

SPRING ELECTION CANDIDATE INSTRUCTIONS

As a candidate for a Village of East Troy office, you may find the following information helpful as you prepare your election campaign for the Spring Election. This information identifies the main steps you must take to have your name appear on the ballot. Please read all the information thoroughly.

ELECTION DATES

Spring Primary Election (Third Tuesday in February) is required when the number of candidates for a Board/Council exceeds twice the number to be elected to the office) Nonpartisan Spring Election (First Tuesday in April)

IMPORTANT STEPS

1. A Campaign Registration Statement is to be filed with the Village Clerk as soon as you decide to become a candidate and **MUST BE FILED BEFORE ACCEPTING ANY CONTRIBUTIONS, CAMPAIGN SPENDING OR INCURRING ANY OBLIGATIONS.**
2. Nomination Papers may be obtained from the Village Clerk. The first day to circulate nomination papers (obtain signatures) is December 1st. **No exceptions per state statute.**
3. The filing deadline is 5:00 p.m., on the first Tuesday in January (or the next day if the first Tuesday is a Holiday) in the Office of the Village Clerk. **Papers will be due Tuesday, January 7, 2025 by 5:00 p.m.** Papers to be filed on or before this date include:
 - a. Campaign Registration Statement (CF-1) (FILED AS SOON AS YOU DECIDE TO RUN)
 - b. Declaration of Candidacy (EL-162)
 - c. Nomination Papers (EL-169)
 - d. Conflict of Interest Disclosure Form

You are responsible for becoming familiar with the election and campaign finance requirements that apply to your campaign. General information about the election and campaign finance requirements are provided on the attached pages or additional information can be obtained from the State Elections Commission at elections.wi.gov. Go to Candidates/Local Candidates/Non-Partisan. This information is not to be interpreted as either legal advice or a release from your responsibility to comply with the law.

Ord. 2023-03 Code of Ethics requires all candidates be familiar with the Code of Ethics they will be held to as an Elected Official and to file a Conflict of Interest Disclosure Form upon filing of nomination forms.

If you have any questions, call the Village Clerk's Office at (262)642-6255.

Lorri Alexander, Clerk, 2015 Energy Drive, East Troy, WI 53120

NOMINATION PAPERS

Each candidate for public office has the responsibility to assure that his or her nomination papers are prepared, circulated, notarized, and filed in compliance with statutory requirements.

Preparing your nomination papers

- ▶ 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 State 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.

Circulating your papers-obtaining signatures

Number of signatures:

- a. Village Board requires not less than 20, nor more than 100. Each person signing must be a qualified elector of the Village of East Troy.
 - ▶ An elector shall sign his or her own name unless unable to do so because of physical disability.
 - ▶ Only ONE signature per person for the same office is valid. Where an elector is entitled to vote for more than one candidate for the same office, a person may sign the nomination papers of as many candidates for the same office as the person is entitled to vote for at the election.
 - ▶ Use of ditto marks is permissible to show residence and date of signing by the elector on nomination papers.

Who may circulate and sign nomination papers:

- a. Qualified elector may circulate nomination papers for a candidate if they are a U.S. Citizen, age 18 or older and not otherwise disqualified as an elector by the Provision of 6.03. of the WI. Stats.
- b. A circulator must sign the paper he or she is circulating.
- c. Person does not need to be a resident of the jurisdiction or district in which they circulate nomination papers.
- d. A candidate may circulate and sign his or her own papers.

Filing your nomination papers

- ▶ Nomination papers must be filed with the Village Clerk on or before 5:00 p.m. on the first Tuesday in January (or the next day if the Tuesday is a Holiday). **Tuesday, January 7, 2025**
- ▶ When the nomination papers are filed with the Village Clerk, each paper is examined to determine the legality of the circulators and signers and certified that they are correct.
- ▶ Where any required item of information on a nomination paper is incomplete, the filing officer will accept the information as complete if there has been substantial compliance with the law and content can be determined by the information provided on the nomination paper.
- ▶ Nomination papers become a matter of public record after they are filed.
- ▶ When a candidate files nomination papers with the Village Clerk, he or she officially becomes a candidate for that elected office and his or her name will appear on the ballot. If the candidate decides after having filed nomination papers, to withdraw as a candidate for elected office, his or her name will still appear on the ballot.
- ▶ Any information which appears on a nomination paper is entitled to a presumption of validity.

Campaign Registration Statement

If at any time during the course of your campaign the information on your original statement changes or you determine you will no longer qualify for an exemption, you should file an amendment to the original campaign registration statement.

Section A1 – Campaign Committee Name – Be sure to fill this out if you will be running any ads or displaying signs. Write it exactly as it will appear on any of these campaign items. Paid for by “_____”. What you put in the blank for advertising should match the committee name you have filled in.

Section 1 A9-13 titled “Depository Institution Information” is required of all candidates.

- ▶ Filing for the exemption from filing campaign finance reports (A29) simply means you will not be required to file regular reports with the state because you will not spend more than \$2,000. Candidates are still responsible for tracking spending.
- ▶ Depository information is required so the district attorney will know what institution you have your campaign or personal account with, whichever is being used for campaign activity. If a complaint is filed that a candidate exceeds the exemption limits, the district attorney can subpoena the bank records to make that determination.