candidate committee.
2. The name and mailing address of the candidate committee treasurer and any other custodian of books and accounts. Unless otherwise directed by the treasurer on the registration form and except as otherwise provided in this chapter or any rule of the commission, all mailings that are required by law or by rule of the commission shall be sent to the treasurer at the treasurer's address indicated upon the form.
3. In the case of a candidate committee of an independent candidate for partisan office or a candidate for nonpartisan county or municipal office, a list of the members of the committee, if any, whom the filing officer shall recognize as eligible to fill a nomination vacancy if the candidate dies before the election.
4. The name and address of the depository account of the candidate committee and of any other institution where funds of the committee are kept.

[WIS. STAT. § 11.0203](#).

### **Guide for Filing the Campaign Finance Registration Statement (CF-1)**

#### **Section A. General Information**

This section must be completed by all candidates and candidate committees. It contains the information identifying the candidate committee.

##### **A1. Candidate Committee/Committee/Conduit Name**

The Ethics Commission recommends using something like "FIRST AND LAST NAME for OFFICE" for the committee name, so that any attribution/disclaimer statements placed on advertisements or yard signs make clear who paid for them.

##### **A2. Registrant Type**

Local candidate committees should choose “Candidate.”

**A3-13. Contact and Depository Institution Information**

If the candidate committee does not have a separate address/PO box, phone number, email or depository account for the candidate committee, then the candidate should use their personal address, phone number, email and depository account.

**A14-20. Treasurer Information**

If the candidate is serving as their own treasurer, they should include their own contact information here.

**A21-28. Other Officers**

This section is intended to list other individuals that are helping on the campaign and is entirely optional. Local non-partisan candidates can list an individual here with an asterisk by their name which indicates they are to fill a vacancy if the candidate were to pass away.

**A29. Exemption**

Indicate whether the candidate committee will not accept contributions, make disbursements or incur obligations in aggregate of more than \$2,000 in a calendar year and therefore is eligible to claim an exemption from filing campaign finance reports.

**Section B. Candidate Committees**

**B1-3. Election Information**

List the office sought, including the district and branch and the election date. If the race is nonpartisan, then “nonpartisan” can be listed in B2.

**B4-10. Candidate Information**

This section should list the personal contact information of the candidate.

**B11-12. Second Candidate Committee**

If the candidate has an additional candidate committee, they should indicate it in this section.

**Section C-E: Other Committee Registration Information**

Local candidate committees do not need to fill out information in Sections C-E because those sections are for Recall, Political Action, Independent Expenditure, Political Party, Legislative Campaign, Referenda Committees and Conduits.

**Section G. Certification**

The candidate and treasurer certify the registration here with their signatures. If the candidate serves as the treasurer, they only need to sign once under “Candidate” in G4-G6.

**Amending a Registration Statement**

When any of the information reported on the registration statement changes, an amendment to the registration statement must be filed with the appropriate filing officer within **ten days**. [WIS. STAT. § 11.0203\(3\)\(a\)](#).

**Candidates Seeking More Than One Office**

An individual who holds a state or local elective office may establish a second candidate committee to pursue another state or local office. [WIS. STAT. § 11.0202\(2\)\(d\)](#). If a second committee is

established, that committee will register and file reports with the appropriate filing officer. [Wis. STAT. § 11.0102](#).

### **Failure to File a Registration Statement**

Failure to file the original registration statement by the deadline for filing nomination papers prevents a candidate's name from appearing on the ballot. WIS. STAT. §§ [8.15\(4\)\(b\)](#), [8.30\(2\)](#). If a required statement or amendment is not filed on time, the registrant may be subject to a civil penalty. [Wis. STAT. § 11.1400\(1\)](#).

## EXEMPTION FROM FILING CAMPAIGN FINANCE REPORTS

### Eligibility

Committees may be eligible for an exemption from filing campaign finance reports if the committee anticipates that it will not accept or make contributions, make disbursements, or incur loans and other obligations in an aggregate amount exceeding \$2,000 in a calendar year. [WIS. STAT. § 11.0104](#). This includes the candidate's own contributions to their committee.

An indication of limited activity (exemption) under this section is effective only for the calendar year in which it is granted. [WIS. STAT. § 11.0104\(2\)](#). The Ethics Commission is seeking guidance from the Attorney General's office on interpreting and enforcing this statute. Pending that guidance or legislative change, the Ethics Commission is not requiring committees to renew their exemption status annually.

If a candidate committee wishes to renew its exempt status, it should file an amendment to the registration statement. Candidates on the ballot may claim an exemption when they first register or renew their exemption from the previous calendar year. However, **a candidate on the ballot in that calendar year, who did not claim the exemption on their original registration, may not amend her/his registration to claim the exemption** before the date of her/his election. [WIS. STAT. § 11.0104\(1\)\(b\)](#).

### Financial Records During Exemption

When a committee is exempt, it is not required to file any campaign finance reports. However, the candidate or treasurer is still required to keep financial records of all contributions to the committee and of all expenditures from the date of registration until three years from the date of the election in which the candidate participates. [WIS. STAT. § 11.0201\(4\)](#). If the term of office is longer than three years, the Ethics Commission recommends keeping all records covering the term for that office.

A candidate committee that is exempt from filing campaign finance reports and which the candidate serves as the treasurer may use a personal account as the campaign depository and intermingle campaign funds with personal and other funds. [WIS. STAT. § 11.0201\(2\)\(b\)](#).

### Revoking Exemption

If the committee exceeds the \$2,000 limit on contributions, disbursements, or obligations, the committee must amend its campaign registration statement by checking the box: "This registrant is no longer eligible to claim exemption," on the registration statement. An amendment to the registration statement must be filed with the appropriate filing officer within **ten days**. [WIS. STAT. § 11.0203\(3\)\(a\)](#). The committee is then required to file campaign finance reports beginning with the next regular report due after the earlier of either the date that the amended registration was filed or the date that the committee exceeded \$2,000 in aggregate contributions, disbursements, or obligations. [WIS. STAT. § 11.0104\(3\)](#).

## CONTRIBUTION LIMITS

All candidates running for elected office must abide by contribution limits that vary depending on the office sought and the population of the district.

Receiving Committee	From an Individual	From a Candidate Committee	From a PAC	From a Corporation/Union
Referendum	No limits	No limits	No limits	No limits
Recall Committee	No limits	No limits	No limits	\$0; Illegal
Local Candidate	Greater of \$500 or 2¢ times the population in the district  Not to exceed \$6,000.	Greater of \$500 or 2¢ times the population in the district. Not to exceed \$6,000	Greater of \$400 or 2¢ times the population in the district.  Not to exceed \$5,000.	\$0; Illegal

Districts of 20,000 inhabitants or less have an individual limit of \$500 and a PAC limit of \$400.

Districts with 300,000 inhabitants or more will have an individual limit of \$6,000 and a PAC limit of \$5,000.

Districts with more than 20,000 but less than 300,000 inhabitants will have varying individual limits between \$500 and \$6,000, and PAC limits between \$400 and \$5,000.

WIS. STAT. §§ [11.1101](#), [11.1104](#)

The number of inhabitants in the jurisdiction or district is determined by the latest federal census or the census information on which the district is based, as certified by the appropriate filing officer. [WIS. STAT. § 11.1101\(2\)\(h\)2](#).

### Definition of Campaign Period for Calculating Contribution Limits

For purposes of calculating contribution limits, a new candidate's campaign begins on the date a new candidate is required to file a registration statement, i.e., the date she or he becomes a candidate. [WIS. STAT. § 11.1103\(2\)](#). The campaign period includes both the primary and general election. The campaign period ends the day before the winning candidate begins her or his new term of office. [WIS. STAT. § 11.1103\(2\)](#).

For an incumbent candidate, the new campaign period begins on the day the candidate assumes office. WIS. STAT. § [11.1103\(1\)](#). The campaign period runs through the primary and general election for that office and lasts until the day before the winning candidate begins his or her new term of office. *Id.*

## **Exceptions to Contribution Limits**

The following contributions to candidate committees may be made in unlimited amounts:

1. A candidate making contributions to their own campaign committee; ([WIS. STAT. § 11.1104\(7\)](#));
2. Political party committees or legislative campaign committees making contributions to candidate committees ([WIS. STAT. § 11.1104\(5\)](#)); or
3. Contributions used to pay legal fees and other expenses incurred in connection with a recount or petitions to recall an officer are not subject to contribution limits. To qualify for this exclusion, recall expenses must occur before the recall primary or election is ordered, or in contesting or defending the order. Contributions used to pay recount or recall expenses must be reported on the regular campaign finance reports. Both the contributor and the candidate should indicate which contributions are being used for this purpose ([WIS. STAT. § 11.1104\(9\)-\(11\)](#)).

## CONTRIBUTIONS AND DISBURSEMENTS

Candidate committees are required to make full reports of all contributions, disbursements, and obligations received, made and incurred by the committee. Each report needs to include information covering the period since the last date covered on the previous report. [WIS. STAT. § 11.0204\(1\)\(a\)](#).

### Contributions

“Contribution” means any of the following:

1. A gift, subscription, loan, advance, or transfer of money to a committee;
2. With the committee's consent under [WIS. STAT. § 11.1109](#), a transfer of tangible personal property or services to a committee, valued as provided under [WIS. STAT. § 11.1105](#);
3. A transfer of funds between committees; or
4. The purchase of a ticket for a fundraising event for a committee regardless of whether the ticket is used to attend the event.

[WIS. STAT. § 11.0101\(8\)\(a\)](#).

“Contribution” does not include any of the following:

1. Services that an individual provides to a committee, if the individual is not specifically compensated for providing the services to the committee;
2. Any unreimbursed travel expenses that an individual incurs to volunteer his or her personal services to a committee;
3. The costs of preparing and transmitting personal correspondence;
4. Interest earned on an interest-bearing account;
5. Rebates or awards earned in connection with the use of a debit or credit card;
6. A loan from a commercial lending institution that the institution makes in its ordinary course of business;
7. The reuse of surplus materials or the use of unused surplus materials acquired in connection with a previous campaign for or against the same candidate, political party, or recall if the materials were previously reported as a contribution;
8. The cost of invitations, food, and beverages in connection with an event held in a private residence on behalf of a candidate committee;
9. Any communication that does not expressly advocate for the election or defeat of a clearly identified candidate;
10. A communication made exclusively between an organization and its members. In this subdivision, a member of an organization means a shareholder, employee, or officer of the organization, or an individual who has affirmatively manifested an interest in joining, supporting, or aiding the organization;
11. Any cost incurred to conduct Internet activity by an individual acting in his or her own behalf, or acting in behalf of another person if the individual is not compensated specifically for those services, including the cost or value of any computers, software, Internet domain names, Internet service providers, and any other technology that is used to provide access to or use of the Internet, but not including professional video production services purchased by the individual; or
12. Any news story, commentary, or editorial by a broadcasting stations, cable television operator, producer, or programmer, Internet site, or newspaper or other periodical publication, including



an Internet or other electronic publication unless a committee owns the medium in which the news story, commentary, or editorial appears.

[WIS. STAT. § 11.0101\(8\)\(b\)](#).

### Required Information for Contributions

1. The date, full name, and street address of each person who has made a contribution to the candidate committee, together with the amount of the contribution. [WIS. STAT. § 11.0204\(1\)\(a\)1](#).
2. The occupation, if any, of each individual contributor whose cumulative contributions to the candidate committee for the calendar year are in excess of \$200. [WIS. STAT. § 11.0204\(1\)\(a\)3](#).
3. An itemized statement of each contribution made anonymously to the candidate committee. If the contribution exceeds \$10, the candidate committee shall specify whether the candidate committee donated the contribution to the common school fund or to a charitable organization and shall include the full name and mailing address of the donee. [WIS. STAT. § 11.0204\(1\)\(a\)4](#).
4. A statement of totals during the reporting period of contributions received and contributions donated. [WIS. STAT. § 11.0204\(1\)\(a\)5](#).

### In-Kind Contributions

An in-kind contribution is any good, service, or property offered to the candidate's campaign free of charge or at less than the usual cost, or payment of a registrant's obligations for such goods, services or property. [WIS. STAT. § 11.0101\(8\)\(a\)2](#). For example, if a campaign worker purchases stamps that are used for a mailing and is not reimbursed for the cost of the stamps, the value of the stamps is an in-kind contribution to the candidate's campaign from that campaign worker. When an individual is paid to work on behalf of a candidate by a political committee or some other individual, the payment for those services is an in-kind contribution to the candidate's campaign. If a political committee or individual offers to provide food and beverages for a fundraiser at less than the ordinary market price, the difference between the ordinary market price and the cost to the campaign is an in-kind contribution from the political committee or individual. If another committee pays for a newspaper, radio, or TV ad, and coordinates with the candidate committee about the content, timing, or other details of that ad, that ad would be an in-kind contribution.

Before making an in-kind contribution, the contributor is required to notify the candidate, candidate's agent, or the administrator or treasurer of the committee, and obtain either oral or written consent to the contribution. [WIS. STAT. § 11.1109](#). If the contributor does not know the actual value of the contribution, a good faith and reasonable estimate of the fair market value should be provided to the candidate committee before the closing date of the next campaign finance report in which the contribution is required to be listed. [WIS. STAT. § 11.1105](#), [WIS. ADMIN. CODE ETH 1.20\(5\)](#).

In-kind contributions are subject to the same itemization thresholds and the same contribution limits as monetary contributions. [WIS. STAT. § 11.0101\(8\)](#). Monetary contributions and in-kind contributions from a single contributor are added together for the purposes of determining compliance with contribution limits and the year-to-date amount for a specific contributor. WIS. STAT. §§ [11.0101\(8\)](#), [11.1103](#).

## Reporting In-Kind Contributions

An in-kind contribution received by the campaign committee is reported by the committee as **both a receipt and expenditure**. Reporting the amount of the in-kind contribution as a contribution allows the campaign to disclose the receipt of the contribution on its campaign finance report along with cash contributions received and track year to date and campaign period totals. To keep the committee's cash balance accurate, the amount of the in-kind is also reported as an expenditure. The two entries offset each other so as to not affect the committee's cash balance.

If an estimate of the value of an in-kind contribution is the only value available at the time the candidate is required to file a report, the committee must report the estimated value of the contribution. [WIS. ADMIN. CODE ETH 1.20\(7\)](#). When the actual value of the estimated in-kind contribution is known, the actual amount is reported as an amendment to the original campaign finance report. *Id.*

## Contributions and Other Income from Businesses

Businesses may make contributions under some circumstances, but the rules vary by the type of business.

1. Corporations **may not contribute** to local or state candidates in the State of Wisconsin. [WIS. STAT. § 11.1112](#).
2. Sole-proprietorships may contribute. The contribution must be reported under the name of the individual owner. This contribution counts toward the contribution limits from that individual to the candidate. [WIS. STAT. § 11.1113\(1\)](#).
3. Partnerships may contribute. The contribution must be reported under the names of the individual partners. The partnership may agree beforehand on how to allocate a portion of the contribution to each partner. If the partnership does not inform the candidate how the contribution should be allocated between the partners, then the contribution should be divided up according to each partner's share of the partnership's profits. [WIS. STAT. § 11.1113\(2\)](#).
4. LLCs taxed as a sole-proprietorship or partnership may contribute. The contribution must be reported under the name(s) of the individual owner(s). If there is more than one owner, contributions should be allocated as described in the partnership section above. [WIS. STAT. § 11.1113\(3\)](#).

Occasionally, a candidate committee may receive other income, like interest on a savings or checking account, or a refund of a security deposit, from a business. This other income is not a contribution and may be accepted from any type of business. [WIS. STAT. § 11.0101\(8\)\(b\)](#). The income should be reported as "Other Income," in campaign finance reports. [WIS. STAT. § 11.0204\(1\)\(a\)10](#).

## Contributions Transferred through Conduits

A conduit is any individual, committee or group that receives contributions from individuals, deposits those contributions in a financial institution, and then transfers the contributions to a candidate or political committee selected by the original contributor. [WIS. STAT. § 11.0101\(7\)](#). The conduit may not exercise any discretion over the amount or ultimate recipient of the contributions. [WIS. STAT. § 11.0701\(3\)](#). A conduit is required to register with the Ethics Commission. [WIS. STAT. § 11.0702](#).

## Reporting Conduit Contributions

Conduits are required to provide a transmittal letter with contribution checks sent to a receiving committee. The transmittal letter must identify the organization as a conduit, and list the individual contributors, the amount of each individual's contribution, and the date the individual authorized the contribution. [WIS. STAT. § 11.0704\(1\)](#). Contributions transferred through conduits are reported as contributions received from the individuals listed in the transmittal letter. [WIS. STAT. § 11.1106\(2\)](#). These contributions are reported under the individual's name. [WIS. STAT. § 11.1106\(1\)](#). They are subject to itemization on the same basis as other individual contributions. [WIS. STAT § 11.0204\(1\)\(a\)](#).

## Returned Contributions

A committee may return a contribution at any time before or after it has been deposited. [WIS. STAT. § 11.1110\(1\)](#). Any contribution a committee returns to the donor after depositing it in the campaign account must be reported as a returned contribution to the contributor. A committee that accepts an unlawful contribution, reports that contribution, and returns that contribution within 15 days of the filing date for that report, does not violate the contribution or source limits. [WIS. STAT. § 11.1110\(2\)\(b\)](#).

## Prohibited Contributions

Certain contributions are prohibited by Wisconsin law. A candidate's campaign may not accept the following types of contributions:

1. Anonymous contributions of more than \$10 ([WIS. STAT. § 11.1108](#));
2. Contributions in cash of more than \$100 ([WIS. STAT. § 11.1107](#));
3. Contributions given in the name of someone other than the contributor ([WIS. STAT. § 11.1204\(1\)](#));
4. Contributions from corporations, associations organized under ch. 185 or 193, labor organizations, or federally recognized American Indian Tribes ([WIS. STAT. § 11.1112](#));
5. Contributions more than the limits set by law ([WIS. STAT. §§ 11.1101, 11.1204\(3\)](#)); or
6. Contributions from foreign nationals. [WIS. STAT. § 11.1208\(4\)](#).

Licensed lobbyists can make personal contributions to candidates for local office and their candidate committees, provided that the local candidate is **not** currently holding a partisan state elective office. [WIS. STAT. § 13.625\(1m\)](#). Lobbyists are prohibited from making campaign contributions to state candidates for partisan state office except between the first day authorized to circulate nominations papers, and the day of the general election in the year of the candidate's election. Additionally, if the legislature is in session during that period, lobbyists may not make contributions to legislators or candidates or legislative office. *Id.* For further information on lobbyist contributions, visit the [Campaign Finance Prohibited Contributions section](#) the Ethics Commission's website (<https://ethics.wi.gov>) or contact an Ethics Commission staff member.

A candidate committee should monitor contributions carefully. If the candidate committee is aware that a contribution was received from a potentially prohibited source, the committee should ensure that the contribution is lawful. [WIS. STAT. § 11.1204\(3\)](#). It is recommended that a committee not accept any contributions if the committee cannot determine whether the contribution is lawful.

## Disbursements

“Disbursement” means any of the following:

1. An expenditure by a committee from the committee's depository account;
2. The transfer of tangible personal property or services by a committee;
3. A transfer of funds between committees; or
4. The purchase of a ticket for a fundraising event for a committee regardless of whether the ticket is used to attend the event.

[WIS. STAT. § 11.0101\(10\)\(a\).](#)

“Disbursement” does not include any of the following:

1. A communication made exclusively between an organization and its members. In this subdivision, a member of an organization means a shareholder, employee, or officer of the organization, or an individual who has affirmatively manifested an interest in joining, supporting or aiding the organization;
2. A communication or Internet activity by an individual acting in his or her own behalf, or acting on behalf of another person if the individual is not compensated specifically for those services, including the cost or value of computers, software, Internet domain names, Internet service providers, and any other technology that is used to provide access to or use of the Internet, but not including professional video production services purchased by the individual;
3. Any news story, commentary, or editorial by a broadcasting station, cable television operator, producer, or programmer, Internet site, or newspaper or other periodical publication, including an Internet or other electronic publication unless a committee owns the medium in which the news story, commentary, or editorial appears; or
4. A nominal fee paid for a communication to the general public.

[WIS. STAT. § 11.0101\(10\)\(b\).](#)

## Required Information for Disbursements

1. The date, full name, and street address of each committee to which the candidate committee has made a contribution, together with the amount of the contribution. [WIS. STAT. § 11.0204\(1\)\(a\)2.](#)
2. An itemized statement of every disbursement exceeding \$20 in amount or value, together with the name and address of the person to whom the disbursement was made, and the date and specific purpose for which the disbursement was made. [WIS. STAT. § 11.0204\(1\)\(a\)8.](#)
3. A statement of totals during the reporting period of disbursements made. [WIS. STAT. § 11.0204\(1\)\(a\)10.](#)

## **Obligations and Loans**

Candidate committees are required to make full reports of all obligations received, made and incurred by the committee. The committee needs to include in each report information covering the period since the last date covered on the previous report. [WIS. STAT. § 11.0204\(1\)\(a\)](#).

“Obligation” means any express agreement to make a disbursement, including the following:

1. A loan or loan guarantee;
2. A promise to purchase, rent, or lease tangible personal property; or
3. A promise to pay for a service that has been or will be performed.

[WIS. STAT. § 11.0101\(23\)](#).

### **Required Information for Obligations**

1. An itemized statement of every obligation exceeding \$20 in amount or value, together with the name of the person or business with whom the obligation was incurred, and the date and the specific purpose for which each such obligation was incurred must be reported in campaign finance reports. [WIS. STAT. § 11.0204\(1\)\(a\)9](#).
2. A statement of the balance of obligations incurred as of the end of the reporting period. [WIS. STAT. § 11.0204\(1\)\(a\)11](#).

### **Required Information for Loans**

Each loan of money made to the candidate committee in an aggregate amount or value in excess of \$20, must be reported with all of the following:

1. The full name and mailing address of the lender;
2. A statement of whether the lender is a commercial lending institution;
3. The date and amount of the loan;
4. The full name and mailing address of each guarantor, if any;
5. The original amount guaranteed by each guarantor; and
6. The balance of the amount guaranteed by each guarantor at the end of the reporting period.

[WIS. STAT. § 11.0204\(1\)\(a\)7](#).

## **Cash Balances**

Candidate committees are required to provide a statement of the cash on hand at the beginning and end of each reporting period. [WIS. STAT. § 11.0204\(1\)\(a\)6](#).

## CAMPAIGN FINANCE REPORTS

All registrants that are not exempt from filing must file campaign finance reports. [WIS. STAT. § 11.0103\(1\)](#).

The information listed on the campaign finance report discloses the financial activity of the candidate's campaign. The law requires disclosure of income, disbursements, and incurred obligations. [WIS. STAT. § 11.0204\(1\)\(a\)](#). Committee treasurers must exercise diligence in acquiring and furnishing the contributor information required on the receipt schedules. For all contributors, the report must disclose the individual's name and address. [WIS. STAT. § 11.0204\(1\)\(a\)1](#). If the individual's year-to-date total exceeds \$200, you must also provide the individual's occupation. [WIS. STAT. § 11.0204\(1\)\(a\)3](#).

Treasurers and candidates are required to make a "good faith effort" to obtain all information required on the reports. [WIS. STAT. § 11.0103\(1\)\(a\)](#).

### **Types of Reports**

Candidates on the ballot must file a pre-primary and a pre-election report which is due eight days before the primary or general election. Candidates for local nonpartisan office do not have to file pre-primary reports if they do not appear on a primary ballot. Candidates that lose in the primary or general election must continue to file reports until they are eligible for, and request, termination of their committee. Candidates must also file continuing reports in January and July of each year until they terminate their candidate committee, whether or not they are on the ballot.

With some restrictions, candidate committees that will not spend or receive more than \$2,000 in a calendar year may amend their registration and claim "exempt" status, which means they do not have to file campaign finance reports. See the section "[EXEMPTION FROM FILING CAMPAIGN FINANCE REPORTS](#)" on page 6 of this document for more information.

### **Reporting Periods and Elections:**

**Spring Primary:** A committee that engages in activity concerning a spring primary must file: (1) a pre-primary report; (2) a pre-election report; and (3) annually in each year of an election cycle, a report on January 15 and July 15. [WIS. STAT. § 11.0204\(2\)](#).

**Spring Election:** A committee that engages in activity concerning a spring election must file: (1) a pre-election report; and (2) annually in each year of an election cycle, a report on January 15 and July 15. [WIS. STAT. § 11.0204\(3\)](#).

**Partisan Primary:** A committee that engages in activity concerning a partisan primary must file: (1) a pre-primary report; (2) a pre-election report; (3) in an odd-numbered year, a report on January 15 and July 15; and (4) in an even-numbered year, a report on January 15 and July 15 and on the 4th Tuesday in September. [WIS. STAT. § 11.0204\(4\)](#).

**General Election:** A committee that engages in activity concerning a general election must file: (1) a pre-election report; (2) in an odd-numbered year, a report on January 15 and July 15; and (3) in an even numbered year, a report on January 15 and July 15 and on the 4th Tuesday in September. [WIS. STAT. § 11.0204\(5\)](#).

Reporting deadlines can be found on the Ethics Commission's website at: <https://ethics.wi.gov/Pages/CampaignFinance/ReportPeriods.aspx>

### **How to Complete Campaign Finance Reports**

The Ethics Commission requires candidate committees at the local level to file all necessary reports with the appropriate filing officer utilizing the:

- Local Campaign Finance Report Template on paper (<https://ethics.wi.gov/Resources/CF-2L>) or,
- Electronic Local Campaign Finance Report Template (<https://ethics.wi.gov/Resources/CF-2LE>) if the filing officer accepts electronic format.

WIS. STATS. §§ [11.0204\(1\)\(a\)](#), [11.1304\(1\)](#).

All contributions received by the committee must be reported in Schedule 1-A (Receipts) of the campaign finance report. Contributions and loans from individuals are listed in Schedule 1A (Contributions Including Loans from Individuals). Contributions from other committees, such as political action committees, political party committees, and other candidate committees, are reported in Schedule 1-B (Contributions from Committees). All other income such as loans from financial institutions, contributions returned from other registrants, refunds, returns of deposits or interest on investments are reported in Schedule 1-C (Other Income and Commercial Loans). The date which must be provided for all contributions is the date the committee **received** the contribution, that is, the date it acquired possession and control of the contribution, **not** the date of deposit or date on the check (unless all dates are the same). [WIS. STAT. § 11.0103\(2\)\(a\)1](#).

All money spent by the committee is reported in Schedule 2 (Disbursements) of the campaign finance report. General operating expenditures are listed in Schedule 2-A (Gross Expenditures). Contributions to other political committees are listed in Schedule 2-B (Contributions to Committees).

Additional information required to be disclosed is reported in Schedule 3 (Additional Disclosure) of the campaign finance report. All obligations of the committee such as unpaid debts are listed in Schedule 3-A (Incurred Obligations Excluding Loans). Loans and the individuals who guarantee loans for the committee are listed in Schedule 3-B (Loans).

Schedule 4 of the campaign finance report form (Termination Request) is used for requests to terminate a committee.

### **No-Activity Report (“Postcard Report”)**

If a candidate receives no contributions, makes no disbursements and incurs no obligations during a reporting period, the registrant may file a “No Activity Report” ([https://ethics.wi.gov/Resources/CF-2NA\\_Statement\\_of\\_No\\_Activity.pdf](https://ethics.wi.gov/Resources/CF-2NA_Statement_of_No_Activity.pdf)). This form should be used **only** when there has been no financial activity and the cash balance remains unchanged during the reporting period. [WIS. STAT. § 11.0103\(3\)\(d\)](#).

## **ATTRIBUTION STATEMENTS (DISCLAIMERS)**

Attribution statements, commonly referred to as disclaimers, are statements required to be placed on any communication containing express advocacy in order to identify the person(s) who paid for and/or authorized the communication. [WIS. STAT. § 11.1303\(2\)](#).

No disbursement by a candidate committee may be made anonymously and no contribution or disbursement may be made in a fictitious name or by one person or organization in the name of another. [WIS. STAT. § 11.1303\(1\)](#).

Every printed advertisement, billboard, handbill, sample ballot, television or radio advertisement, or other communication containing express advocacy which is paid for by any contribution or disbursement shall clearly identify its source. [WIS. STAT. § 11.1303\(2\)\(a\)](#).

Every communication containing express advocacy the cost of which is paid for or reimbursed by a committee, or for which a committee assumes responsibility, whether by accepting a contribution or making a disbursement, shall identify its source by the words "Paid for by" followed by the name of the committee making the payment or reimbursement or assuming responsibility for the communication and may include the name of the treasurer or other authorized agent of the committee. [WIS. STAT. § 11.1303\(2\)\(b\)](#).

Attribution statements do not apply to communications containing express advocacy printed on small items, which would normally require a disclaimer, but cannot be conveniently printed, including text messages, social media communications, and certain small advertisements on mobile phones. [WIS. STAT. § 11.1303\(2\)\(f\)](#).

### **Formats for Disclaimers**

When a communication is paid for by a candidate committee, the disclaimer must include the words "Paid for by," followed by the name of the committee:

"Paid for by Friends of Mary Smith."

The disclaimer may also include the name of the treasurer or other authorized agent:

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

When a communication is paid for by another in coordination with a candidate committee, both the person making the payment and the committee accepting the in-kind contribution should be listed:

"Paid for by Citizens for Government, Authorized by Mary Smith for Governor."



## TERMINATION OF CAMPAIGN FINANCE REGISTRATION

A candidate committee may terminate its registration if it meets the following requirements [WIS. STAT. § 11.0105](#):

1. Determines that all financial activity will stop, and that she or he will no longer receive contributions, make disbursements, or incur obligations;
2. Files a termination campaign finance report showing that all incurred obligations have been paid or satisfied, and that the cash balance has been reduced to zero; and
3. Completes a request for termination in Schedule 4.

A candidate may not terminate his or her registration before a primary or election in which he or she is a candidate. If a candidate loses a primary, he or she may terminate before the election. [WIS. STAT. § 11.0105\(1\)\(b\)](#).

Incumbent office holders are candidates, and because candidates are required to file campaign finance registration statements; an incumbent officer holder cannot terminate his or her campaign finance registration prior to leaving office. WIS. STAT. §§ [11.0101\(1\)\(c\)](#), [11.0202\(1\)\(a\)](#). Incumbents with limited financial activity may file for “exempt” status, which means they would not have to file campaign finance reports during that time. See the section “[EXEMPTION FROM FILING CAMPAIGN FINANCE REPORTS](#)” on page 6 of this document for more information.

### **Disposal of Residual Funds**

Residual funds may be used for any purpose that is not for an individual’s strictly personal use and is not prohibited by law, including:

1. Repay any outstanding loans. If loans are not repaid, they must be forgiven before the committee can request termination;
2. Returning money to contributors in amounts that are not more than the contributor’s original contribution (note: the candidate or treasurer may choose which contributors to refund. The committee is not required to pro-rate and return a portion to all contributors);
3. Donating money to any tax-exempt charitable organization or the Common School Fund;
4. Transferring money to another registrant within the permitted contribution limit; or
5. Using any combination of the above.

WIS. STAT. §§ [11.0105](#), [11.1208\(2\)\(a\)](#).

Prior to making these disbursements of residual funds, make sure the committee does not have any pending fees or settlement offers.

## 4. SUPPLEMENTAL INFORMATION

Disclaimers

Campaign Signs

Candidates & Absentee Voting

## **DISCLAIMERS**

### **ATTRIBUTION STATEMENTS ON POLITICAL LITERATURE (DISCLAIMERS)**

#### **Disclaimers**

Every communication which is paid for by political funds must contain a disclaimer or attribution statement identifying the source of the funds paying for the communication. This includes every printed advertisement, billboard, handbill, sample ballot, television or radio advertisement or other communication paid for by political funds. Also, it includes items such as T-shirts, bumper stickers and yard signs. The disclaimer must use the words "Paid for by" (abbreviations shall not be used for this language) followed by the name of the committee or group making the payment or assuming responsibility for the communication and the name of the treasurer or other authorized agent of the committee. When the communication is being paid for through an in-kind contribution, it must bear the disclaimer of the recipient campaign committee. Abbreviations may not be used for the name of a candidate or campaign committee.

No disclaimer is required on:

- 1) Personal correspondence not reproduced by machine for distribution,
- 2) A single personal item which is not reproduced or manufactured by machine or other equipment,
- 3) Nomination papers even if the papers contain biographical information,
- 4) Pins, buttons, pens, balloons, nail files and similar small items on which a disclaimer cannot be conveniently printed, or
- 5) Envelopes which have campaign committee identification printed on them.

Disclaimers must be included on each separate page of a political communication, including letterhead and enclosures.

#### **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" or "Paid for by the Committee for Votes, John Jones, Treasurer."

When the communication is provided as an **in-kind** contribution to the campaign committee of a candidate, the disclaimer should read: "Paid for by Friends of Mary Smith for Mayor, James Jones, Treasurer" or "Paid for by John Doe as an in-kind contribution to Friends of Mary Smith for Mayor, James Jones, Treasurer."

Attached is Ethics Commission Rule ETH 1.96, Attribution requirements.

## **ETH 1.96 Attribution requirements.**

**(1) DEFINITIONS.** In this section:

**(b)** “Legible” means each individual letter or character is clearly printed so it can be easily understood.

**(br)** “Readable” means able to be read easily.

**(c)** “Readily accessible” means capable of being seen without much difficulty.

**(2) SPECIFICATIONS FOR ALL ATTRIBUTIONS.** The language required by s. [11.1303](#), Stats., shall be presented in a clear and conspicuous manner that gives the recipient of the communication adequate notice of the identity of the person making the payment or reimbursement or assuming responsibility for the communication.

**(3) ADDITIONAL SPECIFICATIONS FOR ATTRIBUTIONS IN WRITTEN COMMUNICATIONS.** Written communications shall include an attribution containing the language required by s. [11.1303](#), Stats., in a manner that is readable, legible, and readily accessible. It is prima facie evidence that an attribution is readable, legible, and readily accessible if the attribution meets all of the following requirements:

**(a)** It appears in a sans-serif font.

**(b)** It meets the following applicable minimum font size:

1. An attribution on a written communication measuring no larger than 8.5 inches by 11 inches must be printed in at least 10-point font;

2. An attribution on a written communication that is larger than 8.5 inches by 11 inches, but is not larger than 24 inches by 36 inches, must be printed in at least 12-point font; or

3. An attribution on any other written communication must appear in letters that are at least four percent of the vertical height of the written communication.

**(c)** It appears in black text on a white background, or the degree of contrast between the background color and the text color is at least as great as the degree of contrast between the background color and the color of the largest text in the communication.

**(d)** It remains visible for a period of at least four seconds.

**(4) ADDITIONAL SPECIFICATIONS FOR ATTRIBUTIONS IN AUDIO-ONLY COMMUNICATIONS.** Communications that include only audio shall include an attribution containing the language required by s. [11.1303](#), Stats., in a manner that is clearly spoken.

**(5) MATERIAL THAT DOES NOT NEED AN ATTRIBUTION.** Communications that are contained in or on any of the following do not require attributions under s. [11.1303](#), Stats.:

**(a)** Business cards.

**(b)** Buttons.

**(c)** Pencils.

**(d)** Pens.

**(e)** Pins.

**(f)** Skywriting.

**(g)** Tickets.

**(h)** Small online ads and similar electronic communications where the language required by s. [11.1303](#), Stats., could not conveniently be included, and that either link directly to a website that includes the required attribution, or provide an automatic display that includes the attribution.

1. Sponsors of such small online ads or similar electronic communications must be able to establish, at the Commission's request, that including the attribution on the ad or communication was not possible due to size or technological constraints.

2. The link required by this paragraph must direct the recipient of the small online ad or similar electronic communication to the attribution in a manner that is readable, legible, and readily accessible, with minimal effort and without viewing extraneous material.

3. The automatic display required by this paragraph must display to the recipient of the small online ad or similar electronic communication the attribution in a manner that is readable, legible, and readily accessible. Examples of acceptable automatic display mechanisms include, but are not limited to, non-blockable pop-ups, roll-overs, or other similar mechanisms.

## Election Campaign Sign Information

Within the City of Platteville, election campaign signs are regulated under the provisions contained in the City's sign ordinance. The sign ordinance is in Section 22.11(D)(3) of the City's Municipal Code.

The following is a general summary of the provisions for campaign signs.

Political and campaign signs (up to 16 sq ft) do not require a permit and are permitted in all zoning districts. Signs containing a political message are subject to the following regulations:

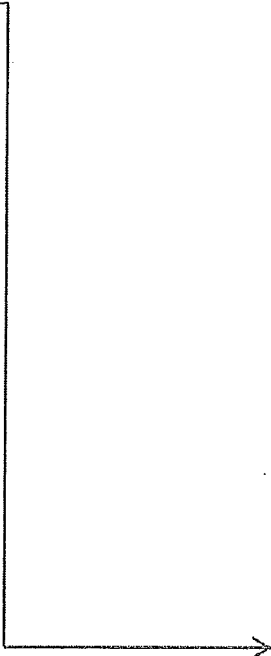
1. Such signs may be erected not earlier than 45 days prior to the primary election and shall be removed within 7 days following the general election.
2. Such signs may not be erected on any public right-of-way or other public property.

**WISCONSIN STATUTE 6.87(7)**

**Absentee Ballot Certificate Witness**

No individual who is a candidate at the election in which absentee ballots are cast may serve as a witness.

Any candidate who serves as a witness shall be penalized by the discounting of a number of votes for his or her candidacy equal to the number of certificate envelopes bearing his or her signature.



**OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION**

*Note: With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. § 6.86(6).*

<b>VOTER: THE INFORMATION BELOW IS REQUIRED!</b>		
<b>▼ Complete the information below and sign the certification that follows in the presence of a witness who must also sign. ▼</b>		
Name (Last, First, Middle) including suffix		
Street Address – include street number or fire number and name of street, or rural route and box number		
City, State, Zip		
<b>▼ Shaded Section for Clerk Use Only ▼</b>		
Date of Election (month, day, year)	County Eau Claire/Chippewa	
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of		
Ward #	District (if applicable)	Voted in clerk's office <input type="checkbox"/>
<b>▼ CERTIFICATION OF VOTER ▼ (Required!)</b>		
I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon, and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 28 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.		
X _____ / /		Date
<b>▲ Signature of Voter (All Voters Must Sign) ▲</b>		
ATTENTION MILITARY AND OVERSEAS VOTERS: Your date of birth is required or your ballot may not be counted. As a military or overseas voter, I further certify my birth date is _____ / /		
<b>▼ CERTIFICATION OF WITNESS ▼ (Required)</b>		
I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.		
1. X _____		
<b>▲ Signature of ONE Witness, who is an adult US Citizen ▲</b>		
<b>▲ Address of U.S. Citizen Witness ▲</b>		
<i>(▼ Second Special Voting Deputy signs and provides address below. ▼)</i>		
2. X _____		
<b>CERTIFICATION OF ASSISTANT, if applicable</b> (Assistant may also be witness)		
I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability, and that I signed the voter's name at the direction and request of the voter.		
X _____		
<b>Signature of Assistant</b>		

## 5. VOTER INFORMATION

Registration / Proof of Residence

3 Steps to vote / Photo ID

My Vote / Bring It



## VOTER INFORMATION

Voting is one of the simplest ways you can become active in your government.  
Your vote **is** important. Local races have been won by as few as one or two votes!

### **WHO CAN VOTE?**

The requirements to vote are simple. You must:



- ✓ Be a U.S. citizen
- ✓ Be at least 18 years old on Election Day
- ✓ Have resided at your address for at least 28 days
- ✓ Not have lost your right to vote
- ✓ Register

### **HOW DO I REGISTER?**

Registering is easy.

- ✓ You can register at the Clerk's Office at City Hall, 75 N Bonson Street, up until the Friday before an Election at 5 p.m. or close of business.
- ✓ You can register online up to 20 days before an Election. Voters who have a valid State of Wisconsin Driver License or State of Wisconsin ID card issued by the Wisconsin Department of Motor Vehicles can register to vote online at <http://myvote.wi.gov>. To register online, the voter must enter a name, date of birth, driver license or ID number, and address that matches what is on file with the Wisconsin DMV.
- ✓ You can register by mail up until 20 days before an Election. You can download the registration form from the My Vote Wisconsin website, <https://myvote.wi.gov>.
- ✓ You can also register at your voting site on Election Day.

No matter how you register, you will need to provide one piece of identification showing both your current and complete name and your current and complete address. Examples of acceptable forms of Proof of Residence include a Wisconsin Driver's License, Wisconsin ID card, utility bill, bank statement, credit card statement, paycheck or check issued by a unit of government. If you have been issued a State of Wisconsin Driver License or ID card that is valid, you must provide the number and expiration date. More information on voter registration can be found online at <https://elections.wi.gov/voters/first-time-registration-guide>.







## VOTER INFORMATION

Once you are registered, voting is now a **3-Step** process.

Voters must **State It. Show It. Sign It.**

1. Voters must **State** their name and address when they come up to the poll books.
2. Voters must **Show** acceptable Photo ID.
3. Voters must **Sign** one of the poll books.



Most people already have a type of Photo ID that will work for voting. There is no special “Voter ID card.”

You can show:

- ✦ A Wisconsin DOT-issued driver license\* (Even if driving privileges are revoked or suspended)
- ✦ A Wisconsin DOT-issued identification card\*
- ✦ A Military ID card issued by the U.S. Uniformed Services\*
- ✦ A U.S. passport book or card\*  
\*The Wisconsin driver license, Wisconsin ID card, Military ID card and passport can be used even if they expired after the date of the most recent general election (currently after November 3, 2020)
- ✦ A Certificate of Naturalization (That has been issued no earlier than two years before the date of the election)
- ✦ An identification card issued by a federally recognized Indian tribe in Wisconsin
- ✦ A driver license receipt issued by Wisconsin DOT (They are valid for 45 days from the date issued)
- ✦ An identification card receipt issued by Wisconsin DOT (They are valid for 45 days from the date issued)
- ✦ A Wisconsin DMV ID Petition Process Photo Receipt (They are valid for 180 days from date issued)
- ✦ A Veteran Affairs ID card (Must be unexpired or have no expiration date)
- ✦ A photo identification card issued by a Wisconsin accredited university or college, or technical college that contains the following: date the card was issued, signature of student and expiration date no later than two years after date of issuance. The university or college ID must be accompanied by a separate document that proves enrollment, such as a tuition fee receipt, enrollment verification letter or class schedule.

**Acceptable Photo ID does not have to include a current address.**

If you are eligible to vote, but do not have one of these items, you may obtain a **free** ID for voting purposes from the Wisconsin Department of Motor Vehicles. It is recommended that you apply for the ID as soon as possible. **DO NOT** wait until right before the election. You do not receive the ID immediately; it will be sent to you in the mail. Contact the DMV for additional information on obtaining a free ID for voting. Phone (608) 266-2353 or go online at <http://wisconsindmv.gov>.



<http://elections.wi.gov>

The Wisconsin Elections Commission website provides voting information for voters and candidates.

The screenshot shows the Wisconsin Elections Commission website. The browser address bar displays "elections.wi.gov/candidates". The navigation menu includes "About the WEC", "Contact Us", "News & Events", and a search bar. The main navigation bar features the Wisconsin Elections Commission logo and the text "WISCONSIN ELECTIONS COMMISSION". Below this, a secondary navigation bar lists "Clerks", "Candidates", "Elections", "Poll Workers & Observers", "Statistics & Data", "Voters", and "Forms". The "Candidates" link is highlighted with a red underline. The main content area has a large blue header with the word "Candidates" in white. Below this is a dark blue box with the heading "Who's Running for Office?" and the text: "Want to know who decided not to run for reelection and who is running in your district? You can view all that information without having to pick up the phone!". Below this is a white box with the heading "Getting on the Ballot" and the text: "Ballot access is the term used to describe a candidate getting their name on the ballot. In addition to meeting the minimum qualifications for the office, prospective candidates must submit the". On the left side, there is a sidebar with a blue header "Candidates" and four links: "Getting on the Ballot", "Local Candidates", "State Candidates", and "Federal Candidates". Below this is a "Quick Links" section with a horizontal line and three links: "Calendar", "Contact Us", and "FAQs".

<https://myvote.wi.gov>

Through the MyVote website, voters may register to vote, request an absentee ballot, find what's on their ballot, find their polling place, find their elected officials, etc.

The screenshot shows the MyVote Wisconsin website. At the top left is the MyVote WISCONSIN logo. To the right is a 'Military & Overseas Voters' button and search bars for 'Search by Name' and 'Search by Address'. A navigation bar contains links for 'My Voter Info', 'Find My Polling Place', 'What's On My Ballot', 'Update My Name or Address', 'Register To Vote', and 'Vote Absentee'. The main content area features a red banner for the 'NEXT STATEWIDE ELECTION' with the title '2020 Spring Election and Presidential Preference Vote' and the date 'Tuesday, April 7, 2020'. Below this are four circular icons with links: 'Add To Calendar', 'Where Do I Vote?', 'What's On My Ballot?', and 'Register To Vote'. A text prompt asks 'When is my next local election?' with a link to search by address. A 'MILITARY VOTERS' section includes a photo of a soldier and text stating that military members and their families can request an absentee ballot online until 5 p.m. on Election Day, with a 'Request A Ballot' button. To the right, there are three informational cards: 'Register to Vote Online!' (with a 'More Information' button), 'Photo ID Required for Wisconsin Voters' (with a 'Photo ID' button), and '2020 Voter Deadlines' (with a 'Deadlines' button). The footer contains a language selection notice and buttons for 'English' and 'Español'.

<https://www.BringIt.WI.gov>

The Bring It To The Ballot website provides information about the Wisconsin Photo ID law.

More information about Wisconsin's New Voter Photo ID Law  
Upcoming Elections | General Voting Information

SEARCH THIS SITE

**BRING IT**  
— TO THE —  
**BALLOT**

**WISCONSIN NOW REQUIRES A PHOTO ID TO VOTE**

Do I have the right photo ID? >

How do I get a free state ID card? >

Are there exceptions to the new law? >

Voter ID News · Locate a DMV · Frequently Asked Questions · Multimedia · Información en español · Contact



**TURNS OUT, MY WISCONSIN DRIVER'S LICENSE WAS ALL I NEEDED.**

**NOW I'M READY TO VOTE.**

Do you already have the right photo ID?

**Need a new photo ID?**

Find out how to get a Wisconsin state ID card for free. »

**Info for Absentee Voters and Others**

Learn about exceptions to the new law. »



Voter ID News

**Voters Still Have Time to Get ID for Primary Day**

MADISON, WI – The Wisconsin Elections Commission reminds voters that they still have...

CONTINUE READING »

**WHAT TO EXPECT AT THE POLLING PLACE**

General Voting Information

Check your voter registration, view your sample ballot and find out where to vote.

Wisconsin Elections Commission

1-866-VOTE-WIS

[elections@wi.gov](mailto:elections@wi.gov)



Sign up to receive email updates on Voter ID News

YOUR EMAIL ADDRESS

Sign Me Up »

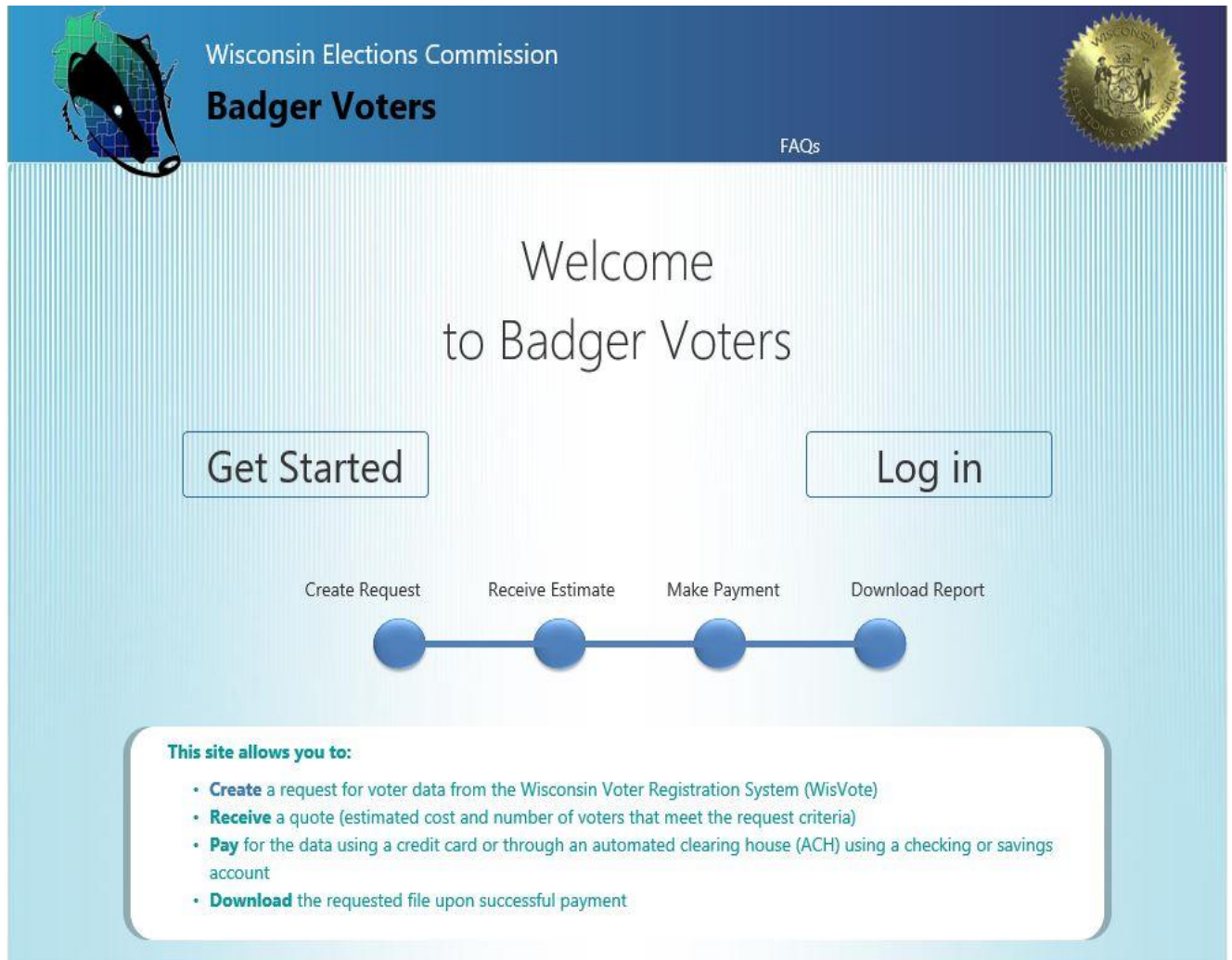
[Information for Election Officials »](#)

For more information, please call: 1-866-VOTE-WIS

[Terms & Conditions](#) · [Wisconsin Elections Commission](#) · [Site Map](#)

<https://BadgerVoters.WI.gov>

The Badger Voters website allows you to buy voter registration and participation data from the WisVote system.



The image shows the header and main content area of the Badger Voters website. The header is dark blue with a map of Wisconsin on the left, the text 'Wisconsin Elections Commission' and 'Badger Voters' in the center, and a gold seal on the right. Below the header, the main content area has a light blue background with vertical lines. It features a 'Welcome to Badger Voters' message, two buttons for 'Get Started' and 'Log in', and a four-step process flow: 'Create Request', 'Receive Estimate', 'Make Payment', and 'Download Report'. A white box at the bottom lists the site's capabilities.

Wisconsin Elections Commission  
**Badger Voters**

FAQs

Welcome  
to Badger Voters

Get Started Log in

Create Request Receive Estimate Make Payment Download Report

**This site allows you to:**

- **Create** a request for voter data from the Wisconsin Voter Registration System (WisVote)
- **Receive** a quote (estimated cost and number of voters that meet the request criteria)
- **Pay** for the data using a credit card or through an automated clearing house (ACH) using a checking or savings account
- **Download** the requested file upon successful payment