2024 BALLOT ACCESS CHECKLIST FOR COUNTY SUPERVISOR CANDIDATES



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

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

	Complete and Submit a Campaign Registration Statement (Form CF-1) to the filing officer
ш	prior to raising or spending any funds, and no later than 5:00 p.m. on Tuesday, January 2,
	2024, or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the
	original document must follow postmarked no later than January 2, 2024. Wis. Stat. §§ 8.10(5),
	8.30(2).

New Candidates

File a campaign registration statement before campaign funds are collected or spent or before submitting nomination papers. Wis. Stat. §§ 11.0202(1)(a), 11.0101(1).

Continuing Candidates

Amend your current registration, indicating the office sought and the new primary and election dates. Wis. Stat. §§ 11.0202(1)(a), 11.0101(1).

Circulate and Submit Nomination Papers for Nonpartisan Office (Form EL-169) to the filing officer no later than 5 p.m. on Tuesday, January 2, 2024. Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2023. Wis. Stat. § 8.10(2), Wis. Admin. Code EL § 6.04(2).

The number of signatures required is as follows:

County Supervisor:

In counties with populations over 750,000	200 - 400
In counties with populations between 100,000 and 750,000	*100 - 200
In counties with populations under 100,000	20 - 100

*This number applies unless the county has passed an ordinance per Wis. Stat. § 8.10(3m), to reduce the minimum number of signatures to 50.

Complete and Submit a Declaration of Candidacy (Form EL-162) to the filing officer no later than 5 p.m. on Tuesday, January 2, 2024 or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow, postmarked no later than January 2, 2024. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04.

IMPORTANT NOTE REGARDING STATEMENTS OF ECONOMIC INTERESTS

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



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

1. Is this an Amendment?	No	Vac If va	s, please enter			t a a maranah		Committe	ee Nu	mber	
			s, please enter	your co	mmıı	tee numt	er:				
SECTION A: GENERAL	INFO	RMATION									
A1. Committee/Conduit Name				_	istrant ndidate	Type (Cho e Refer	ose One endum			Conduit	
A3. Email			itical <i>l</i> itical l	Action (PA Party 1		Independer tive Campai	_	ommittee			
A5. Mailing Address			A6. City					A7. State	A8.	. Zip	
Depository Institution Information							Į.		1		
A9. Institution Name		A10. Street Addi	ress		A11.	City		A12. State A13. Zip			
Treasurer/Administrator Information	n									1	
A14. Name			A15. Email				A16.	Phone			
A17. Mailing Address			A18. City					A19. State	A2	0. Zip	
Other Officers (Optional) Independent and local non-partisan can	ndidates: I	ndicate by an asteris		are author	rized to	fill a vacan			to dea	uth of candidate.	
A21. Name	A22. Tit	tle	A23. Email				A	A24. Phone			
A25. Name	A26. Tit	ile	A27. Email				A	A28. Phone			
Filing Exemption Registrants that will not accept contribation amount of more than \$2,500 in a calent reports. For committees registering with daryear in which it is granted. Those exempt must renew each year. Local contributions, making disbursements, \$2,500 in a calendar year may claim this exemption applies until the location threshold, amends its registration, or is	dar year a th the Con committees andidate c or incurr an exempt d candida	re eligible for exemp nmission, exempt sto s registering with th committees that do n ring obligations in ion from filing cam te committee excee	ption from filing can atus is effective only e Commission that v not anticipate accept an aggregate amo paign finance repor	npaign find for the ca want to ren fing or mal unt exceed ts at any to	ince len- nain king ding ime.	Yes, tl	nis regi	_		for exemption.	
SECTION B: CANDIDAT	ГЕ СОІ	MMITTEES									
B1. Office Sought (include District/B	ranch)			B2	. Politi	cal Party		В3. Е	lectio	n Date	
Candidate Information				I				I			
B4. Name			B5. Email				B6. P	hone			
B7. Mailing Address			B8. City				B9. State B10. Zip				
Second Candidate Committee An individual who holds a state or loca committee to pursue another state or lo		ffice may establish d	a second candidate	Yes	, this i	s my only	candid	ate committe	ee in	ee in Wisconsin? Wisconsin. n Wisconsin.	
B12. Other Office Held or Sought (in	clude Dist	rict/Branch) Only o	complete B12 if you	responded	"No" 1	to B11.					

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

SECTION C: RECALL COMMITTEES								
C1. Name of Official Subject to Recall	C2. Office of Official So	ubject to	Recall			С3.	Support	
								Oppose
SECTION D: PAC, IEC, AND C	ONDUITS							
D1. Sponsoring Organization		D2. Email			D3. Pho	one		
D4 M-22 Addison		DE City				DC 54-4-	D7	7:
D4. Mailing Address		D5. City				D6. State	D7.	Zīp
SECTION E: POLITICAL PART	Y & LEGISL	LATIVE CAMPAIG	N CC	MMIT	TEES			
E1. Political Party or Legislative Campaign Co	mmittee			E2. Does		•		nave a Segregated
Segregated Fund Depository Institution Inform	ation (if applicable)		runu.		No	Yes	
E3. Institution Name	E4. Street Address	<u> </u>	E5. C	ity		E6. St	ate	E7. Zip
								-
CECTION E. DEFEDENDA CON	MATTEEC							
SECTION F: REFERENDA CON	MMITTEES							
F1. Nature of Referendum (if applicable)						F2.	Support	
								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.							his registration	
Timely Amendments	, vagistuation state	amont within 10 days of an	n ahan	ra of info	umation o	contained :	with in	as well as the
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 acknowledge the duty to maintain records in an organized and legible manner for three years from the date of the most recent election in which this registrant participates. If registering a candidate committee, I acknowledge the duty to maintain records in an organized and legible manner for the three-year period prescribed in s.11.0201(4).								
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								
G1. Printed Name	C2 Sig	natura					G3	Date

G5. Signature

G6. Date

Candidate (if applicable)
G4. Printed Name



FORM INSTRUCTIONS

CAMPAIGN FINANCE COMMITTEE/CONDUIT REGISTRATION STATEMENT (CF-1)

Note: This form is used to register a committee or conduit under Chapter 11 of the Wisconsin Statutes. Committees and conduits required to register and report with the Wisconsin Ethics Commission should register and report using the Commission's Campaign Finance Information System which can be found on line at cfis.wi.gov. Committees required to register and report with a local filing officer must register with this form. The Commission does not intend to use any personally identifiable information from this form for any purpose other than registering a committee or conduit. This form will be made available to the public upon request. All information you provide is available to the public.

- **Item 1.** Is this an amendment? Check the appropriate box. If "Yes" is checked, enter the committee ID number if you have one. If "No' is checked, proceed directly to Section A.
- **Section A: General Information.** All committees and conduits must complete section A. Candidates for local office may find the CF-1L form easier to use. Either form CF-1 or CF-1L is allowed.
- Item A1: Committee/Conduit Name. All committees and conduits must have a name. It is not required that the name include the candidate or organization's name, but it is recommended. A political party committee wishing to operate under the same name as a state political party committee must receive authorization from that state party (Wis. Stat. § 11.0101(26)(a)1).
- **Item** A29: Exemption Affirmation. Committees claiming exemption may not have more than \$2,500 of activity, in the aggregate per year. For example, in a calendar year, if you raise \$1,600 and spend \$1,000 you have \$2,600 of aggregate activity and are not eligible to claim exemption.
- **Depository Institution Information.** All committees and conduits must designate a depository institution. While it is recommended that all committees have a designated campaign depository account, candidates who will serve as their own treasurer may designate a single personal account to serve as the committee depository account while claiming a filing exemption and may intermingle personal and campaign funds (Wis. Stat. § 11.0201(2)(b)).
- Treasurer/Administrator Information. Each committee must appoint a treasurer and each conduit must appoint an administrator. Any adult may serve as a treasurer or administrator. A candidate may serve as his or her own treasurer. If a candidate is serving as their own treasurer, please enter 'Candidate' or 'Self' in the name, and then you can leave the other treasurer information blank.

- **Section B: Candidate Committees.** All candidates register their committee to appear on the ballot. Candidate committees must complete section B. No other committee type should complete section B. Candidates for local office may find the CF-1L form easier to use. Either form CF-1 or CF-1L is allowed.
- **Section C: Recall Committees.** Recall committees must complete section C. No other committee type should complete section C.
- **Section D: PAC, IEC, and Conduits.** Political action committees, independent expenditure committees, and conduits must complete section D. No other committee type should complete section B. All fields in section D refer to the sponsoring organization's contact information.
- Section E: Political Party and Legislative Campaign Committees. Only political party committees and legislative campaign committees should complete section E.
- Item E2. A political party or a legislative campaign committee may establish a segregated fund for purposes other than making contributions to a candidate committee or making disbursements for express advocacy (Wis. Stat. § 11.1104(6)). If the political party or legislative campaign committee has a segregated fund, please indicate by checking "Yes."
- **Items E3 E7.** If the segregated fund is maintained with the same depository institution as the primary account, write "Same as primary account." in E3.
- **Section F: Referendum Committees.** Only referendum committees should complete section F.
- **Section G: Certification.** All committees and conduits must complete section G. If a candidate is serving as their own treasurer, they only need to sign the certification once as either the candidate or treasurer.

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required); no titles may be used.				s (required) No P.O. box addre ber; box number (if rural route		ne of street or road	□ T	didate's municipality Town Village	for <u>voting</u> p	urposes (required)
								City ((name of mu	nicipality)
Candidate's mailing address, including municipality for mailing presidential address or voting municipality)	urposes (required if different th	an	State (required)	Zip code		Type of election (re spring special	equired)	Election date (req Mo/Day/Year	quired) Do n	ot use primary date.
Title of office (required)		Branch, di Branch District Seat	strict or seat numbe	r (required if applicable)	Name o	f jurisdiction or distri	ct in which ca	andidate seeks office ((required)	
, the undersigned, request that the candidate, who opportunity to vote for □ him or □ her for the office at paper of any other candidate for the same office at	ce listed above. I am eligi									
The municipality used for mailing purpose		munici	ality of rocids	nco is not sufficient	Thon	ama of the mu	ınicinalitı	, of rocidonso n	must alw	ove ha listad
The municipality used for maining purpose	s, when unferent that	munici	dilly of reside	ence, is not sufficient.	The n	anie or the mu				ays be listed.
Signatures of Electors	Printed Name	of Electo	rs	Residential Address (N. Street and Number or Rur (Rural address must also in	al Route		Check the	ality of Residence type and write the unicipality for votin	name	Date of Signing Mo/Day/Year
1.							□ Town □ Village □ City			
2.							□ Town □ Village □ City			
3.							☐ Town ☐ Village ☐ City			
4.							☐ Town☐ Village☐ City			
5.							☐ Town☐ Village☐ City			
6.							□ Town □ Village □ City			
7.							☐ Town☐ Village☐ City			
8.							☐ Town ☐ Village ☐ City			
9.							☐ Town ☐ Village ☐ City			
10.							☐ Town ☐ Village ☐ City			
		C	CERTIFICATION certify: Tre	N OF CIRCULATOR					,	
(Name of circulator) I further certify I am either a qualified elector of W circulated this nomination paper and personally of that each person signed the paper with full knowle aware that falsifying this certification is punishable	risconsin, or a U.S. citizen otained each of the signa edge of its content on the	tures on t date ind	or older who, if I his paper. I kno	were a resident of this s w that the signers are el	state, w	ould not be disquestion	ualified fro n or distric	t the candidate s	Wis. Stat. seeks to re	epresent. I know
(Date)		-	(Signati	ure of circulator)				F	Page N	

INSTRUCTIONS FOR PREPARING NOMINATION PAPERS FOR NONPARTISAN OFFICE

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

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

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

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

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

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

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

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

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

<u>Signature of Circulator</u> - The circulator should carefully read the language of the *Certification of Circulator*. The circulator must personally present the nomination paper to each signer. The nomination paper may 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.

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) being duly sworn, state that Candidate's name I am a candidate for the office of Official name of office - Include district, branch or seat number representing If partisan election, name of political party or statement of principle - five words or less (Candidates for nonpartisan office may leave blank.) and I meet or will meet at the time I assume office the applicable age, citizenship, residency and voting qualification requirements, if any, prescribed by the constitutions and laws of the United States and the State of Wisconsin, and that I will otherwise qualify for office, if nominated and elected. I have not been convicted of a felony in any court within the United States for which I have not been pardoned.¹ My present address, including my municipality of residence for voting purposes is: Town of □ Village of \Box City of П 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	e. A nickname may replace a legal name.)
STATE OF WISCONSIN County of	(Signature of candidate)
(County where oath administered)	
Subscribed and sworn to before me thisday of	NOTARY SEAL REQUIRED, IF OATH
(Signature of person authorized to administer oaths)	ADMINISTERED BY NOTARY PUBLIC
☐ Notary Public or ☐ other official	
	tle, 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.

EL-162 | Rev. 2019-08 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 608-266-8005 | web: elections.wi.gov | email: elections@wi.gov

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

Instructions for Completing the Declaration of Candidacy

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

Information to be provided by the candidate:

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

FOR OFFICE USE ONLY

NOTIFICATION OF NONCANDIDACY

I,	, state that I am currently the
(please pri	int name)
incumbent officeholder for the	office listed below.
timely receipt* of this notice v	his office at the next election. I understand that the vill avoid an extension of the deadline for filing ballot
access documents.	
TITLE OF OFFICE:	(print current office, including district #, if any)
	(print current onice, including district #, ii any)
NEXT ELECTION DATE:	
	SIGNATURE:
	SIGIVII CILE.
	DATE OF SIGNING:

*Notification must be received by the proper filing officer no later than 5:00 p.m. on the 2nd Friday preceding the deadline for filing ballot access documents to avoid an extension of time for filing such papers.

The information on this form is filed in accordance with §§.8.05(1)(j), 8.10(2)(a), 8.15(1), 8.20(8)(a), 120.06(6)(b), Wis. Stats. This form is prescribed by the Wisconsin Elections Commission, 212 East Washington Avenue, 3rd Floor, P.O. Box 7984, Madison, WI 53707-7984, (608) 266-8005, FAX (608)267-0500, https://elections.wi.gov Email: elections@wi.gov.