



# CANDIDATE HANDBOOK

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Congratulations on your decision to run for a municipal office in the Village of Pewaukee! Please read this booklet for important information about the process of running for an elected office, it should answer many of your questions. Additional information regarding Campaign Finance is a good resource and you are encouraged to read the [Campaign Finance Overview manual](#) to review reporting requirements, contribution and disbursements, and attribution statements. Our doors are always open if you need additional information.

If, during your campaign, you plan to advertise your candidacy in the paper or by posting signs around town, please read the Disclaimers Section (pg. 4) for important information. There is also information included about where signs can be placed. If you have questions or need more clarification about where signs can and cannot be placed, please contact Village Hall.

The first day you may circulate nomination papers is December 1<sup>st</sup>. You must obtain no fewer than 20 signatures and not more than 100 signatures on the Nomination Papers. Signatures are only considered valid if they are from Village of Pewaukee residents. Those signing must also print their name in the box where indicated. To review the requirements regarding nomination papers, please review the [Candidate Ballot Access Procedures manual](#). A ballot access checklist is included in the candidate packet for ease of gathering all information as required (See Attached).

**All completed documents must be returned to Village Hall no later than 5:00 p.m. on the first Tuesday of January.**

The placement of names on the ballot is done by a 'Draw- By- Lot' process on the second Tuesday of January, at 10:00 a.m. You, or a representative, are welcome to attend and observe this process at Village Hall.

The last part of this booklet explains the procedure for Election Day and obtaining the results of the election. You, or a representative on your behalf, are encouraged to be present at the end of the election to learn the results firsthand.

Thank you for your interest in serving your community and country as an elected official!

Jenna Peter  
Village Clerk

**DISCLAIMERS**  
**(State Statute 11.1303)**

Every communication that 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. Disclaimers should be included on each separate page of political communication, including letterhead and enclosures. Disclaimers should also be on items such as T-shirts, bumper stickers, and yard signs. The disclaimer must use the words "Paid for by" (abbreviations should 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. 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.

The disclaimers need to be legible, readable, and readily accessible 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.

**No disclaimer is required on:**

- Personal correspondence not reproduced by machine for distribution.
- A single personal item that is not reproduced or manufactured by machine or other equipment.
- Nomination papers even if the papers contain biographical information.
- Pins, buttons, pens, pencils, balloons, tickets, skywriting, and similar small items on which a disclaimer cannot be conveniently printed.
- Small online ads and similar electronic communication where the language required by [§11.1303](#) could not conveniently be included, and either that link directly to a website that includes the required attribution, or provide an automatic display that includes the attribution.

## FORMATS FOR DISCLAIMERS

- When the 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, John Jones, Treasurer"** or **"Paid for by the Committee for Voters, John Jones, Treasurer."**
- When the communication is an independent expenditure, either supporting or opposing a candidate, the disclaimer should read: **"Paid for by the Committee for Voters, John Jones, Treasurer. Not authorized by any candidate or candidate's agent or committee"**.

## CAMPAIGN ATTRIBUTION REQUIREMENTS

(State Statutes Section ETH 1.96)

- Disclaimers need to be written legible, readable, and readily accessible in a sans-serif font.
- Minimum font size is dependent on the size of the sign/document and the attribution or written communication sizes and minimums are below.
  - If less than 8.5" x 11" attribution must be printed in at least 10-point font
  - If 8.5" x 11" up to 24" x 36" attribution must be printed in at least 12-point font
  - **Letters must appear in at least 4% of the vertical height of the written communication.**

## CAMPAIGN SIGNAGE ORDINANCE

(Village Ordinance Section 70.111.b.1)

**Please review the following information regarding placement of election signage in the Village of Pewaukee:**

*“(b) The following temporary signs shall also be exempted from sections 70.105—70.109 above subject to the following conditions:*

- (1) During the period of time that is described in Wis Stats Section 12.04 as the “Election campaign period” plus up to 2 days thereafter, when an election or voting matter is scheduled to be conducted in/by the Village of Pewaukee on any matter whatsoever, all properties in the Village of Pewaukee shall be permitted up to one additional temporary sign display per voting item on the ballot per property as follows and in addition to any/all other signs otherwise permitted by this Section:*

(a) B-1 – B-5, IPS, P-1:

*Up to 1 such sign per street frontage (or in the case of parcels with frontage on two roadways or a roadway plus lake frontage which may be allowed up to two such signs, one facing each roadway or one facing the lake frontage and one facing the roadway) not to exceed 9 sq.ft. in area and 5 feet in height. In lieu of these individual signs allocated per voting item, a property owner may utilize that total square footage as would be allowed under the individual signs provision, and accumulate that square footage into fewer but larger signs (i.e. 6 balloted voting items = 45 square feet of permitted signage per street/lake frontage) so a property owner may choose to place one 45 square foot sign per street/lake frontage, or two 22.5 square foot signs, or four 11.5 square foot... signs instead of the individual signs per ballot item. Any permitted signs larger than 9 square feet in area shall not exceed 7 feet in height. Such larger signs shall not be electrically illuminated.*

(b) R-1 – R-6, R-5 (LO), RM and MH:

*Up to 1 such sign per street frontage (or in the case of parcels with frontage on two roadways or a roadway plus lake frontage which may be allowed up to two such signs, one facing each roadway or one facing the lake frontage and one facing the roadway) not to exceed 6 sq.ft. in area and 4 feet in height. Such signs shall not be electrically illuminated. In lieu of these individual signs allocated per voting item, a property owner may utilize that total square footage as would be allowed under the individual signs provision, and accumulate that square footage into fewer but larger signs (i.e. 6 balloted voting items = 36 square feet of permitted signage per street/lake frontage) so a property owner may choose to place one 36 square foot sign per street/lake frontage, or two 18 square foot signs, or four 9 square foot... signs instead of the individual signs per ballot item. Any permitted signs larger than 6 square feet in area shall not exceed 7 feet in height. Such larger signs shall not be electrically illuminated.”*

## **ELECTION DAY CAMPAIGN RESTRICTIONS**

**(State Statute [12.03](#) & [12.04](#))**

- Persons are prohibited from electioneering on public property within 100 feet of an entrance to a building containing a polling place, or engage in any activity which disrupts voting or interferes with the orderly conduct of the election. This prohibition does not apply to electioneering on private property within 100 feet of an entrance to a polling place. The placement of election signs on private property within the 100-foot radius is permissible.

- State Statute 12.04 (2) states that any individual may place a sign containing a political message upon residential property owned or occupied by that individual during an election campaign period. The Village Clerk or Village Police Officers may remove posters or other advertising which is placed in violation of this section.

### **ELECTION DAY**

- Candidates are allowed at the polls on Election Day to vote but are not allowed to perform any electioneering during voting hours.
- Candidates or their representatives may observe the closing of the polls. Polls will close at 8:00 p.m. and dependent on the electors, the election workers may need to process absentee ballots after 8:00 p.m. Every effort is made during the voting hours of 7:00 a.m. – 8:00 p.m. to process absentee ballots, but some circumstances may prevent them from processing during regular hours. Totals will not be announced until after all ballots have been processed.
- Candidates or other observers will be designated to a specific area within the polling place. Candidates or Observers may not assist in the election process. They may ask questions, but cannot assist with the poll book, ballots or any other process that may be occurring at the close of the polls.
- The Chief Inspector or the Clerk will announce the election results after all ballots have been processed.

### **CAMPAIGN FINANCING** **(State Statutes Chapter 11)**

**All Candidates must fill out the Campaign Finance Committee/Conduit Registration Statement (CF-1). Effective January 23, 2023, candidates are no longer required to file a campaign finance report each year if their status stays the same.**

**Candidates are exempt from filing a Campaign Finance Report if they meet the following criteria:**

- The candidate anticipates that he/she will not accept contributions, make disbursements, or incur loans and other obligations in **an aggregate amount exceeding \$2,500** in a calendar year.
- The Candidate anticipates that he/she will not accept any contribution or cumulative contributions from a single source exceeding \$500 in a calendar year.

- The candidate or treasurer signs and dates the request for exemption on the Campaign Registration Statements.
- The \$500 limit on contributions from a single source does apply to contributions from a candidate's personal funds for his/her own campaign if the candidate's contributions total \$2,500 or less in a calendar year.
- When the candidate is exempt, he/she is not required to file any Campaign Finance Reports. However, the candidate or treasurer is required to keep financial records adequate to meet the requirements of campaign finance law. This means that a record must be kept of all contributions to the committee and of all expenditures.
- A candidate who is exempt from filing campaign finance reports may use a personal account as the campaign depository. A separate campaign depository account is not required.
- If a decision is made at a later date to exceed the \$2,500 limit on contributions and disbursements, or to raise more than \$500 from a single source for the campaign during a calendar year, the candidate must amend the campaign registration statement immediately.
- A candidate is required to store records for 3 years. Once the candidate completes the three-year mark the candidate may destroy the records after July 1 of that year.

If NOT claiming the exemption from financial reporting requirements, please see the Campaign Finance Checklist for further instructions and a checklist of necessary forms and deadlines. You will also need to obtain the Campaign Finance Overview – Local Candidates Manual from the Clerk’s office.

### **CERTIFICATION OF ELECTION**

The Village of Pewaukee Board of Canvass will convene on election night or the Friday after the election at 4:00 p.m. A certificate of election will be provided to the candidate with the most votes 3 (three) business days following the certification by the municipal Board of Canvass. The certificate will be mailed to those candidates.

### **OATH OF OFFICE**

All elected candidates must complete an Oath of Office with the Village of Pewaukee Clerk’s office **within ten days** after receiving the Certification of Election from the Village of Pewaukee Clerk’s office.

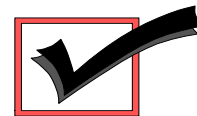


An official “swearing in” of all newly elected Village Board members will be held on the third Tuesday of April at the beginning of the regular Village Board meeting.

The Oath of Office for Municipal Judge will be available to sign in the Village Clerk’s office prior to May 1<sup>st</sup> for assuming the responsibilities of Municipal Judge.

All elected officials must have an Oath of Office on file in the Village Clerk office for their elected position.

**2025 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 18, 2025 Spring Primary** and the **April 1, 2025 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 7, 2025** 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 7, 2025. 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 7, 2025** 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 7, 2025. 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 7, 2025** 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, 2024. 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>). Incumbent candidates will receive a filing notice around December 1, 2024, and new candidates will receive an email notice within one or two days of registering their committee. The SEI must be received no later than 4:30 p.m. on Friday, January 10, 2025, 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.



**CAMPAIGN FINANCE REGISTRATION STATEMENT —  
LOCAL CANDIDATE COMMITTEE  
STATE OF WISCONSIN**

**\*CAUTION:** A personal telephone number that is identified as a confidential telephone number on page 3 of this form should **not** be entered on page 1 of this form. Do **not** enter any personal telephone numbers of the candidate, the candidate committee treasurer, and any other custodian of books and accounts on page 1 of this form.

**1. Is this an Amendment?**  No  Yes

**SECTION A: GENERAL INFORMATION**

<b>A1. Committee Name</b> (Required for all Candidates - must be included in disclaimer on all communications)				
<b>A2. Committee Email</b>		<b>A3. Committee Phone</b> (Do not enter a confidential phone number)		
<b>A4. Mailing Address</b>		<b>A5. City</b>	<b>A6. State</b>	<b>A7. Zip</b>
<b>Depository Institution Information</b>				
<b>A8. Institution Name</b>	<b>A9. Street Address</b>	<b>A10. City</b>	<b>A11. State</b>	<b>A12. Zip</b>
<b>Treasurer/Administrator Information</b>				
<b>A13. Name</b>		<b>A14. Treasurer Email</b>	<b>A15. Treasurer Phone</b> (*See Caution )	
<b>A16. Mailing Address</b>		<b>A17. City</b>	<b>A18. State</b>	<b>A19. Zip</b>
<b>Other Officers (Optional)</b>				
<b>A20. Name</b>	<b>A21. Title</b>	<b>A22. Email</b>	<b>A23. Phone</b> (* See Caution above)	
<b>A24. Name</b>	<b>A25. Title</b>	<b>A26. Email</b>	<b>A27. Phone</b> (* See Caution above)	
<b>Filing Exemption</b> <i>Registrants which do not anticipate accepting or making contributions, making disbursements, or incurring obligations in an aggregate amount exceeding \$2,500 in a calendar year may claim an exemption from filing campaign finance reports. This exemption applies until the registrant exceeds the \$2,500 aggregate activity threshold, amends its registration, or is terminated.</i>			<b>A28. 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 INFORMATION**

<b>B1. Office Sought</b> (include District/Branch)		<b>B2. Political Party</b>	<b>B3. Election Date</b>	
<b>Candidate Information</b>				
<b>B4. Name</b>		<b>B5. Candidate Email</b>	<b>B6. Candidate Phone</b> (* See Caution )	
<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</b> (include District/Branch) <i>Only complete B12 if you responded "No" to B11.</i>				

## SECTION C: CERTIFICATION

### Accurate Information

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

### Timely Amendments

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

### Records Retention

- I acknowledge the requirement to maintain the records of the candidate committee in an organized and legible manner for three years from the close of the most recent contribution limit period (June 30 following the April election, December 31 following the November election).

### Continuing Compliance

- I acknowledge that I am required to continue to comply with all applicable requirements under Chapter 11 of the Wisconsin Statutes until this registration is terminated. I understand that I am not released from any liability simply because the election date has passed.

### Treasurer

C1. Printed Name	C2. Signature	C3. Date

### Candidate

C4. Printed Name	C5. Signature	C6. Date

## Form Instructions

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

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

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

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

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

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

### Section B: Candidate Information

**B1.** Be sure to include the name of the county, municipality, or school district. There are 72 counties with county supervisors, 100's of school boards, and 1000's of municipal boards.

**B2.** Party - "N/A" or "None" for nonpartisan offices (April). Democrat, Republican, Constitution, Green, Independent, or other ballot status party for partisan (fall) primary/election.

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



CAMPAIGN FINANCE REGISTRATION STATEMENT —  
LOCAL CANDIDATE COMMITTEE—CONFIDENTIAL PHONE CONTACTS  
STATE OF WISCONSIN

All information on pages 1 and 2 of this form is available to the public. Pursuant to 2023 Wisconsin Act 120, candidates, treasurers, and any other custodian of books and accounts (such as an assistant treasurer) are required to provide a personal telephone number. This page provides you the space to provide those required telephone numbers. Personal telephone numbers are confidential and are not subject to the right of inspection and copying under WIS. STAT. § 19.35(1). *See* WIS. STAT. § 11.0203(bd). However, a personal email address provided is subject to the right of inspection and copying under WIS. STAT. § 19.35(1) and may be disclosed.

Failure to provide a valid email may result in failure to receive filing reminders and notifications from the filing officer. Failure to receive a form or notice from a filing officer does not exempt a committee from a reporting requirement under this chapter (WIS. STAT. §11.0103(b)). The candidate committee is required to report any change in information previously submitted in a registration statement within 10 days following the change. WIS. STAT. § 11.0203(3).

Candidate Information	
Name	Personal Phone Number

Treasurer Information	
Name	Personal Phone Number

Other Custodians' Information	
Name	Personal Phone Number
Name	Personal Phone Number
Name	Personal Phone Number

# 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:**

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

**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 } \_\_\_\_\_ (Signature of candidate)  
County of \_\_\_\_\_ } ss.  
(County where oath administered)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Signature of person authorized to administer oaths)

**NOTARY SEAL  
REQUIRED, IF OATH  
ADMINISTERED BY  
NOTARY PUBLIC**

Notary Public or  other official \_\_\_\_\_  
(Official title, if not a notary)

If Notary Public: My commission expires \_\_\_\_\_ or  is permanent.

The information on this form is required by Wis. Stat. § 8.21, Art. XIII, Sec. 3, Wis. Const., and must be filed with the filing officer in order to have a candidate's name placed on the ballot. Wis. Stats. §§ 8.05 (1)(j), 8.10 (5), 8.15 (4)(b), 8.20 (6), 120.06 (6)(b), 887.01.

<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).

## NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name <b>(required)</b> ; no titles may be used.	Candidate's residential address <b>(required)</b> <i>No P.O. box addresses</i> Street, fire, or rural route number; box number (if rural route); and name of street or road	Candidate's municipality for <u>voting</u> purposes <b>(required)</b> <input type="checkbox"/> Town <input type="checkbox"/> Village _____ <input type="checkbox"/> City _____ (name of municipality)		
Candidate's mailing address, including municipality for mailing purposes <b>(required)</b> if different than residential address or voting municipality)	State <b>(required)</b> <div style="text-align: center; font-size: 1.5em; font-weight: bold;">WI</div>	Zip code	Type of election <b>(required)</b> <input type="checkbox"/> spring <input type="checkbox"/> special	Election date <b>(required)</b> <i>Do not use primary date.</i> <u>Mo/Day/Year</u>
Title of office <b>(required)</b>	Branch, district or seat number <b>(required)</b> if applicable <input type="checkbox"/> Branch <input type="checkbox"/> District <input type="checkbox"/> Seat	Name of jurisdiction or district in which candidate seeks office <b>(required)</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 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 <i>(No P.O. Box Addresses)</i> Street and Number or Rural Route <small>(Rural address must also include box or fire no.)</small>	Municipality of Residence <small>Check the type and write the name of your municipality for voting purposes.</small>	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	
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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	
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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)



## 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.

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(Date) (Signature of circulator)

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This form must be filed with:  
Village of Pewaukee Clerk  
235 Hickory Street  
Pewaukee, WI, 53072

Information must be current as of the  
date signed.

OFFICE USE ONLY:

Date Rec'vd: \_\_\_\_\_

\*\*\*\*\*

*VILLAGE OF PEWAUKEE STATEMENT  
OF ECONOMIC INTERESTS*

Name: \_\_\_\_\_  
(Last Name) (First Name & Initial)

Address: \_\_\_\_\_  
(Street Address) (City) (State & Zip)

Spouse's Name: \_\_\_\_\_  
(Last Name) (First Name & Initial)

Address (If different from above): \_\_\_\_\_  
(Street Address) (City, State & Zip)

Position Held: \_\_\_\_\_

**DEFINITIONS AND EXPLANATORY MATERIAL**

**Income:** Means gross income from whatever source derived as provided in Section 61 of the Internal Revenue Code. Address questions about "income" to your tax advisor.

**Immediate Family:** Refers to your spouse or legal dependent for federal income tax purposes.

**Organization:** Refers to all corporations, partnership, associations, trusts and other legal entities organized for profit regardless of form – except governments and individual people.

**Trust:** If you or your immediate family, separately or together, are the only beneficiaries of a trust, treat the trust's assets as if you own them directly. If you or your immediate family has a proportional interest in a trust, treat that proportion of the trust's assets as if you won them directly. For example, if you and your family have a 1/3 interest in a trust, complete your Statement as if you won 1/3 of each of the trust's assets.

If you or a member of your immediate family created a trust and can revoke it without the beneficiaries' consent, treat its assets as if you own them directly.

**Public Records:** Statements of Economic Interest are open for public inspection.

**Report to the Best of Your Information and Belief.** Information required on this Statement must be provided on the basis of the best knowledge, information and belief of the individual filing the Statement.

Complete Items 1 through 3.

- 1. **EMPLOYERS:** List the names of all employers of the public official and his/her spouse.  
(If your employer is the Village of Pewaukee, list all Departments)


- 2. **REAL PROPERTY:** List the address of all real property located in the Village of Pewaukee, in which you or your spouse has an ownership interest.

Address

- 3. **OFFICES and DIRECTORSHIPS:** List the names of all corporations and other business interests, both profit and nonprofit, in which the official or his/her spouse hold any office or directorship or own or control, directly or indirectly, more than twenty (20%) percent of the outstanding stock or more than twenty (20%) percent of other business ownership.

Name of Corporation	City and State

If, after filing this Statement, the filer becomes aware of any change in the information contained in his/her current Statement, he/she shall amend, as soon as possible, his/her statement to accurately reflect the change.

**STATEMENT OF ECONOMIC INTERESTS ARE OPEN FOR PUBLIC INSPECTION**

By signing this form, I certify that the information contained in this Statement of Economic Interests and information I have filed with it is true, correct and complete to the best of my knowledge, information and belief.

Signature of Person Filing

Date

Telephone number at which you can be reached during normal business hours.