

**Elections Administration Webinar Training Series  
Building on the Basics**

**CLOSING OUT 2013 – WHAT CLERKS NEED TO KNOW**

**Wednesday, October 16, 2013**

**9:00 a.m. – 11:00 a.m.**

**Program Presenters**

Wisconsin Government Accountability Board Staff

**Agenda**

- **Calendar of Election and Campaign Events**
- **Appointing Election Officials for 2014-2015**
- **Training Requirements & Tracking**
- **Publishing Notices**
- **Ballot Access**
- **Notification of Noncandidacy**
- **Cost of Elections**
- **Destruction of Materials**
- **Campaign Finance Information**



# TABLE OF CONTENTS

	<u>Page Number</u>
<b>General Information</b>	
Table of Contents.....	1
Elections Directory .....	3-4
<b>Calendar of Election and Campaign Events .....</b>	<b>5-23</b>
<b>Appointing Election Officials for the 2014-2015 term .....</b>	<b>25-26</b>
<b>Training</b>	
Requirements .....	27
Sample Training Tracker .....	28
<b>Publishing Notices for the Spring Elections</b>	
Notice Publication Schedule.....	29
Type A Notices	
Towns Using Caucus .....	30
Village Using Caucus .....	31
Towns Using Nomination Papers .....	32
Village Using Nomination Papers .....	33
Cities .....	34
Notice of Referendum.....	35
Type B Notices	
Spring Primary and Sample Ballots.....	37-38
Spring Election and Sample Ballots .....	39-40
Type C – Notice of Referendum.....	41
Type D – Notice of Hours/Location of Polling Place .....	42
Type E – Notice of Absentee Voting.....	43
<b>Ballot Access</b>	
Candidate Eligibility .....	45-46
Nomination Papers (GABIS-7, GAB-1, GAB-162, GAB-169).....	47-54
Caucus Procedures for Towns and Villages (GABIS-6, Manual).....	55-64
<b>Notification of Noncandidacy (GAB-163).....</b>	<b>65</b>
<b>Cost of Elections.....</b>	<b>67-69</b>
<b>Destruction of Materials.....</b>	<b>70-72</b>
<b>Campaign Finance Information .....</b>	<b>73-76</b>



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## **FEDERAL INFORMATION - ELECTIONS ADMINISTRATION**

### ***Military & Overseas Voting***

Federal Voting Assistance Program  
Department of Defense  
1777 North Kent Street  
Suite #14003  
Washington, DC 22209  
Phone: 800-438-VOTE (8683)  
email: [vote@fvap.gov](mailto:vote@fvap.gov)  
Website: <http://www.fvap.gov>

### ***Help American Vote Act (HAVA) and Other Federal Election Law***

United States Election Assistance Commission  
1201 New York Avenue, N.W.  
Suite 300  
Washington, DC 20005  
Phone 866-747-1471 or 202-566-3100  
FAX 202-566-3127  
Website: <http://www.eac.gov>

### ***Election Fraud***

US Dept of Justice  
Bond Building, 1400 New York Avenue NW, 12th Floor  
Washington, DC 20005  
Phone: 202-514-1421  
FAX: 202-514-3003  
email: [AskDOJ@usdoj.gov](mailto:AskDOJ@usdoj.gov)

### ***Voting Rights Act***

Voting Section, Civil Rights Division  
Room 7254 - NWB  
Department of Justice  
950 Pennsylvania Ave., NW  
Washington, DC 20530  
Phone: 800-253-3931 or 202-307-2767  
Email: [Voting.Section@usdoj.gov](mailto:Voting.Section@usdoj.gov)  
Website: <http://www.usdoj.gov>

## **ACCESSIBILITY SUPPLIES & CONTACTS**

Wisconsin Coalition of Independent Living Centers  
3810 Milwaukee Street  
Madison, WI 53714  
Voice and Text: 608-444-3842  
TTY: 800-362-9877  
Fax: 608-242-0383  
Website: <http://www.il-wisconsin.net/coalition>

Disability Rights Wisconsin  
131 W. Wilson Street, Suite 700  
Madison, WI 53703  
Phone: 800-928-8778 or 608-267-0214  
TTY: 888-758-6049  
FAX: 608-267-0368  
Website: <http://www.disabilityrightswi.org/index.php>

Wisconsin Board for People with Developmental  
Disabilities (BPDD)  
201 West Washington Ave., Suite 110  
Madison, WI 53703  
Phone: 608-266-7826 or 888-332-1677  
Fax: 608-267-3906  
[bpddhelp@wi-bpdd.org](mailto:bpddhelp@wi-bpdd.org)

Coalition of Wisconsin Aging Groups  
2850 Dairy Drive, Suite 100  
Madison, WI 53718  
Phone: (800) 366-2990 or (608) 224-0606  
Fax: 608-224-0607  
Email: [namato@cwag.org](mailto:namato@cwag.org)  
Website: <http://cwagwisconsin.org/>

## **VOTING EQUIPMENT VENDORS**

Dominion Voting Systems (servicing Premier systems)  
221 Hopkins Avenue  
Jamestown, NY 14701  
Phone: 866-654-8683  
Email: [contact@DominionVoting.com](mailto:contact@DominionVoting.com)  
Website: <http://www.dominionvoting.com>

Command Central (*Programming/Supplies*)  
P.O. Box 7306  
St. Cloud, MN 56302  
Phone: 320-259-7027  
FAX: 320-259-7028

Election Systems & Software, Inc. (ES&S)  
(also servicing Premier systems)  
11208 John Galt Blvd.  
Omaha, NE 68137  
Phone: 800-247-8683 or 877-377-8683 (option 4 for tech support)  
FAX: 402-593-8107  
email: [info@essvote.com](mailto:info@essvote.com)  
Website: <http://www.essvote.com/>

Populex  
420 B Airport Road  
Elgin, IL 60123  
Phone: 877-767-8539  
Website: <http://www.populex.com/>

Sequoia Voting Systems  
7677 Oakport St, Suite 800  
Oakland, CA 94621  
Phone: 510-875-1200  
FAX: 510-875-1226  
Website: <http://www.sequoiavote.com/>

## **COMMERCIAL PRINTERS OF ELECTION FORMS**

Bear Graphics  
P.O. Box 3290  
Sioux City, IA 51101  
Phone: 800-325-8094

# CALENDAR OF ELECTION AND CAMPAIGN EVENTS

## NOVEMBER 2013 – DECEMBER 2014

Spring Primary – February 18, 2014  
Spring Election – April 1, 2014  
Partisan Primary – August 12, 2014  
General Election – November 4, 2014

**Note:** If any deadline falls on a Saturday where you do not have regular office hours, a Sunday, or a State legal holiday, the deadline is moved to the next secular day. Wis. Stat. § 990.001(4). The below deadlines have already been adjusted to reflect this rule.

### DATE

### STATUTE

2013

#### NOVEMBER

15	<b><u>Government Accountability Board sends Type A notice</u></b> of Spring Primary on February 18, 2014, and Spring Election on April 1, 2014, to county clerks.	10.01(1), (2)(a), 10.06(1)(a) – No later than November 15
26	<b><u>County clerks publish Type A notice</u></b> of Spring Primary on February 18, 2014, and Spring Election on April 1, 2014.	10.01(2)(a), 10.06(2)(a) – 4 <sup>th</sup> Tuesday of November
26	<b><u>Municipal clerks publish Type A notice</u></b> of local Spring Primary on February 18, 2014, and Spring Election on April 1, 2014.	10.01(2)(a), 10.06(3)(a), (4)(a) – 4 <sup>th</sup> Tuesday of November
30	Last day for <b><u>political parties to submit list of nominees for election inspectors and special voting deputies</u></b> to municipalities. (If municipal clerk does not have regular office hours on Saturdays, this deadline is extended to December 2, 2013.)	6.875(4), 7.30(4)(b), (c) – no later than November 30

#### DECEMBER

1	First day for <b><u>governing body of municipality to appoint election inspectors and special voting deputies</u></b> .	6.875(4), 7.30(4)(a) – inferred from November 30 deadline for parties
1	First day for <b><u>candidates to circulate nomination papers</u></b> for 2014 Spring Election.	8.05(3)(a), (4)(b), 8.10(2)(a) – not sooner than December 1
1	First day for <b><u>governing body</u></b> of municipality <b><u>to set the date for a town or village caucus</u></b> .	8.05(1)(a) – Between December 1 and January 1
2	<b><u>Municipal clerks certify the approximate number of electors</u></b> in municipality to county clerks.	5.66(1) – 1 <sup>st</sup> day of the 2 <sup>nd</sup> month preceding a primary
2	Last day for <b><u>county political parties or party committeepersons to submit list of nominees for election inspectors and special voting deputies</u></b> to municipalities. (If clerk's office is closed on Saturdays.)	6.875(4), 7.30(4)(b), (c) – no later than November 30
10	Last day for <b><u>filing officer to receive referendum questions or petitions for referendum</u></b> intended for the Spring Primary ballot.	8.37 – 70 days prior to the election
11	Deadline for <b><u>filing officer to file a copy of the referendum question</u></b> intended for the Spring Primary with the county clerk.	8.37 – next business day after receipt by filing officer
21	<b><u>Poll lists</u></b> from the February 21, 2012, Spring Primary <b><u>may be destroyed</u></b> .	7.23(1)(e) – 22 months after election

DATE

STATUTE

**DECEMBER**

27	Last day (5:00 p.m.) for <b><u>incumbents not seeking</u></b> reelection to file <b><u>Notification of Noncandidacy</u></b> (GAB-163) with the filing officer. (Failure to notify will extend nomination paper deadline 72 hours for that office.)	8.10(2)(a), 120.06(6)(b) – 2 <sup>nd</sup> Friday preceding the deadline for nomination papers
31	Last day for <b><u>governing body</u></b> of a municipality <b><u>to appoint election inspectors and special voting deputies</u></b> .	6.875(4), 7.30(4)(a), (b)1 – no later than December 31
31	Closing date for <b><u>January continuing campaign finance report</u></b> .	11.20(8)(b)

**2014**

**JANUARY**

2	Last day for <b><u>town or village governing body to set date for caucus</u></b> .	8.05(1)(a) – between December 1 and January 1
-	<b><u>Municipal clerks publish caucus notice</u></b> , if applicable.	8.05(1)(b) – at least 5 days before the date of the caucus
7	First day for <b><u>governing body</u></b> of municipality <b><u>to hold town or village caucus</u></b> .	8.05(1)(a) – between first Tuesday and last Tuesday in January
7	Last day (5:00 p.m.) for <b><u>candidates to file nomination papers, declarations of candidacy, and campaign registration statements</u></b> for Spring Election with filing officer.	8.05(3)(a), (4)(b), 8.10(2)(a), (5), 8.21, 8.30, 11.10(1) – 1 <sup>st</sup> Tuesday in January
10	First day for <b><u>filing officers to send forms and notice to file January continuing campaign finance report</u></b> to appropriate registrants (See January 31, 2014).	11.21(2), 11.22(3) – no earlier than 21 days prior to the filing deadline
10	Last day (4:30 p.m.) for <b><u>all judicial candidates to file Statement of Economic Interests</u></b> with Government Accountability Board.	19.43(4) – 3 <sup>rd</sup> day following deadline for nomination papers
10	Last day for <b><u>governing body of a city or village to decide upon a primary</u></b> , or for <b><u>electors to petition for a primary</u></b> , if not required by ordinance.	8.11(1)(a), (c), (1m)(a), (e) – 3 <sup>rd</sup> day following deadline for nomination papers
10	Deadline for <b><u>filing officer to accept challenges to nomination papers</u></b> .	8.07, GAB 2.07 Wis. Adm. Code – within 3 calendar days of the deadline to file nomination papers
-	<b><u>Filing officer arranges to deliver a copy of the challenge</u></b> to the challenged candidate.	GAB 2.07 (2)(a) – within 24 hours of receipt of challenge
-	Deadline for <b><u>challenged candidate to file a verified response</u></b> with the filing officer.	GAB 2.07(2)(b) – within 3 calendar days of the challenge being filed
14	Last day (if a primary is scheduled) for <b><u>municipal governing body to designate an alternate location for requesting and voting an absentee ballot</u></b> . (This location will remain will remain in use through the April election.)	6.855(1) – no fewer than 14 days prior to the time that absentee ballots are available for the election
14	Last day for <b><u>filing officers to draw names of candidates by lot</u></b> for placement on the Spring Primary ballot and for Spring Election where no primary is required.	5.58(1)(a), (c), (1c), (1g)(c), (2)(a), 5.60(1)(b), (4)(c), (5), (6) – 2 <sup>nd</sup> Tuesday in January

DATESTATUTE

## JANUARY

14	Last day for <b><u>Government Accountability Board to send Type B notice information and certification of candidates</u></b> to county clerks for Spring Primary (if required) or Spring Election (if no primary is required).	10.01(2)(b), 10.06(1)(c) – 2 <sup>nd</sup> Tuesday in January
-	<b><u>County clerks send notification of election to municipal clerks</u></b> as soon as possible after receipt of Type B notice from Government Accountability Board and after adding any county offices or referenda.	10.06(2)(b)
-	<b><u>County clerks prepare Spring Primary ballots and send proofs to Government Accountability Board</u></b> for review as soon as possible before printing.	5.72(1), 7.10(2)
-	<b><u>Municipal clerks send absentee ballots</u></b> to electors with valid requests on file for the Spring Primary as soon as they are available. (Any UOCAVA ballots must be recorded in SVRS)	42 U.S.C. § 1973ff-1, Wis. Stat. § 7.15(1)(cm)
17	Last day for <b><u>filing officers to send forms and notice to file January continuing campaign finance report</u></b> to appropriate registrants (see January 31, 2014).	11.21(2), 11.22(3) – no later than 14 days prior to the filing deadline.
20	Last day for <b><u>governing body</u></b> of municipality <b><u>to establish location of polling places</u></b> for Spring Primary.	5.25(3) – 30 days before the election
20	Last day for <b><u>governing body</u></b> of municipality <b><u>to pass resolution combining wards</u></b> for Spring Primary.	5.15(6)(b) – 30 days before the election
20	Last day for <b><u>governing body</u></b> of municipality <b><u>to authorize appointment of tabulators</u></b> for Spring Primary.	7.30(3)(a) – 30 days before the election
20	First day for <b><u>filing officers to send forms and notice to file Spring pre-primary campaign finance report</u></b> to appropriate registrants (see February 10, 2014).	11.21(2), 11.22(3) – no earlier than 21 days prior to the filing deadline
21	<b><u>County and municipal clerks publish Type A notice</u></b> of referenda (if required).	10.01(2)(a), 10.06(2)(n), (3)(f), (4)(f) – 4 <sup>th</sup> Tuesday preceding the election
21	<b><u>Municipal clerks publish Type E notice of absentee voting instructions</u></b> for Spring Primary.	10.01(2)(e), 10.06(3)(as) – 4 <sup>th</sup> Tuesday preceding the election
21	Last day for the <b><u>filing officer to receive referendum questions or petitions for referendum</u></b> intended for the Spring Election ballot.	8.37 – 70 days prior to the election
22	Deadline for <b><u>filing officer to file a copy of the referendum question</u></b> intended for the Spring Election with the county clerk.	8.37 – next business day after receipt by filing officer
27	Last day for <b><u>filing officers to send forms and notice to file Spring pre-primary campaign finance report</u></b> to appropriate registrants (see February 10, 2014).	11.21(2), 11.22(3) – no later than 14 days prior to the filing deadline
27	Last day for <b><u>county clerks and school district clerks to deliver ballots and supplies</u></b> to municipal clerks for Spring Primary.	7.10(1), (3), 120.06(8)(d) – no later than 22 days before the election
27	First day for <b><u>special voting deputies to conduct absentee voting</u></b> for residents in nursing homes and certain other care facilities for Spring Primary.	6.875(6) – 4 <sup>th</sup> Monday preceding election
28	Last day for <b><u>governing body</u></b> of municipality <b><u>to hold town or village caucus</u></b> .	8.05(1)(a) – no later than last Tuesday in January

DATESTATUTE**JANUARY**

- **Municipal clerk notifies in writing the two candidates receiving the highest number of votes at the caucus** of their nomination. (If unnumbered seats, candidates equal to twice the number of positions to be filled shall be notified). 8.05(1)(j)1
- Last day (5:00 p.m.) for **caucus nominees to file declarations of candidacy and campaign registration statements** for Spring Election with the municipal clerk. 8.05(1)(j)2 – no later than 5 p.m. on the 5<sup>th</sup> day after notification is mailed or personally delivered
- Deadline for **filing officers in municipalities using caucus to draw names of candidates by lot** for placement on the Spring Election ballot. 8.05(1)(j)4 – 3<sup>rd</sup> day after qualification of candidates from the caucus
- **Municipal clerks certify names of municipal candidates and any municipal referenda** to county clerks for printing of ballots for Spring Election. 10.06(3)(bm) – as soon as possible, but no later than 3 days after qualification of candidates from the caucus
- 28 Deadline for **municipal clerks to finalize ballot styles (Milestone 4) in SVRS**, in order to accommodate Online Absentee requests. 7.10(3), 7.15(1)(c), (cm) – no later than 21 days before the election
- 28 Deadline for **municipal clerks to send absentee ballots** to electors with valid requests on file for the Spring Primary. 7.15(1)(cm) – no later than 21 days before the election
- 29 Last day for **electors to register by mail to vote** in Spring Primary. Mailed registrations must be postmarked no later than this date. (After this date, electors must register in person in municipal clerk's office or at the polls). 6.28(1) – postmarked no later than the 3<sup>rd</sup> Wednesday before the election
- 30 **Clerks must have the Ineligible Voter List available** for in-person voter registrations. 6.29(2)(am)
- 30 First day for **clerks to issue certificate of registration (GAB-133) to late registrants**. 6.28(1), 6.29(2)(b)
- 31 Last day for **state registrants to pay filing fee**, (if required). 11.055(1), (2)
- 31 Last day for **registrants to file January continuing campaign finance reports**. 11.20(4) – no later than January 31

**FEBRUARY**

- 3 First day for **clerks to issue absentee ballots in person in the clerk's office**. 6.86(1)(b) – no earlier than 3<sup>rd</sup> Monday preceding the election
- 3 **Poll lists** from the April 3, 2012, Presidential Preference and Spring Election **may be destroyed**. 7.23(1)(e) – 22 months after election
- 3 Closing date for **Spring pre-primary campaign finance report**. 11.20(8)(a) – 15<sup>th</sup> day preceding the election
- **Municipal or county clerk must publish notice of public test of electronic voting equipment** at least 48 hours prior. 5.84(1) – 48 hours prior to public test
- 8 First day for **municipal or county clerk to conduct public test of electronic voting equipment**. 5.84(1) – not more than 10 days prior to the election
- 10 Last day for **registrants to file Spring pre-primary campaign finance reports**. 11.20(2), (3) – not later than 8 days preceding the election

DATESTATUTE**FEBRUARY**

13	Last day (5:00 p.m.) for <b><u>electors to request absentee ballots by mail</u></b> (except for indefinitely-confined electors and military electors) for Spring Primary.	6.86(1)(b) – the 5 <sup>th</sup> day preceding the election
14	Last day (5:00 p.m.) for <b><u>indefinitely-confined electors and military electors to request absentee ballots by mail</u></b> for Spring Primary.	6.86(1)(b) – the Friday preceding the election
14	Last day (5:00 p.m.) <b><u>to register in person at the municipal clerk's office</u></b> to vote at the Spring Primary.	6.29(2)(a) – the Friday preceding the election
14	Last day (5:00 p.m.) for <b><u>electors to make application in person</u></b> to the municipal clerk for absentee ballots to vote in the Spring Primary (except hospitalized electors and sequestered jurors).	6.86(1)(b) – the Friday preceding the election
14	Last day (5:00 p.m.) for <b><u>special voting deputies to make arrangements</u></b> with certain care facility administrators <b><u>for establishing one or more dates for conducting absentee voting</u></b> for Spring Primary.	6.875(6) – the Friday preceding the election
-	Last day for <b><u>municipal clerk to post notice of absentee voting at certain care facilities</u></b> . (Notice is posted as soon as possible after arrangements have been made, but no later than 24 hours before the time absentee voting is conducted.)	6.875(6)(a) – no less than 24 hours before the visit
17	<b><u>County and municipal clerks publish a Type B notice</u></b> of voting instructions and sample ballots for Spring Primary (if required).	10.01(2)(b), 10.02, 10.06(2)(d), (3)(b) – the Monday preceding election
17	<b><u>County and municipal clerks publish Type C notice</u></b> of referenda (if required).	10.01(2)(c), 10.06(3)(b) – the Monday preceding the election
17	<b><u>Municipal clerks publish Type D notice</u></b> of the location and hours of polling places for Spring Primary (if required).	10.01(2)(d) – the Monday preceding the election
17	Last day (5:00 p.m.) for <b><u>special voting deputies to conduct absentee voting</u></b> for residents in nursing homes and certain qualified facilities for Spring Primary.	6.875(6) – the Monday preceding the election
18	<b><u>SPRING PRIMARY</u></b> (if required).	5.02(22) – 3 <sup>rd</sup> Tuesday in February
18	Deadline (5:00 p.m.) for <b><u>sequestered juror or hospitalized elector to apply for an absentee ballot</u></b> for Spring Primary.	6.86(1)(b), (3)(c) – Election Day
18	Deadline (8:00 p.m.) for <b><u>absentee ballots to be delivered to the polling place</u></b> .	6.87(6) – Election Day
18	<b><u>Election inspectors complete the returns for all votes cast at the polling place</u></b> .	7.51, 7.53(1)(a) – immediately after the polls close
18	<b><u>Election inspectors</u></b> in municipalities that have combined wards and one polling place <b><u>complete and sign the canvass statement for the Spring Primary</u></b> .	7.53(1)(a) – immediately after the polls close
18	<b><u>Election inspectors report results</u></b> of Spring Primary to proper clerks immediately upon completion of ward/election district canvass.	7.51(4)(b), 7.60(1) – immediately after votes are tabulated

## DATE

## STATUTE

## FEBRUARY

18	Deadline (8:00 p.m.) for <b><u>clerk to post</u></b> at his or her office and on the Internet, <b><u>a statement of the number of absentee ballots the clerk has mailed or transmitted to absentee electors that have not been returned.</u></b>	7.515(5) – no later than closing hour of the polls on Election Day
18	Deadline for <b><u>clerk to post</u></b> at his or her office and on the Internet, <b><u>a statement of the number of electors who have cast provisional ballots</u></b> that cannot be counted until the electors provide the necessary documentation.	7.15(15) – as soon as possible after the closing hour for all polling places in the municipality on election night
18	<b><u>Municipal clerk must enter the information from the Provisional Ballot Reporting Form (GAB-123r) from each reporting unit into the Provisional Ballot Tracking System.</u></b> (Even if no provisional ballots are issued.)	42 U.S.C. § 15482
19	<b><u>Municipal clerks deliver tally sheets, inspectors' statements, ballots, and applicable envelopes and materials</u></b> to county and school district clerks by 4:00 p.m.	7.51(5) – the day following Election Day
20	<b><u>Municipal clerks</u></b> (in municipalities that canvass absentee ballots at an alternate location) <b><u>deliver tally sheets, inspectors' statements, ballots, and applicable envelopes</u></b> to county clerks by 4:00 p.m.	7.51(5), 7.52 – the 2 <sup>nd</sup> day following Election Day
21	Deadline (4:00 p.m.) for <b><u>all absentee ballots to be delivered via USPS to the municipal clerk (must be postmarked by Election Day).</u></b>	6.87(6), 7.515(3) – the Friday after the election
21	Deadline (4:00 p.m.) for <b><u>electors who voted provisionally to provide missing information</u></b> (either proof of residence or driver license/state ID number) so that their ballot may be counted.	6.97(3)(b) – the Friday after the election
24	Deadline (9:00 a.m.) for the <b><u>Municipal Board of Canvassers to convene for processing late-arriving ballots and the canvass</u></b> of the Spring Primary, if necessary.	7.53(1)(a), 7.53(2)(d) – no later than 9:00 a.m. on the Monday after the election
24	Deadline (4:00 p.m.) for the <b><u>Municipal Board of Canvassers to finish processing late-arriving ballots and the canvass</u></b> of the Spring Primary, if necessary.	7.51(5)(b) – no later than 4:00 p.m. on the Monday after the election
-	<b><u>Municipal clerks certify names of municipal candidates and any municipal referenda</u></b> to county clerks for printing of ballots for Spring Election.	10.06(3)(bm) – as soon as possible, but no later than 3 days after the municipal canvass is complete
25	Deadline (9:00 a.m.) for the <b><u>County Board of Canvassers to convene for the canvass</u></b> of the Spring Primary, if necessary.	7.60(3) – no later than 9:00 a.m. on the Tuesday after the election
25	Deadline (9:00 a.m.) for the <b><u>School District Board of Canvassers to convene for the canvass</u></b> of the Spring Primary, if necessary.	7.53(3)(a) – no later than 9:00 a.m. on the Tuesday after the election
25	Deadline (4:00 p.m.) for the <b><u>School District Board of Canvassers to complete the canvass</u></b> of the Spring Primary, if necessary.	7.53(3)(a) – no later than 4:00 p.m. on the Tuesday after the election
25	Last day (if no primary was held) for <b><u>municipal governing body to provide for the relocation of the absentee ballot processing and voting function.</u></b> This location will remain in use through the April election).	6.855(1) – no fewer than 14 days prior to the deadline for ballots to be available

DATESTATUTE**FEBRUARY**

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| 27 | Last day <b><u>for county clerks to deliver statement of county canvass</u></b> of Spring Primary for judicial offices to Government Accountability Board. | 7.60(5) – no later than 9 days after a primary                             |
| -  | Deadline for <b><u>filing officers to draw names of candidates by lot</u></b> for placement on the Spring Election ballot.                                 | 5.60(1)(b), (5), (6) – 3 <sup>rd</sup> day after completion of the canvass |

**MARCH**

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|----|--|---|
| 3  | Last day for <b><u>governing body</u></b> of municipality <b><u>to establish location of polling places</u></b> for Spring Election.   | 5.25(3) – 30 days before election   |
| 3  | Last day for <b><u>governing body</u></b> of municipality <b><u>to pass resolution combining wards</u></b> for Spring Election.  | 5.15(6)(b) – 30 days before election  |
| 3  | Last day for <b><u>governing body</u></b> of municipality <b><u>to authorize appointment of tabulators</u></b> for Spring Election.  | 7.30(3)(a) – 30 days before election  |
| 3  | First day for <b><u>filing officers to send forms and notice to file Spring pre-election campaign finance report</u></b> to appropriate registrants (see March 24, 2014).  | 11.21(2), 11.23(3) – no earlier than 21 days before the filing deadline         |
| 4  | <b><u>Clerks may clear memory devices for their voting equipment</u></b> from the Spring Primary if the data has been transferred to another medium to be retained for 22 months. (No further retention if the equipment was approved for use prior to January 1, 2009.) | 7.23(1)(g) – 14 days after a primary.   |
| 4  | <b><u>County and municipal clerks publish Type A notice</u></b> of referenda (if required).  | 10.01(2)(a), 10.06(2)(f), (3)(bs) – 4 <sup>th</sup> Tuesday before the election |
| 4  | <b><u>Municipal clerks publish Type E notice</u></b> of absentee voting instructions for Spring Election.  | 10.01(2)(e), 10.06(3)(bs) – 4 <sup>th</sup> Tuesday before the election         |
| 4  | Last day for <b><u>chairperson of the Government Accountability Board to certify results</u></b> of the Spring Primary.  | 7.70(3)(a) – 2 <sup>nd</sup> Tuesday following Spring Primary                   |
| 4  | Last day for <b><u>Government Accountability Board to send Type B notice information and certification of candidates</u></b> for Spring Election to county clerks.   | 10.01(2)(b), 10.06(1)(e) – no later than the 1 <sup>st</sup> Tuesday in March   |
| -  | <b><u>County clerks send notification of election to municipal clerks</u></b> as soon as possible after receipt of Type B notice from Government Accountability Board and after adding any county offices or referenda.  | 10.06(2)(e)   |
| -  | <b><u>County clerks prepare ballots and send proofs to Government Accountability Board</u></b> for review as soon as possible before printing.   | 5.72(1), 7.10(2)  |
| -  | <b><u>Municipal clerks send absentee ballots</u></b> to electors with valid requests on file for the Spring Election as soon as they are available. (Any UOCAVA ballots must be recorded in SVRS)  | 42 U.S.C. § 1973ff-1, Wis. Stat. § 7.15(1)(cm)                                  |
| 8  | <b><u>Poll lists</u></b> from the May 8, 2012, Recall Primary <b><u>may be destroyed</u></b> .   | 7.23(1)(e) – 22 months after election   |
| 10 | <b><u>First day for special voting deputies to conduct absentee voting</u></b> for residents in nursing homes and other qualified facilities for Spring Election. (24 notice required before visit)  | 6.875(6) – no earlier than the 4 <sup>th</sup> Monday preceding the election    |

DATESTATUTE**MARCH**

10	Last day for <b><u>filing officers to send forms and notice to file Spring pre-election campaign finance report</u></b> to appropriate registrants.	11.21(2), 11.23(3) – No later than 14 days before the filing deadline
10	Last day for <b><u>county and school district clerks to deliver ballots and supplies</u></b> to municipal clerks for Spring Election.	7.10(1), (3), 120.06(8)(d) – 22 days before an election
11	Deadline for <b><u>municipal clerks to finalize ballot styles (Milestone 4) in SVRS</u></b> , in order to accommodate Online Absentee requests.	7.10(3), 7.15(1)(c), (cm) – no later than 21 days before the election
11	Deadline for <b><u>municipal clerks to send absentee ballots</u></b> to electors with valid requests on file for the Spring Election.	7.10(3), 7.15(1)(c), (cm) – no later than 21 days before the election
12	Last day for <b><u>electors to register by mail to vote</u></b> in Spring Election. Mailed registrations must be postmarked no later than this date. (After this date, electors must register in person in municipal clerk's office or at the polls).	6.28(1) – postmarked no later than the 3 <sup>rd</sup> Wednesday before the election
13	<b><u>Clerks must have the Ineligible Voter List available</u></b> for in-person voter registrations.	6.29(2)(am)
13	First day for <b><u>clerks to issue certificate of registration (GAB-133) to late registrants</u></b> .	6.28(1), 6.29(2)(b)
17	Closing date for <b><u>Spring pre-election campaign finance report</u></b> .	11.20(8)(a) – 15 <sup>th</sup> day preceding the election
17	First day for <b><u>clerks to issue absentee ballots in person in the clerk's office</u></b> .	6.86(1)(b) – no earlier than 3 <sup>rd</sup> Monday preceding the election
18	<b><u>Government Accountability Board sends Type A notice</u></b> of Partisan Primary on August 12, 2014, and General Election on November 4, 2014, to county clerks.	10.01(1), (2)(a), 10.06(1)(f) – 3 <sup>rd</sup> Tuesday in March
20	<b><u>Ballots from Spring Primary may be destroyed</u></b> if no election contest, recount, or litigation is pending.	7.23(1)(h) – 30 days after the election
20	Last day for <b><u>municipal clerk to submit their Registration and Voting Statistics Report (GAB-190NF)</u></b> for the Spring Primary via WEDCS.	6.275 – within 30 days after each primary and election at which a state or national office is filled
-	<b><u>Municipal or county clerk must publish notice of public test of electronic voting equipment</u></b> at least 48 hours before the test.	5.84(1)
22	First day for <b><u>municipal or county clerk to conduct public test</u></b> of electronic voting equipment.	5.84(1) – no earlier than 10 days preceding the election
24	Last day for <b><u>registrants to file Spring pre-election campaign finance reports</u></b> .	11.20(2), (3) – No later than 8 days preceding the election
27	Last day (5:00 p.m.) for <b><u>electors to request absentee ballots by mail</u></b> (except for indefinitely-confined electors and military electors) for Spring Election.	6.86(1)(b) – 5 <sup>th</sup> day before the election
28	Last day (5:00 p.m.) for <b><u>indefinitely-confined electors and military electors to request absentee ballots by mail</u></b> for Spring Election.	6.86(1)(b) – Friday before the election

DATESTATUTE

## MARCH

28	Last day (5:00 p.m.) <b><u>for special voting deputies to make arrangements</u></b> with nursing home and certain other qualified facility administrators <b><u>for establishing one or more dates for conducting absentee voting</u></b> for Spring Election.	6.875(6) – Friday before the election
-	Last day for <b><u>municipal clerk to post notice of absentee voting at certain care facilities.</u></b> (Notice is posted as soon as possible after arrangements have been made, but no later than 24 hours before the time absentee voting is conducted.)	6.875(6)(a) – no less than 24 hours before the visit
28	Last day (5:00 p.m.) for <b><u>electors to register to vote in the Spring Election in the municipal clerk's office.</u></b>	6.29(2)(a) – Friday before the election
28	Last day (5:00 p.m.) for <b><u>electors to make application in person</u></b> to the municipal clerk for absentee ballots to vote in the Spring Election (except hospitalized electors and sequestered jurors).	6.86(1)(b) – Friday before the election
31	<b><u>County and municipal clerks publish Type B notice</u></b> of voting instructions and facsimile ballots for Spring Election.	10.01(2)(b), 10.02, 10.06(2)(g), (3)(c) – Monday before the election
31	<b><u>County and municipal clerks publish Type C notice</u></b> of referenda (if required).	10.01(2)(c), 10.06(2)(g), (3)(c) – Monday before the election
31	<b><u>Municipal clerks publish Type D notice</u></b> of the location and hours of polling places for the Spring Election.	10.01(2)(d), 10.06 (3)(c) – Monday before the election
31	Last day (5:00 p.m.) for <b><u>special voting deputies to conduct absentee voting</u></b> for residents in nursing homes and certain other qualified facilities for Spring Election.	6.875(6) – Monday before the election

## APRIL

1	<b><u>SPRING ELECTION</u></b> for Court of Appeals Judge, Circuit Court Judge, County Nonpartisan Offices, Municipal Offices, School District Offices, and Referenda (if required).	5.02(21) – 1 <sup>st</sup> Tuesday in April
1	Deadline (5:00 p.m.) for <b><u>sequestered jurors to apply for an absentee ballot</u></b> and for <b><u>hospitalized elector to make application by agent for an absentee ballot</u></b> for Spring Election.	6.86(1)(b), (3)(c) – Election Day
1	Deadline (8:00 p.m.) for <b><u>absentee ballots to be delivered to the polling place.</u></b>	6.87(6) – Election Day
1	<b><u>Election inspectors complete the returns for all votes cast at the polling place.</u></b>	7.51, 7.53(1)(a) – immediately after the polls close
1	<b><u>Election inspectors</u></b> in municipalities that have combined wards and one polling place <b><u>complete and sign the canvass statement for the Spring Election.</u></b>	7.53(1)(a) – immediately after the polls close
1	<b><u>Election inspectors report results</u></b> of Spring Election to proper clerks immediately upon completion of ward/election district canvass.	7.51(4)(b), 7.60(1) – Election Day
1	<b><u>County clerks send Type A notice</u></b> of Partisan Primary on August 12, 2014, and General Election on November 4, 2014, to municipal clerks after adding any county offices or referenda.	10.01(2)(a), 10.06(2)(gm) – 1 <sup>st</sup> Tuesday in April

DATESTATUTE

## APRIL

1	Deadline (8:00 p.m.) for <b><u>clerk to post</u></b> at his or her office and on the Internet, <b><u>a statement of the number of absentee ballots the clerk has mailed or transmitted to absentee electors that have not been returned.</u></b>	7.515(5) – no later than closing hour of the polls on Election Day
1	Deadline for <b><u>clerk to post</u></b> at his or her office and on the Internet, <b><u>a statement of the number of electors who have cast provisional ballots</u></b> that cannot be counted until the electors provide the necessary documentation.	7.15(15) – as soon as possible after the closing hour for all polling places in the municipality on election night
1	<b><u>Municipal clerk must enter the information from the Provisional Ballot Reporting Form (GAB-123r) from each reporting unit into the Provisional Ballot Tracking System.</u></b> (Even if no provisional ballots are issued.)	42 U.S.C. § 15482
2	<b><u>Municipal clerks deliver tally sheets, inspectors' statements, ballots, and applicable envelopes and materials</u></b> to county and school district clerks by 4:00 p.m.	7.51(5) – Day after Election Day
3	<b><u>Municipal clerks</u></b> (in municipalities that canvass absentee ballots at an alternate location) <b><u>deliver tally sheets, inspectors' statements, ballots, and applicable envelopes</u></b> to county clerks by 4:00 p.m.	7.51(5), 7.52 – 2 <sup>nd</sup> day after Election Day
4	Deadline (4:00 p.m.) for <b><u>all absentee ballots to be delivered via USPS to the municipal clerk (must be postmarked by Election Day).</u></b>	6.87(6), 7.515(3) – the Friday after the election
4	Deadline (4:00 p.m.) for <b><u>electors who voted provisionally to provide missing information</u></b> (either proof of residence or driver license/state ID number) so that their ballot may be counted.	6.97(3)(b) – the Friday after the election
5	<b><u>Poll lists</u></b> from the June 5, 2012, Recall Election <b><u>may be destroyed.</u></b>	7.23(1)(e) – 22 months after election
7	Deadline (9:00 a.m.) for the <b><u>Municipal Board of Canvassers to convene for processing late-arriving ballots and the canvass</u></b> of the Spring Election.	7.53(1)(a), 7.53(2)(d) – no later than 9:00 a.m. on the Monday after the election
7	Deadline (4:00 p.m.) for the <b><u>Municipal Board of Canvassers to finish processing late-arriving ballots and the canvass</u></b> of the Spring Election.	7.51(5)(b) – no later than 4:00 p.m. on the Monday after the election
8	<b><u>County clerks publish Type A notice</u></b> of Partisan Primary on August 12, 2014, and General Election on November 4, 2014.	10.01(2)(a), 10.06(2)(h) – 2 <sup>nd</sup> Tuesday in April
8	Deadline (9:00 a.m.) for the <b><u>County Board of Canvassers to convene for the canvass</u></b> of the Spring Election.	7.60(3) – no later than 9:00 a.m. on the Tuesday after the election
8	Deadline (9:00 a.m.) for the <b><u>School District Board of Canvassers to convene for the canvass</u></b> of the Spring Election.	7.53(3)(a) – no later than 9:00 a.m. on the Tuesday after the election
8	Deadline (4:00 p.m.) for the <b><u>School District Board of Canvassers to complete the canvass</u></b> of the Spring Election.	7.53(3)(a) – no later than 4:00 p.m. on the Tuesday after the election
11	Last day for <b><u>county clerks to deliver statement of county canvass</u></b> of Spring Election for judicial offices to Government Accountability Board.	7.60(5) – no later than 10 days after the election

DATESTATUTE

## APRIL

- **County, municipal, and school district clerks issue certificates of election** after expiration of time to file petition for recount and appeal of recount. 7.53(4), 7.60(6), 120.06(10)
- 15 First day for **candidates to circulate nomination papers** for General Election. 8.15(1) – April 15
- 22 **Clerks may clear memory devices for their voting equipment** from the Spring Election if the data has been transferred to another medium to be retained for 22 months. (No further retention if the equipment was approved for use prior to January 1, 2009.) 7.23(1)(g) – 21 days after an election.

## MAY

- 1 **Ballots from Spring Election may be destroyed** if no election contest, recount, or litigation is pending. 7.23(1)(h) – 30 days after the election
- 1 Last day for **municipal clerk to submit their Registration and Voting Statistics Report (GAB-190NF)** for the Spring Election via WEDCS. 6.275 – within 30 days after each primary and election at which a state or national office is filled
- 15 Last day for **chairperson of the Government Accountability Board to certify results** of the Spring Election. 7.70(3)(a) – May 15
- 19 Certain **materials and supplies** from the Spring Primary **may be destroyed** after this date if no election contest, recount, or litigation is pending. 7.23(1)(k) – 90 days after the election
- 23 Last day (5:00 p.m.) for **incumbents not seeking** reelection to file **Notification of Noncandidacy (GAB-163)** with the filing officer. (Failure to notify will extend nomination paper deadline 72 hours for that office.) 8.15(1) – 2<sup>nd</sup> Friday preceding the deadline for nomination papers

## JUNE

- 2 Last day (5:00 p.m.) for **candidates to file nomination papers, declarations of candidacy, and campaign registration statements** for the General Election with filing officer. 8.15(1), 8.20(8)(a), 8.21 – June 1
- 2 Last day for **municipal and county clerks to submit their Election-Specific Costs Report (GAB-191)** for the Spring Election via WEDCS. G.A.B. decision (3/20/13) – Within 60 days after each primary and election at which a state or national office is filled
- 3 Last day **for filing officer to receive referendum questions or petitions for referendum** intended for the Partisan Primary ballot. 8.37 – 70 days prior to the election
- 4 Deadline for **filing officer to file a copy of the referendum question** with the county clerk. 8.37 – next business day after received by filing officer
- 5 Deadline for **filing officer to accept challenges to nomination papers**. 8.07, GAB 2.07 Wis. Adm. Code – within 3 calendar days of the deadline to file nomination papers
- **Filing officer arranges to deliver a copy of the challenge** to the challenged candidate. GAB 2.07(2)(a) – within 24 hours of receipt of challenge
- Deadline for **challenged candidate to file a verified response** with the filing officer. GAB 2.07(2)(b) – within 3 calendar days of the challenge being filed

DATESTATUTE

## JUNE

-	Last day for <b><u>filing officers to draw names of candidates by lot</u></b> for placement on the Partisan Primary ballot.	5.60(1)(b), 5.62(3), (4)
10	Last day for <b><u>Government Accountability Board to send Type B notice information and certification of candidates</u></b> to county clerks for Partisan Primary.	10.01(2)(b), 10.06(1)(h) – June 10
-	<b><u>County clerks prepare ballots and send proofs to Government Accountability Board</u></b> for review as soon as possible before printing.	5.72(1), 7.10(2) – 14 days before ballots are available
-	<b><u>Municipal clerks send absentee ballots</u></b> to electors with valid requests on file for the Partisan Primary as soon as they are available. (Any UOCAVA ballots must be recorded in SVRS)	42 U.S.C. § 1973ff-1, Wis. Stat. § 7.15(1)(cm)
12	Last day for <b><u>municipal governing body to designate an alternate location for requesting and voting an absentee ballot</u></b> . (This location will remain in use through the November general election.)	6.855(1) – 14 days before ballots are available
14	<b><u>Materials and supplies</u></b> from the August 14, 2012, Partisan Primary <b><u>may be destroyed</u></b> .	7.23(1)(f) – 22 months after election
25	Last day for <b><u>county clerks to deliver ballots and supplies</u></b> to municipal clerks for the Partisan Primary.	7.10(1),(3) – 48 days before Partisan Primary
26	Deadline for <b><u>municipal clerks to finalize ballot styles (Milestone 4) in SVRS</u></b> , in order to accommodate Online Absentee requests.	7.15(1)(cm) – 47 days before Partisan Primary
26	Deadline for <b><u>municipal clerks to send absentee ballots</u></b> to electors with valid requests on file for the Partisan Primary.	7.15(1)(cm) – 47 days before Partisan Primary
30	First day for <b><u>filing officers to send forms and notice to file July continuing report</u></b> to appropriate registrants (see July 21, 2014).	11.21(2), 11.22(3) – no earlier than 21 days before the filing deadline
30	Closing date for <b><u>July continuing campaign finance report</u></b> .	11.20(8)(c) – June 30
30	Certain <b><u>materials and supplies</u></b> from the Spring Election <b><u>may be destroyed</u></b> after this date if no election contest, recount, or litigation is pending.	7.23(1)(k) – 90 days after the election

## JULY

7	Last day for <b><u>filing officers to send forms and notice to file July continuing campaign finance report</u></b> to appropriate registrants.	11.21(2), 11.22(3) – no later than 14 days before the filing deadline
14	Last day for <b><u>governing body</u></b> of municipality <b><u>to pass resolution combining wards</u></b> for Partisan Primary.	5.15(6)(b) – 30 days before election
14	Last day for <b><u>governing body</u></b> of municipality <b><u>to establish polling places</u></b> for Partisan Primary.	5.25(3) – 30 days before election
14	Last day for <b><u>governing body</u></b> of municipality <b><u>to authorize appointment of tabulators</u></b> for Partisan Primary.	7.30(3)(a) – 30 days before election
14	First day for <b><u>filing officers to send forms and notice to file Fall pre-primary campaign finance report</u></b> to appropriate registrants (see August 4, 2014 )	11.21(2), 11.22(3) – no earlier than 21 days before the filing deadline

DATESTATUTE**JULY**

15	<b><u>County and municipal clerks publish Type A notice of referenda</u></b> (if required).	10.01(2)(c), 10.06(2)(g), (3)(cm) – 4 <sup>th</sup> Tuesday preceding election
15	<b><u>Municipal clerks publish Type E notice of absentee voting instructions</u></b> for Partisan Primary.	10.01(2)(e), 10.06(3)(cm) – 4 <sup>th</sup> Tuesday preceding the election
21	Last day for <b><u>registrants to file July continuing campaign finance reports</u></b> .	11.20(4), (7) – July 20
21	Last day for <b><u>filing officers to send forms and notice to file Fall pre-primary campaign finance report</u></b> to appropriate registrants.	11.21(2), 11.22(3) – no later than 14 days before the filing deadline
21	First day for <b><u>special voting deputies to conduct absentee voting</u></b> for residents in nursing homes and certain qualified care facilities for the Partisan Primary.	6.875(6) – 4 <sup>th</sup> Monday preceding the election
23	Last day for <b><u>electors to register by mail to vote</u></b> in Partisan Primary. Mailed registrations must be postmarked no later than this date. (After this date, electors must register in person in municipal clerk's office or at the polls).	6.28(1) – postmarked no later than the 3 <sup>rd</sup> Wednesday before the election
24	<b><u>Clerks must have the Ineligible Voter List available</u></b> for in-person voter registrations.	6.29(2)(am)
24	First day for <b><u>clerks</u></b> to issue <b><u>certificate of registration</u></b> (GAB-133) to late registrants.	6.28(1), 6.29(2)(b)
28	Closing date for <b><u>Fall pre-primary campaign finance report</u></b> .	11.20(8)(a) – 15 <sup>th</sup> day preceding the election
28	First day for <b><u>clerks to issue absentee ballots in person in the clerk's office</u></b> .	6.86(1)(b) – no earlier than 3 <sup>rd</sup> Monday preceding the election

**AUGUST**

-	<b><u>Municipal or county clerk must publish notice of public test of electronic voting equipment</u></b> at least 48 hours before the test.	5.84(1)
2	First day for <b><u>municipal or county clerk to conduct public test of electronic voting equipment</u></b> .	5.84(1) – 10 days before election
4	Last day for <b><u>registrants to file Fall pre-primary campaign finance report</u></b> .	11.20(2) – no later than 8 days before the election
7	Last day (5:00 p.m.) for <b><u>electors (except for military electors and indefinitely confined electors) to request absentee ballots by mail</u></b> for Partisan Primary.	6.86(1)(b) – 5 <sup>th</sup> day preceding the election
8	Last day (5:00 p.m.) <b><u>for indefinitely confined electors and military electors who are NOT on active duty away from their voting residence to request absentee ballots by mail</u></b> for the Partisan Primary.	6.86(1)(c), (2)(a) – Friday preceding the election
8	Last day (5:00 p.m.) for <b><u>electors to register to vote in the Partisan Primary in the municipal clerk's office</u></b> .	6.29(2)(a) – Friday preceding the election
8	Last day (5:00 p.m.) for <b><u>electors to make application in person</u></b> to the municipal clerk for absentee ballots to vote in the Partisan Primary (except for hospitalized electors and sequestered jurors).	6.86(1)(b) – Friday preceding the election

DATESTATUTE

## AUGUST

8	Last day (5:00 p.m.) for <b><u>special voting deputies to make arrangements</u></b> with nursing home and certain qualified facility administrators <b><u>for establishing one or more dates for conducting absentee voting</u></b> for Partisan Primary.	6.875(6) – Friday preceding the election
-	Last day for <b><u>municipal clerk to post notice of absentee voting at certain care facilities</u></b> . (Notice is posted as soon as possible after arrangements have been made, but no later than 24 hours before the time absentee voting is conducted.)	6.875(6)(a) – no less than 24 hours before the visit
11	<b><u>County clerks publish Type B notice</u></b> of voting instructions and facsimile ballots for Partisan Primary.	10.01(2)(b), 10.02, 10.06(2)(j) – Monday preceding the election
11	<b><u>County clerks publish Type C notice</u></b> of referenda (if required).	10.01(2)(c) – Monday preceding the election
11	<b><u>Municipal clerks publish Type D notice</u></b> of the location and hours of polling places for the Partisan Primary.	10.01(2)(d) – Monday preceding the election
11	Last day (5:00 p.m.) for <b><u>special voting deputies to conduct absentee voting</u></b> for residents in nursing homes and certain qualified facilities for Partisan Primary.	6.875(6) – Monday preceding the election
12	<b><u>PARTISAN PRIMARY</u></b>	5.02(12s) – 2 <sup>nd</sup> Tuesday in August
12	Last day (5:00 p.m.) for <b><u>military electors who are on active duty away from their voting residence to request absentee ballots by mail</u></b> .	6.86(1)(b) – Election Day
12	Deadline (5:00 p.m.) for <b><u>sequestered juror to apply for an absentee ballot</u></b> and for <b><u>hospitalized elector to make application by agent for an absentee ballot</u></b> for Partisan Primary.	6.86(1)(b), (3)(c) – Election Day
12	Deadline (8:00 p.m.) for <b><u>absentee ballots to be delivered to the polling place</u></b> .	6.87(6) – Election Day
12	<b><u>Election inspectors complete the returns for all votes cast at the polling place</u></b> .	7.51, 7.53(1)(a) – immediately after the polls close
12	Deadline (8:00 p.m.) for <b><u>clerk to post</u></b> at his or her office and on the Internet, <b><u>a statement of the number of absentee ballots the clerk has mailed or transmitted to absentee electors that have not been returned</u></b> .	7.515(5) – No later than closing hour of the polls on Election Day
12	Deadline for <b><u>clerk to post</u></b> at his or her office and on the Internet, <b><u>a statement of the number of electors who have cast provisional ballots</u></b> that cannot be counted until the electors provide the necessary documentation.	7.15(15) – as soon as possible after the closing hour for all polling places in the municipality on election night
12	<b><u>Municipal clerk must enter the information from the Provisional Ballot Reporting Form (GAB-123r) from each reporting unit into the Provisional Ballot Tracking System</u></b> . (Even if no provisional ballots are issued.)	42 U.S.C. § 15482
13	<b><u>Municipal clerks deliver tally sheets, inspectors' statements, ballots, and applicable envelopes and materials</u></b> to county clerks by 4:00 p.m.	7.51(5) – Day after Election Day

## DATE

## STATUTE

## AUGUST

14	<b><u>Municipal clerks</u></b> (in municipalities that canvass absentee ballots at an alternate location) <b><u>deliver tally sheets, inspectors' statements, ballots, and applicable envelopes and materials</u></b> to county clerks by 4:00 p.m.	7.51(5), 7.52 – 2 <sup>nd</sup> day after Election Day
15	Deadline (4:00 p.m.) for <b><u>electors who voted provisionally to provide missing information</u></b> (either proof of residence or driver license/state ID number) so that their ballot may be counted.	6.97(3) – Friday following election
15	Deadline (4:00 p.m.) for <b><u>all absentee ballots to be delivered via USPS to the municipal clerk (must be postmarked by Election Day)</u></b> .	6.87(6), 7.515(3) – the Friday after the election
18	Deadline (9:00 a.m.) for the <b><u>Municipal Board of Canvassers to convene for processing late-arriving ballot</u></b> for the Partisan Primary.	7.53(1)(a), 7.53(2)(d) – no later than 9:00 a.m. on the Monday after the election
18	Deadline (4:00 p.m.) for the <b><u>Municipal Board of Canvassers to finish processing late-arriving ballots</u></b> for the Partisan Primary.	7.51(5)(b) – no later than 4:00 p.m. on the Monday after the election
19	Deadline (9:00 a.m.) for the <b><u>County Board of Canvassers to convene for the canvass</u></b> of the Partisan Primary.	7.60(3) – no later than 9:00 a.m. on the Tuesday after the election
22	Last day for <b><u>county clerks to deliver statement of county canvass</u></b> of Partisan Primary for state and federal offices to Government Accountability Board.	7.60(5) – 10 days after election
26	Last day for <b><u>Government Accountability Board to send Type B notice</u></b> information and certification of candidates for General Election to county clerks.	10.01(2)(b), 10.06(1)(i) – 4 <sup>th</sup> Tuesday in August
26	Last day for <b><u>filing officer to receive referendum questions or petitions for referendum intended</u></b> for the General Election ballot.	8.37 – 70 days before election
26	<b><u>Municipal clerks may clear or erase memory devices for their voting equipment</u></b> from the Partisan Primary, if the data has been transferred to another medium (to be retained for 22 months).	7.23(1)(g) – 14 days after a primary.
27	Deadline for <b><u>filing officer to file a copy of the referendum question</u></b> with the county clerk.	8.37 – next business day after received by filing officer
27	Last day for <b><u>chairperson of the Government Accountability Board to certify the results of the Partisan Primary</u></b> .	7.70(3)(a) – 3 <sup>rd</sup> Wednesday following election
-	<b><u>Filing officers draw names of candidates by lot</u></b> for placement on the General Election ballot	5.60(1)(b) - no later than the third day after completion of the primary canvass
-	<b><u>County clerks prepare ballots and send proofs to Government Accountability Board</u></b> for review as soon as possible before printing.	5.72(1), 7.10(2)
-	<b><u>Municipal clerks send absentee ballots</u></b> to electors with valid requests on file for the General Election as soon as they are available. (Any UOCAVA ballots must be recorded in SVRS)	42 U.S.C. § 1973ff-1, Wis. Stat. § 7.15(1)(cm)

## DATE

## STATUTE

## SEPTEMBER

6	<b><u>Materials and supplies</u></b> from the November 6, 2012, General Election <b><u>may be destroyed.</u></b>	7.23(1)(f) – 22 months after election
11	Last day for <b><u>municipal clerk to submit their Registration and Voting Statistics Report (GAB-190F)</u></b> for the Partisan Primary via WEDCS.	6.275 – within 30 days after each primary and election at which a state or national office is filled
17	Last day for <b><u>county clerks to deliver ballots and supplies</u></b> to municipal clerks for the General Election.	7.10(1), (3) – 48 days before election
18	Deadline for <b><u>municipal clerks to finalize ballot styles (Milestone 4) in SVRS,</u></b> in order to accommodate Online Absentee requests.	7.10(3), 7.15(1)(c), (cm) – 47 days before election
18	Deadline for <b><u>municipal clerks to send absentee ballots</u></b> to electors with valid requests on file for the General Election.	7.10(3), 7.15(1)(c), (cm) – 47 days before election

## OCTOBER

6	Last day for <b><u>governing body</u></b> of municipality <b><u>to establish location of polling places</u></b> for General Election.	5.25(3) – 30 days before election
6	Last day for <b><u>governing body</u></b> of municipality <b><u>to pass resolution combining wards</u></b> for General Election.	5.15(6)(b) – 30 days before election
6	Last day for <b><u>governing body</u></b> of municipality <b><u>to authorize appointment of tabulators</u></b> for General Election.	7.30(3)(a) – 30 days before election
6	First day for <b><u>filing officers to send forms and notice to file Fall pre-election campaign finance report</u></b> to appropriate registrants (see October 27, 2014).	11.21(2), 11.22(3) – no earlier than 21 days before the filing deadline
7	<b><u>Municipal clerks publish Type E notice</u></b> of absentee voting instructions for General Election.	10.01(2)(e), 10.06(3)(cm) – 4 <sup>th</sup> Tuesday preceding election
7	<b><u>County and municipal clerks publish Type A notice</u></b> of referenda (if required).	10.01(2)(c), 10.06(2)(g), (3)(c) – 4 <sup>th</sup> Tuesday preceding election
13	First day for <b><u>special voting deputies to conduct absentee voting</u></b> for residents in nursing homes and certain qualified facilities for General Election.	6.875(6) – 4 <sup>th</sup> Monday preceding the election
14	Last day for <b><u>filing officers to send forms and notice to file Fall pre-election campaign finance report</u></b> to appropriate registrants.	11.21(2), 11.22(3) – no later than 14 days before the filing deadline
15	Last day for <b><u>electors to register by mail to vote</u></b> in General Election. Mailed registrations must be postmarked no later than this date. (After this date, electors must register in person in municipal clerk's office or at the polls).	6.28(1) – postmarked no later than the 3 <sup>rd</sup> Wednesday before the election
16	<b><u>Clerks must have the Ineligible Voter List available</u></b> for in-person voter registrations.	6.29(2)(am)
16	First day for <b><u>clerks to issue certificate of registration (GAB-133) to late registrants.</u></b>	6.28(1), 6.29(2)(b)
20	Closing date for <b><u>Fall pre-election campaign finance report.</u></b>	11.20(8)(a) – 15 <sup>th</sup> day preceding the election
20	First day for <b><u>clerks to issue absentee ballots in person in the clerk's office.</u></b>	6.86(1)(b) – no earlier than 3 <sup>rd</sup> Monday preceding the election

DATE

STATUTE

**OCTOBER**

-	<b><u>Municipal or county clerk must publish notice of public test of electronic voting equipment</u></b> at least 48 hours before the test.	5.84(1) – 48 hours before the public test
25	First day for <b><u>municipal or county clerk to conduct public test</u></b> of electronic voting equipment.	5.84(1) – no earlier than 10 days prior to the election
27	Last day for <b><u>registrants to file Fall pre-election campaign finance report.</u></b>	11.20(2), (3) – no later than 8 days before the election
30	Last day (5:00 p.m.) for <b><u>electors (except military electors and indefinitely confined electors) to request absentee ballots by mail</u></b> for General Election.	6.86(1)(b) – 5 <sup>th</sup> day preceding the election
31	Last day (5:00 p.m.) for <b><u>indefinitely confined electors and military electors who are NOT on active duty away from their residence to request absentee ballots by mail</u></b> for General Election.	6.86(1)(b) – Friday preceding the election
31	Last day (5:00 p.m.) for <b><u>electors to register to vote in the General Election in the municipal clerk's office.</u></b>	6.29(2)(a) – Friday preceding the election
31	Last day (5:00 p.m.) for <b><u>electors to make application in person</u></b> to the municipal clerk for absentee ballots to vote in the General Election (except hospitalized electors and sequestered jurors).	6.86(1)(b) – Friday preceding the election
31	Last day (5:00 p.m.) for <b><u>special voting deputies to make arrangements</u></b> with nursing home or certain other qualified facility administrators <b><u>for establishing one or more dates for conducting absentee voting</u></b> for General Election.	6.875(6) – Friday preceding the election

**NOVEMBER**

-	Last day for <b><u>municipal clerk to post notice of absentee voting at certain care facilities.</u></b> (Notice is posted as soon as possible after arrangements have been made, but no later than 24 hours before the time absentee voting is conducted.)	6.875(6)(a) – no less than 24 hours before the visit
3	<b><u>County clerks publish Type B notice</u></b> of voting instructions and facsimile ballots for General Election.	10.01(2)(b), 10.02, 10.06(2)(m) – Monday preceding the election
3	<b><u>County clerks publish Type C notice</u></b> of referenda (if required).	10.01(2)(c), 10.06(2)(m) – Monday preceding the election
3	<b><u>Municipal clerks publish Type D notice</u></b> of locations and hours of polling places for General Election.	10.01(2)(d), 10.06(3)(d) – Monday preceding the election
3	Last day (5:00 p.m.) for <b><u>special voting deputies to conduct absentee voting</u></b> for residents in nursing homes and other certain qualified facilities for General Election.	6.875(6) – Monday preceding the election
4	<b><u>GENERAL ELECTION</u></b>	5.02(5) – Tuesday after the 1 <sup>st</sup> Monday in November
4	Deadline (5:00 p.m.) for <b><u>sequestered juror to apply for an absentee ballot</u></b> and for <b><u>hospitalized elector to make application by agent for an absentee ballot</u></b> for General Election.	6.86(1)(b), (3)(c) – Election Day
4	Deadline (5:00 p.m.) for <b><u>military electors who are on active duty away from their voting residence to request absentee ballots by mail.</u></b>	6.86(1)(b) – Election Day

## DATE

## STATUTE

## NOVEMBER

4	Deadline (8:00 p.m.) for <b><u>absentee ballots to be delivered to the polling place.</u></b>	6.87(6) – Election Day
4	Deadline (8:00 p.m.) for <b><u>clerk to post</u></b> at his or her office and on the Internet, <b><u>a statement of the number of absentee ballots the clerk has mailed or transmitted to absentee electors that have not been returned.</u></b>	7.515(5) – No later than closing hour of the polls on Election Day
4	Deadline for <b><u>clerk to post</u></b> at his or her office and on the Internet, <b><u>a statement of the number of electors who have cast provisional ballots</u></b> that cannot be counted until the electors provide the necessary documentation.	7.15(15) – as soon as possible after the closing hour for all polling places in the municipality on election night
4	<b><u>Municipal clerk must enter the information from the Provisional Ballot Reporting Form (GAB-123r) from each reporting unit into the Provisional Ballot Tracking System.</u></b> (Even if no provisional ballots are issued.)	42 U.S.C. § 15482
4	<b><u>Election inspectors complete the returns for all votes cast at the polling place.</u></b>	7.51, 7.53(1)(a) – immediately after the polls close
5	<b><u>Municipal clerks deliver tally sheets, inspectors' statements, ballots, and applicable envelopes and materials</u></b> to county clerks by 4:00 p.m.	7.51(5) – Day after Election Day
6	<b><u>Municipal clerks</u></b> (in municipalities that canvass absentee ballots at an alternate location) <b><u>deliver tally sheets, inspectors' statements, ballots, and applicable envelopes and materials</u></b> to county clerks by 4:00 p.m.	7.51(5), 7.52 – 2 <sup>nd</sup> day after Election Day
7	Deadline (4:00 p.m.) for <b><u>all absentee ballots to be delivered via USPS to the municipal clerk (must be postmarked by Election Day).</u></b>	6.87(6), 7.515(3) – the Friday after the election
7	Deadline (4:00 p.m.) for <b><u>electors who voted provisionally to provide missing information</u></b> (either proof of residence or driver license/state ID number) so that their ballot may be counted.	6.97(3)(b) – Friday following election
10	Certain <b><u>materials and supplies</u></b> from Partisan Primary <b><u>may be destroyed</u></b> after this date if no election contest, recount, or litigation is pending. (Ballots, materials and supplies pertaining to a federal election must be retained for 22 months.)	7.23(1)(k) – 90 days after the election
10	Deadline (9:00 a.m.) for the <b><u>Municipal Board of Canvassers to convene for processing late-arriving ballots</u></b> for the General Election.	7.53(1)(a), 7.53(2)(d) – no later than 9:00 a.m. on the Monday after the election
10	Deadline (4:00 p.m.) for the <b><u>Municipal Board of Canvassers to finish processing late-arriving ballots</u></b> for the General Election.	7.51(5)(b) – no later than 4:00 p.m. on the Monday after the election
12	Deadline (9:00 a.m.) for the <b><u>County Board of Canvassers to convene for the canvass</u></b> of the General Election.	7.60(3) – no later than 9:00 a.m. on the Tuesday after the election
15	Last day for <b><u>Government Accountability Board to send Type A notice</u></b> of Spring Primary on February 17, 2015, and Spring Election on April 7, 2015, to county clerks.	10.01(1), (2)(a); 10.06(1)(a) – November 15

DATESTATUTE

## NOVEMBER

18	Last day for <b><u>county clerks to deliver statement of county canvass</u></b> of General Election for state and federal offices to Government Accountability Board.	7.60(5) – 14 days after the General Election
-	<b><u>County clerks issue certificates of election</u></b> after expiration of time to file petition for recount and appeal of recount.	7.60(6)
25	<b><u>County clerks publish Type A notice</u></b> of Spring Primary on February 17, 2015, and Spring Election on April 7, 2015.	10.01(2)(a), 10.06(2)(a) – 4 <sup>th</sup> Tuesday in November
25	<b><u>Municipal clerks publish Type A notice</u></b> of local Spring Primary on February 17, 2015, and Spring Election on April 7, 2015.	10.01(2)(a), 10.06(3)(a), (4)(a) – 4 <sup>th</sup> Tuesday in November
25	<b><u>Municipal clerks may clear or erase memory devices for their voting equipment</u></b> from the General Election, if the data has been transferred to another medium (to be retained for 22 months).	7.23(1)(g) – 21 days after an election.

## DECEMBER

1	Last day for <b><u>chairperson of the Government Accountability Board to certify results</u></b> of General Election.	7.70(3)(a) – December 1
1	First day for <b><u>candidates to circulate nomination papers</u></b> for 2015 Spring Election.	8.05(3)(a), (4)(b), 8.10(2)(a) – December 1
1	First day for <b><u>governing body</u></b> of municipality <b><u>to set the date for a town or village caucus.</u></b>	8.05(1)(a) – Between December 1 and January 1
1	<b><u>Municipal clerks certify the approximate number of electors</u></b> in municipality to county clerks.	5.66(1) – 1 <sup>st</sup> day of the 2 <sup>nd</sup> month preceding a primary
4	Last day for <b><u>municipal clerk to submit their Registration and Voting Statistics Report (GAB-190F)</u></b> for the General Election via WEDCS.	6.275 – within 30 days after each primary and election at which a state or national office is filled
9	Last day for <b><u>filing officer to receive referendum questions or petitions for referendum</u></b> intended for the Spring Primary ballot.	8.37 – 70 days prior to the election
10	Deadline for <b><u>filing officer to file a copy of the referendum question</u></b> intended for the Spring Primary with the county clerk.	8.37 – next business day after receipt by filing officer
26	Last day (5:00 p.m.) for <b><u>incumbents not seeking</u></b> reelection to file <b><u>Notification of Noncandidacy</u></b> (GAB-163) with the filing officer. (Failure to notify will extend nomination paper deadline 72 hours for that office.)	8.10(2)(a), 120.06(6)(b) – 2 <sup>nd</sup> Friday preceding the deadline for nomination papers
31	Closing date for <b><u>January continuing campaign finance report.</u></b>	11.20(8)(b)



# State of Wisconsin\Government Accountability Board

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Chair

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Director and General Counsel

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**TO:** Wisconsin Municipal Clerks  
City of Milwaukee Election Commission  
Wisconsin County Clerks  
Milwaukee County Election Commission

**FROM:** Michael Haas  
Elections Division Administrator

Diane Lowe  
Lead Elections Specialist

**DATE:** October 8, 2013

**SUBJECT:** Appointment of Election Inspectors from Lists Submitted by Political Parties

December 31, 2013 marks the end of the current term of election inspectors (poll workers). At a meeting in December, but not later than December 31, 2013, the municipal governing body shall appoint election inspectors for a two-year term which begins January 1, 2014 and ends December 31, 2015.

### Submission of Inspector Nominee Lists by Political Parties

No later than November 30, 2013, the two major political parties whose candidates for governor or president at the last general election received the largest number of votes at an *individual polling place* (generally, the Democratic and Republican parties) may submit a certified list of election inspector nominees to the municipal governing body. The party which received the largest number of votes at each polling place is entitled to one more inspector than the party receiving the next largest number of votes. For inspector appointments made this December, the election used to determine the two dominant parties and which party is entitled to the extra poll worker at each polling place is the November 6, 2012 Presidential Election.

Example: Five election inspectors are to be placed at a polling place. Mitt Romney received the most votes at the polling place in November 2012. The Republican Party may nominate three people and the Democratic Party may nominate two people. The parties are entitled to 3 and 2 inspectors respectively. They can nominate at least as many names as there are needed appointees from that party.

In addition to being a qualified elector of the ward or district in which they serve<sup>1</sup>, being able to read and write the English language, and otherwise being capable and of good understanding, each party may establish additional criteria that a prospective nominee must meet in order to be included on the list submitted by the party. This may include a requirement to be a member of the party or to belong to an organization affiliated with the party.

Currently, the Democratic and Republican Parties are actively working to assemble and submit lists of election inspector nominees to as many municipalities as possible. You may receive a communication from one or both parties asking you to list your inspectors and their party affiliations. **Unless your current inspectors were appointed from party lists, the response to this request is that your inspectors are "unaffiliated."**

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<sup>1</sup> The municipal clerk may reassign an inspector to another polling place to assure adequate staffing at all polling places. Wis. Stat. § 7.15(1)(k)

### Delivery/Transmission of Lists

Wis. Stat. § 7.30(4), provides that the lists are to be submitted to the Mayor, Village President or Town Board Chairperson. (In the City of Milwaukee, the lists are to be submitted to the City of Milwaukee Board of Election Commissioners.) Though not required, the parties have been advised to also provide a copy to the municipal clerk in order to facilitate the process. A letter has been sent to the Republican and Democratic state parties reminding them of their responsibility to submit lists of poll worker nominees. Copies of the letters accompany this correspondence.

The deadline for submission of lists by the Parties is November 30, 2013, which is a Saturday. If the clerk's office is not open on Saturday, the deadline extends to Monday, December 2, 2013. Lists of inspector nominees may be submitted by personal delivery or electronically (by fax or email) no later than close of business on the deadline. If the list is submitted electronically, the list containing the original signature(s) of the appropriate party affiliate must follow, postmarked no later than the deadline. Wis. Admin. Code GAB § 6.04.

### If Lists are Received from One or Both Parties

When lists of election inspector nominees are submitted by one or both Parties, appointments must be made from the lists submitted by the Party for as long as election inspector positions are available. If party lists have been timely received, positions must be filled from the lists until the names on those lists have been depleted. The lists may also designate individuals as "first-choice" nominees, who must be appointed if they qualify and so long as positions are available. If the governing body has good cause not to appoint an individual whose name is submitted as a "first-choice" nominee, it may request the G.A.B. authorize non-appointment.

### If Lists are Received but are Insufficient

If a Party's list is insufficient to fill the positions available for that party's nominees, the remaining positions are filled without regard to party affiliation.

Example: Seven inspectors are to be placed at a polling place. Barack Obama received the most votes at the polling place in November 2012. If sufficient lists from both parties were submitted, four names would be appointed from the Democratic list and three names would be appointed from the Republican list. In this example however, there are only three names on the Democratic list and no Republican list was submitted. The governing body appoints the three Democratic names and the Mayor, Village President or Town Board Chairperson nominates other qualified individuals, regardless of party affiliation, and submits the names to the governing body for appointment to the remaining four "unaffiliated" positions. If the Republican Party submitted a list with two names in this example, then only two unaffiliated positions would be appointed.

### If No Lists are Received

If no lists are submitted, the Mayor, Village President or Town Board Chairperson nominates other qualified individuals, regardless of party affiliation, and submits the names to the governing body for appointment. All appointments are made without regard to party affiliation.

Please refer to the Election Official section of the Election Administration Manual for additional information. If you have questions, please contact the G.A.B. Help Desk at (608) 261-2028, or gabhelpdes@wi.gov. Thank you.

## ELECTION OFFICIALS' TRAINING REQUIREMENTS

Election Official	Current term	Required training for <u>new</u> official to be certified to conduct elections for the term.	Required training for <u>new</u> official to be recertified for the next term.	Required training for <u>currently-certified</u> official to recertify for the next term	Next term	Documents to be submitted to the G.A.B.	Required training if certification is lost by not accumulating the required number of hours by the end of the term	Examples of activities that count toward recertification (please visit the G.A.B. website for a complete list)
<b>Municipal Clerk</b>	1/01/13-12/31/14	3-hour municipal clerk core training class by first election	MCT Core plus three hours of election-related training – for a total of six hours - by the end of the term	Six hours of approved election-related training	1/01/15-12/31/16	Recertification reporting form	3-hour MCT Core plus three hours of election-related training by the first election	<ul style="list-style-type: none"> <li>• Baseline Chief Inspector training</li> <li>• G.A.B. staff presentations</li> <li>• SVRS training</li> <li>• Webinar election administration sessions</li> <li>• Training conducted by a county or municipal clerk</li> </ul>
<b>Chief Inspector</b>	1/01/12-12/31/13	3-hour baseline chief inspector training class by first election	CIT Baseline plus three hours of approved election-related training – for a total of six hours - by the end of the term	Six hours of approved election-related training	1/01/14-12/31/15	Agenda for recertification training as administered by clerk and approved by GAB	3-hour CIT Baseline plus three hours of election-related training by the first election	<ul style="list-style-type: none"> <li>• Training conducted by a county or municipal clerk</li> <li>• Webinar election administration sessions</li> <li>• Voting equipment training or pre-election testing (1 hour per term)</li> </ul>
<b>Regular Election Inspectors</b>	1/01/12-12/31/13	Clerk is required to conduct some type of election training every two years.	No recertification	No recertification	1/01/14-12/31/15	None	None	<ul style="list-style-type: none"> <li>• Training conducted by a county or municipal clerk</li> <li>• Webinar election administration sessions</li> </ul>



## Summary of Notice Publishing Deadlines

	Spring Elections	Fall Elections	Special school district primaries, elections, or referenda	Special primary, election, or referenda for national, state, or county
Type A	For spring school district elections: 4 <sup>th</sup> Tuesday in November before the election	Published by County Clerk	For school district offices: 40 days before the primary or election	Published by County Clerk
Type A: Notice of Referendum Election	If referenda voted on for spring primary or election: 4 <sup>th</sup> Tuesday before spring primary or election	Only if school district referendum on ballot: 4 <sup>th</sup> Tuesday before the September primary or general election	For special school district referendum: 4 <sup>th</sup> Tuesday before referendum election	Published by County Clerk
Type B	For spring primary or election: Monday before primary or election	Only if school district referendum on ballot: Day before the election	Day before the election	Published by County Clerk
Type C	If school district referendum on ballot: Day before the election	Only if municipal referendum on ballot: Day before the election	Day before the election	Published by County Clerk
Type D	Day before the election	Day before the election	Day before the election	Day before the election
Type E	For spring primary or election: 4 <sup>th</sup> Tuesday before the election	4 <sup>th</sup> Tuesday before September primary and general election	Special PRIMARY: 4 <sup>th</sup> Tuesday before	Special PRIMARY: 4 <sup>th</sup> Tuesday before
			Special ELECTION: 3 <sup>rd</sup> Tuesday before	Special ELECTION: 3 <sup>rd</sup> Tuesday before

SAMPLE TYPE A NOTICE FOR TOWNS WHERE CAUCUS SYSTEM IS USED

**NOTICE OF SPRING ELECTION**

**(insert name of town)**

**(insert date of election)**

NOTICE IS HEREBY GIVEN, that at an election to be held in the Town of (insert name of town), on Tuesday, (insert date of election), the following offices are to be elected to succeed the present incumbents listed. All terms are for two years beginning on Tuesday, April (insert day and year which is the third Tuesday in April), except for Town Assessor, whose term will begin on June 1, (insert year).

<u>Office</u>	<u>Incumbent</u>
Town Board Chairperson	(insert name)
Town Board Supervisor*	(insert name)
Town Board Supervisor*	(insert name)
Town Clerk	(insert name)
Town Treasurer	(insert name)
Town Assessor	(insert name)
Municipal Judge	(insert name)
Constable	(insert name)

NOTICE IS FURTHER GIVEN, that a town caucus for the purpose of nominating candidates to appear on the spring election ballot for the above listed offices will be scheduled during the month of (insert month). The caucus will be held on a date not sooner than (insert date) and not later than (insert date). Notice of the scheduled date of the caucus will be given at least five days before the caucus.

Done in the Town of (insert name of town),  
ON (insert date of publication).

---

(Signature of Town Clerk)

**\*If supervisor seats are numbered, indicate the number of each position.**

SAMPLE TYPE A NOTICE FOR VILLAGES WHERE CAUCUS SYSTEM IS USED

**NOTICE OF SPRING ELECTION**

**(insert date of election)**

NOTICE IS HEREBY GIVEN that at an election to be held in the Village of (insert name of village), on Tuesday, April (insert full date of election), the following offices are to be elected to succeed the present incumbents listed. The term for village president and village trustees will begin on April (insert proper date which is 3rd Tuesday in April). The term for all other offices will begin on May 1, (insert year). All terms are for two years unless otherwise indicated.

<u>Office</u>	<u>Incumbent</u>
Village President	(insert name)
Village Trustee	(insert name)
Village Trustee	(insert name)
Village Trustee	(insert name)
Village Clerk	(insert name)
Village Treasurer	(insert name)
Village Assessor	(insert name)
Municipal Judge	(insert name)
Constable	(insert name)

NOTICE IS FURTHER GIVEN that a village caucus for the purpose of nominating candidates to appear on the spring election ballot for the above listed offices will be scheduled during the month of December. The caucus will be held on a date not sooner than January (insert proper date which is 1st Tuesday in January), and not later than January (insert proper date which is last Tuesday in January). Notice of the scheduled date of the caucus will be given at least five days before the caucus.

Done in the Village of (insert name of village), on  
November (insert date of signing).

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(Signature of Village Clerk)

SAMPLE TYPE A NOTICE FOR TOWNS WHERE NOMINATION PAPERS ARE USED

**NOTICE OF SPRING ELECTION**

**(insert name of town)**

**(insert date of election)**

NOTICE IS HEREBY GIVEN, that at an election to be held in the Town of (insert name of town), on Tuesday, (insert date of election), the following offices are to be elected to succeed the present incumbents listed. The term for all offices is for two years beginning on Tuesday, April (insert day and year which is the third Tuesday in April), except for Town Assessor, whose term will begin on June 1, (insert year).

<u>Office</u>	<u>Incumbent</u>
Town Board Chairperson	(insert name)
Town Board Supervisor*	(insert name)
Town Board Supervisor*	(insert name)
Town Clerk	(insert name)
Town Treasurer	(insert name)
Town Assessor	(insert name)
Municipal Judge	(insert name)
Constable	(insert name)

NOTICE IS FURTHER GIVEN, that the first day to circulate nomination papers is (insert date), and the final day for filing nomination papers is 5:00 p.m., on Tuesday, (insert date), in the office of the town clerk.

NOTICE IS FURTHER GIVEN, that if a primary is necessary, the primary will be held on Tuesday, (insert date).

Done in the Town of (insert name of town),  
on (insert date).

---

(Signature of Town Clerk)

**\*If supervisor seats are numbered, indicate the number of each position.**

SAMPLE TYPE A NOTICE FOR VILLAGES WHERE NOMINATION PAPERS ARE USED

**NOTICE OF SPRING ELECTION**

**(insert name of village)**

**(insert date of election)**

NOTICE IS HEREBY GIVEN, that at an election to be held in the Village of (insert name of village), on Tuesday, (insert date), the following offices are to be elected to succeed the present incumbents listed. The term for village president and village trustee begins on April (insert day and year which is the third Tuesday in April). The term for all other offices begins on May 1, (insert year). All terms are for two years unless otherwise indicated.

Office

Incumbent

Village President

(insert name)

Village Trustee

(insert name)

Village Trustee

(insert name)

Village Trustee

(insert name)

Village Clerk

(insert name)

Village Treasurer

(insert name)

Village Assessor

(insert name)

Municipal Judge

(insert name)

Constable

(insert name)

NOTICE IS FURTHER GIVEN, that the first day to circulate nomination papers is (insert date), and the final day for filing nomination papers is 5:00 p.m., on Tuesday, (insert date), in the office of the village clerk.

NOTICE IS FURTHER GIVEN, that if a primary is necessary, the primary will be held on Tuesday, (insert date).

Done in the Village of (insert name of village),  
ON (insert date of publication).

---

(Signature of Village Clerk)

SAMPLE TYPE A NOTICE FOR CITIES

**NOTICE OF SPRING ELECTION**

**(insert name of city)**

**(insert date of spring election)**

NOTICE IS HEREBY GIVEN, that at an election to be held in the City of (insert name of city), on Tuesday, (insert date of election), the following offices are to be elected to succeed the present incumbents listed. The term for mayor and alderperson begins on Tuesday, April (insert day and year which is the third Tuesday in April). The term for all other offices begins on May 1, (insert year). All terms are for two years unless otherwise indicated.

<u>Office</u>	<u>Incumbent</u>
Mayor	(insert name)
City Clerk	(insert name)
City Treasurer	(insert name)
Aldersperson, District	(insert name)
Aldersperson, District	(insert name)
Municipal Judge	(insert name)

Information concerning aldermanic district boundaries may be obtained from (insert name and address of city clerk and any other source).

NOTICE IS FURTHER GIVEN, that the first day to circulate nomination papers is (insert date), and the final day for filing nomination papers is 5:00 p.m., on Tuesday, (insert date), in the office of the city clerk.

NOTICE IS FURTHER GIVEN, that if a primary is necessary, the primary will be held on Tuesday, (insert date).

Done in the City of (insert name of city), on  
(insert date of publication).

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(Signature of City Clerk)

SAMPLE TYPE A NOTICE FOR A REFERENDUM

**NOTICE OF REFERENDUM**

**(insert proper jurisdiction)**

**(insert date of referendum)**

NOTICE IS HEREBY GIVEN that at an election to be held in the (insert County, Town, Village, or School District) of (insert name of jurisdiction), on Tuesday, (insert date of election), the following question will be submitted to a vote of the people:

(Insert text of question here)

A copy of the entire text of the resolution directing the submission of the question can be obtained from the office of the (county, town, village, city, or school district) clerk.

Done in the (insert municipality where signed),  
ON (insert date of signing).

---

(Signature of clerk giving notice)  
(Title of clerk)

**(NOTE: THE TYPE A NOTICE OF REFERENDUM IS PUBLISHED BY THE CLERK RESPONSIBLE FOR THE REFERENDUM ON THE 4TH TUESDAY PRECEDING THE REFERENDUM ELECTION. IF A WEEKLY PAPER IS USED FOR PUBLICATION, THE NOTICE IS PUBLISHED IN THE CLOSEST ISSUE PRECEDING THE 4TH TUESDAY BEFORE THE REFERENDUM ELECTION. IF A JURISDICTION CHOOSES TO POST THIS NOTICE IN LIEU OF PUBLICATION, THE NOTICE MUST BE POSTED NO LATER THAN FOUR WEEKS BEFORE THE ELECTION.)**



## SAMPLE TYPE B NOTICE FOR SPRING PRIMARY

(Use with paper ballots, optical scan and touch screen voting systems. Delete any language or paragraphs that do not apply to your election or type of voting system.)

### NOTICE OF SPRING PRIMARY AND SAMPLE BALLOTS

(insert date of primary)

OFFICE OF THE (insert name of county, town, village, city, or school district) CLERK

TO THE ELECTORS OF (insert name of county, town, village, city, or school district):

Notice is hereby given of a spring primary election to be held in (insert name of county, town, village, city, or school district) on the (insert full date of election), at which the officers named below shall be nominated. The names of the candidates for each office, whose nominations have been certified to or filed in this office, are given under the title of the office, each in its proper column, together with the questions submitted to a vote, for a referendum, if any, in the sample ballot below.

#### INFORMATION TO ELECTORS

Upon entering the polling place, an elector shall state his or her name and address and sign the poll book before being permitted to vote. Where ballots are distributed to electors, the initials of two inspectors must appear on the ballot. Upon being permitted to vote, the elector shall retire alone to a voting booth and cast his or her ballot except that an elector who is a parent or guardian may be accompanied by the elector's minor child or minor ward. An election official may inform the elector of the proper manner for casting a vote, but the official may not in any manner advise or indicate a particular voting choice.

At the spring primary election, where **paper ballots** are used, the elector shall make a cross (X) in the square next to the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the elector shall write in the name of the person of his or her choice in the space provided for a write-in vote. On referendum questions, the elector shall make a cross (X) in the square next to "yes" if in favor of the question, or the elector shall make a cross (X) in the square next to "no" if opposed to the question.

Where **optical scan** voting is used, the elector shall fill in the oval or connect the arrow next to the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the elector shall write in the name of the person of his or her choice in the space provided, and fill in the oval or connect the arrow on the write-in line. On referendum questions, the elector shall fill in the oval or connect the arrow next to "yes" if in favor of the question, or the elector shall fill in the oval or connect the arrow next to "no" if opposed to the question.

Where **touch screen** voting systems are used, the elector shall touch the screen next to the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the elector shall type in the name of the person of his or her choice in the space provided for a write-in vote. On referendum questions, the elector shall touch the screen next to "yes" if in favor of the question, or the elector shall touch the screen next to "no" if opposed to the question.

Type B Notice  
Spring Primary  
Page Two

The vote should not be cast in any other manner. Not more than five minutes' time shall be allowed inside a voting booth. Sample ballots or other materials to assist the elector in casting his or her vote may be taken into the booth and copied. The sample ballot shall not be shown to anyone so as to reveal how the ballot is marked.

If the elector spoils a **paper or optical scan ballot**, he or she shall return it to an election official who shall issue another ballot in its place, but not more than three ballots shall be issued to any one elector. If the ballot has not been initialed by two inspectors or is defective in any other way, the elector shall return it to the election official, who shall issue a proper ballot in its place. After casting his or her vote, the elector shall leave the voting booth, properly deposit the ballot and promptly leave the polling place.

The elector may spoil a **touch screen** ballot at the voting station before the ballot is cast.

After an official **paper ballot** is marked, it shall be folded so the inside marks do not show, but so the printed endorsements and inspectors' initials on the outside do show. The elector shall leave the booth, deposit the ballot in the ballot box, or deliver the ballot to an inspector for deposit, and shall leave the polling place promptly.

After an official **optical scan ballot** is marked, it shall be inserted in the security sleeve so the marks do not show. After casting his or her vote, the elector shall leave the booth, insert the ballot in the voting device and discard the sleeve, or deliver the ballot to an inspector for deposit. If a central count system is used, the elector shall insert the ballot in the ballot box and discard the sleeve, or deliver the ballot to an inspector for deposit. The elector shall leave the polling place promptly.

After an official **touch screen** ballot is cast, the elector shall leave the polling place promptly.

An elector may select an individual to assist in casting his or her vote if the elector declares to the presiding official that he or she is unable to read, has difficulty reading, writing or understanding English or that due to disability is unable to cast his or her ballot. The selected individual rendering assistance may not be the elector's employer or an agent of that employer or an officer or agent of a labor organization which represents the elector.

The following is a sample of the official ballots:

(Insert official Spring Primary Ballots).

---

(Signature of Clerk making this notice)

SAMPLE TYPE B NOTICE FOR SPRING ELECTION  
(INCLUDES REFERENDA INSTRUCTIONS)

(Use with paper ballots, optical scan voting systems and touch screen systems. Delete any language or paragraphs that do not apply to your election or type of voting system.)

**NOTICE OF SPRING ELECTION AND  
SAMPLE BALLOTS  
(insert date of election)**

OFFICE OF THE (insert name of county, town, village, city, or school district) CLERK

TO THE ELECTORS OF (insert name of county, town, village, city, or school district):

Notice is hereby given of a spring election to be held in (insert name of county, town, village, city or school district), on the (insert day in figures) day of (insert month and year), at which the officers named below shall be chosen. The names of the candidates for each office to be voted for, whose nominations have been certified to or filed in this office, are given under the title of the office, each in its proper column, together with the questions submitted to a vote, for a referendum, if any, in the sample ballot below.

**INFORMATION TO ELECTORS**

Upon entering the polling place, an elector shall state his or her name and address and sign the poll book before being permitted to vote. Where ballots are distributed to electors, the initials of two inspectors must appear on the ballot. Upon being permitted to vote, the elector shall retire alone to a voting booth and cast his or her ballot except that an elector who is a parent or guardian may be accompanied by the elector's minor child or minor ward. An election official may inform the elector of the proper manner for casting a vote, but the official may not in any manner advise or indicate a particular voting choice.

At the spring election, where **paper ballots** are used, the elector shall make a cross (**X**) in the square next to the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the elector shall write in the name of the person of his or her choice in the space provided for a write-in vote. On referendum questions, the elector shall make a cross (**X**) in the square next to "yes" if in favor of the question, or the elector shall make a cross (**X**) in the square next to "no" if opposed to the question.

Where **optical scan** voting systems are used, the elector shall fill in the oval or connect the arrow next to the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the elector shall write in the name of the person of his or her choice in the space provided and fill in the oval or connect the arrow on the write-in line. On referendum questions, the elector shall fill in the oval or connect the arrow next to "yes" if in favor of the question, or the elector shall fill in the oval or connect the arrow next to "no" if opposed to the question.

Where **touch screen** voting systems are used, the elector shall touch the screen next to the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the elector shall type in the name of the person of his or her choice in the space provided for a write-in vote.

On referendum questions, the elector shall touch the screen next to "yes" if in favor of the question, or the elector shall touch the screen next to "no" if opposed to the question.

The vote should not be cast in any other manner. Not more than five minutes time shall be allowed inside a voting booth or machine. Sample ballots or other materials to assist the elector in casting his or her vote may be taken into the booth and copied. The sample ballot shall not be shown to anyone so as to reveal how the ballot is marked.

If the elector spoils a **paper or optical scan** ballot, he or she shall return it to an election official who shall issue another ballot in its place, but not more than three ballots shall be issued to any one elector. If the ballot has not been initialed by two inspectors or is defective in any other way, the elector shall return it to the election official, who shall issue a proper ballot in its place. After casting his or her vote, the elector shall leave the voting booth, properly deposit the ballot and promptly leave the polling place.

The elector may spoil a **touch screen** ballot at the voting station before the ballot is cast.

After an official **paper ballot** is marked, it shall be folded so the inside marks do not show, but so the printed endorsements and inspectors' initials on the outside do show. The elector shall leave the booth, deposit the ballot in the ballot box, or deliver the ballot to an inspector for deposit, and shall leave the polling place promptly.

After an official **optical scan** ballot is marked, it shall be inserted in the security sleeve so the marks do not show. After casting his or her vote, the elector shall leave the booth, insert the ballot in the voting device and discard the sleeve, or deliver the ballot to an inspector for deposit. If a central count system is used, the elector shall insert the ballot in the ballot box and discard the sleeve, or deliver the ballot to an inspector for deposit. The elector shall leave the polling place promptly.

After an official **touch screen** ballot is cast, the elector shall leave the polling place promptly.

An elector may select an individual to assist in casting his or her vote if the elector declares to the presiding official that he or she is unable to read, has difficulty reading, writing or understanding English or that due to disability is unable to cast his or her ballot. The selected individual rendering assistance may not be the elector's employer or an agent of that employer or an officer or agent of a labor organization which represents the elector.

The following is a sample of the official ballots:

(Insert official Spring Election Ballots).

---

(insert name and title of Clerk making this publication)

SAMPLE TYPE C NOTICE OF REFERENDUM

**NOTICE OF REFERENDUM**  
**(insert proper jurisdiction)**  
**(insert date of referendum election)**

NOTICE IS HEREBY GIVEN, that at an election to be held in the (insert the proper phrase here. For a statewide referendum insert: several towns, villages, wards, and election districts of the State of Wisconsin. For a county, town, village, city, or school district referendum insert: the title and name of the jurisdiction, such as: County of Dane), **ON** (insert date of election), **the following proposed** (insert: amendment to the Constitution of the State of Wisconsin, or: Resolution of the County Board, Town Board, Village Board, City Council, or School District Board of Education), **will be submitted to a vote of the people:**

(insert entire text of resolution directing the referendum)

The question will appear on the ballot as follows:

(insert question as it will appear on the official referendum ballot)

**EXPLANATION**

(insert statement here explaining the effect of both a "yes" and a "no" vote)

Done in the (insert municipality where signed),  
**ON** (insert date of signing here).

\_\_\_\_\_  
(Signature of clerk giving notice)  
(Title of clerk)

**(NOTE: THE TYPE C NOTICE OF REFERENDUM IS PUBLISHED BY THE CLERK RESPONSIBLE FOR THE REFERENDUM ON THE DAY PRECEDING THE REFERENDUM ELECTION. IF A WEEKLY PAPER IS USED FOR PUBLICATION, THE NOTICE IS PUBLISHED IN THE CLOSEST PRECEDING ISSUE TO THE DAY BEFORE THE REFERENDUM ELECTION. IF A JURISDICTION CHOOSES TO POST THIS NOTICE IN LIEU OF PUBLICATION, THE NOTICE MUST BE POSTED NO LATER THAN ONE WEEK BEFORE THE ELECTION.)**

SAMPLE TYPE D NOTICE OF LOCATION AND HOURS OF POLLING PLACES

**LOCATION AND HOURS OF POLLING PLACE**

At the (election or primary) to be held on (insert date of primary or date of election), in the (Town, Village, City, or School District) of (insert name of jurisdiction), the following polling place locations will be used for the wards indicated:

<u>Location</u>	<u>Wards</u>
(insert name of building and address)	(insert ward or ward numbers)
(insert name of building and address)	(insert ward or ward numbers)
(insert name of building and address)	(insert ward or ward numbers)

**ALL POLLING PLACES WILL OPEN AT 7:00 A.M. AND WILL CLOSE AT 8:00 P.M.**

If you have any questions concerning your polling place, contact the municipal clerk.

**(NAME OF MUNICIPAL CLERK)  
(ADDRESS)  
(TELEPHONE)  
(OFFICE HOURS)**

**(NOTE: THIS NOTICE MUST CONTAIN A STATEMENT ABOUT THE ACCESSIBILITY TO THE ELDERLY AND DISABLED FOR EACH POLLING PLACE. IF ANY POLLING PLACES ARE NOT ACCESSIBLE OR IN COMPLIANCE WITH FEDERAL LAW, CONTACT THE GOVERNMENT ACCOUNTABILITY BOARD.)**

**All polling places are accessible to elderly and disabled voters.**

**(NOTE: THE TYPE D NOTICE IS PUBLISHED BY THE MUNICIPAL CLERK ON THE DAY BEFORE EACH PRIMARY AND EACH ELECTION HELD IN THE MUNICIPALITY. IF A WEEKLY PAPER IS USED FOR PUBLICATION, THE NOTICE IS PUBLISHED IN THE CLOSEST PRECEDING ISSUE TO THE DAY BEFORE EACH PRIMARY AND EACH ELECTION. IF A MUNICIPALITY CHOOSES TO POST THIS NOTICE IN LIEU OF PUBLICATION, THE NOTICE MUST BE POSTED NO LATER THAN ONE WEEK BEFORE THE PRIMARY OR ELECTION.)**

SAMPLE TYPE E NOTICE - VOTING BY ABSENTEE BALLOT

**VOTING BY ABSENTEE BALLOT**

Any qualified elector who is unable or unwilling to appear at the polling place on Election Day may request to vote an absentee ballot. A qualified elector is any U.S. citizen, who will be 18 years of age or older on Election Day, who has resided in the ward or municipality where he or she wishes to vote for at least 28 consecutive days before the election. The elector must also be registered in order to receive an absentee ballot. .

**TO OBTAIN AN ABSENTEE BALLOT YOU MUST MAKE A REQUEST IN WRITING.**

Contact your municipal clerk and request that an application for an absentee ballot be sent to you for the primary or election or both. You may also request an absentee ballot by letter. Your written request must list your voting address within the municipality where you wish to vote, the address where the absentee ballot should be sent, if different, and your signature.

Special absentee voting application provisions apply to electors who are indefinitely confined to home or a care facility, in the military, hospitalized, or serving as a sequestered juror. If this applies to you, contact the municipal clerk.

You can also personally go to the clerk's office or other specified location, complete a written application, and vote an absentee ballot during the hours specified for casting an absentee ballot.

**(NAME OF MUNICIPAL CLERK)**  
**(TELEPHONE NUMBER OF CLERK'S OFFICE)(ADDRESS OF CLERK'S OFFICE OR ALTERNATE LOCATION FOR APPLYING FOR AND CASTING ABSENTEE BALLOTS)**  
**(HOURS SPECIFIED FOR CASTING ABSENTEE BALLOTS)**

**THE DEADLINE FOR MAKING APPLICATION TO VOTE ABSENTEE BY MAIL IS 5:00 P.M. ON THE FIFTH DAY BEFORE THE ELECTION,** (insert actual date of deadline).

**(MILITARY ELECTORS SHOULD CONTACT THE MUNICIPAL CLERK REGARDING THE DEADLINES FOR REQUESTING OR SUBMITTING AN ABSENTEE BALLOT.**

**THE FIRST DAY TO VOTE AN ABSENTEE BALLOT IN THE CLERK'S OFFICE IS** (insert date which is the third Monday before the election). **THE DEADLINE FOR VOTING AN ABSENTEE BALLOT IN THE CLERK'S OFFICE IS 5:00 P.M. ON THE FRIDAY BEFORE THE ELECTION,** (insert actual date of deadline).

**THE MUNICIPAL CLERK WILL DELIVER VOTED BALLOTS RETURNED ON OR BEFORE ELECTION DAY TO THE PROPER POLLING PLACE OR COUNTING LOCATION BEFORE THE POLLS CLOSE ON** (insert date of primary or election). **ANY BALLOTS RECEIVED AFTER THE POLLS CLOSE WILL BE COUNTED BY THE BOARD OF CANVASSERS IF POSTMARKED BY ELECTION DAY AND RECEIVED NO LATER THAN 4:00 P.M. ON THE FRIDAY FOLLOWING THE ELECTION.**

**(NOTE: THE TYPE E NOTICE IS PUBLISHED BY THE MUNICIPAL CLERK ON THE 4<sup>TH</sup>\* TUESDAY BEFORE EACH PRIMARY AND EACH ELECTION HELD IN THE MUNICIPALITY. IF A WEEKLY PAPER IS USED FOR PUBLICATION, THE NOTICE IS PUBLISHED IN THE CLOSEST PRECEDING ISSUE TO THE 4<sup>TH</sup>\* TUESDAY BEFORE EACH PRIMARY AND EACH ELECTION. IF A MUNICIPALITY CHOOSES TO POST THIS NOTICE IN LIEU OF PUBLICATION, THE NOTICE MUST BE POSTED NO LATER THAN THE 4<sup>TH</sup>\* TUESDAY BEFORE THE PRIMARY OR THE ELECTION.)**

\* THE TYPE E NOTICE FOR A SPECIAL PRIMARY OR ELECTION FOR NATIONAL STATE, COUNTY OR MUNICIPAL OR SPECIAL DISTRICT OFFICE, NOT HELD CONCURRENTLY WITH THE SPRING OR GENERAL ELECTION, IS PUBLISHED ON THE 3<sup>RD</sup> TUESDAY PRECEDING THE PRIMARY OR ELECTION. §§ 10.01(2)(e), 10.06(3)(f), Wis. Stats.



## **Wisconsin Candidate Eligibility** Candidate, age, residency, and special requirements

**United States Senator**: 30 year of age, a citizen of the United States for 9 years and an inhabitant of the state at the time of the election. Article I, Section 3, U.S. Constitution.

**Representative in Congress**: 25 years of age, a citizen of the United States for 7 years and an inhabitant of the state at time of election. Article I, Section 2, U. S. Constitution.  
(Representative need not be a resident at the time he/she files nomination papers and executes declaration of candidacy. 61 Atty. Gen. 155).

**Governor and Lieutenant Governor**<sup>†</sup>: A qualified elector\* of the state at the time of taking office. Article V, Section 2, Wis. Constitution.

**Attorney General**: A qualified elector\* of the state at the time of taking office.

**State Representative Office**<sup>†</sup>: A resident for one year within the state and a qualified elector\* of the district at the time of taking office. Article IV, Section 6, Wis. Constitution. 65 Atty. Gen. 165.

**Supreme Court Justice**<sup>†</sup>: Licensed to practice law in Wisconsin for 5 years immediately prior to the election and a qualified elector\* of the state at time of election. Article VII, Sections 10, 24, Wis. Constitution.

**Court of Appeals Judge**<sup>†</sup>: Licensed to practice law in Wisconsin for 5 years immediately prior to the election and a qualified elector\* of the appeals court district at the time of election. Article VII, Sections 10, 24, Wis. Constitution.

**Circuit Court Judge**<sup>†</sup>: Licensed to practice law in Wisconsin for 5 years immediately prior to the election and a qualified elector\* of the circuit at the time of election. Article VII, Sections 7, 10, 24, Wis. Constitution.

**District Attorney**<sup>†</sup>: Licensed to practice law in Wisconsin and a resident of the prosecutorial unit (county) at the time of taking office. Wis. Stat. § 978.02.

**County Supervisor (including Milwaukee)**<sup>†</sup>: Resident and qualified elector\* of district at the time of filing nomination papers. Wis. Stat. § 59.20(1).

**Other County Office**<sup>†</sup>: A qualified elector\* of the county at the time of filing nomination papers. Wis. Stat. § 59.20(1).

**Aldersperson (including Milwaukee)**<sup>†</sup>: A qualified elector\* of the city and, if aldermanic district, a qualified elector\* of the district and actually residing in the district at the time of election. Wis. Stat. §.62.09(2)(a).

**Other City Office (including Milwaukee)**<sup>†</sup>: A qualified elector\* of the city and an actual resident of the city at the time of election. Wis. Stat. § 62.09(2)(a).

**Village office**<sup>†</sup>: A qualified elector\* and an actual resident of the village at the time of election. Wis. Stat. § 61.19.

**Town Office**<sup>†</sup>: A qualified elector\* of the town at the time of taking office, except an assessor who is appointed under Wis. Stat. § 60.307. Wis. Stat. § 60.30(2).

**School Board Member (At-Large)**<sup>†</sup>: A qualified elector\* of the school district at the time of filing a Declaration of Candidacy. Wis. Stat. § 120.06(2).

**School Board Member Representing an Apportioned Area**<sup>†</sup>: A qualified elector\* of the school district at the time of filing a Declaration of Candidacy and a resident of the apportioned area at the time of taking office (4<sup>th</sup> Monday in April). Wis. Stat. §§ 120.05(1)(d), 120.06(2), (4).

<sup>†</sup>No person may hold any state or local elected office in Wisconsin if the person has been convicted of a felony in any court in the United States unless the person has been pardoned of the conviction. No person may have his/her name placed on the ballot for any state or local elected office in Wisconsin if the person has been convicted of a felony in any court in the United States unless the person has been pardoned of the conviction. Article XIII, Section 3 (2), (3), Wis. Constitution.

\*Qualified elector is defined in Wis. Stat. § 6.02, as a U.S. citizen, 18 years of age or older, who has resided in the election district for at least 28 consecutive days before any election at which he or she offers to vote (and who is not disqualified by virtue of one or more of the impediments described in Wis. Stat. § 6.03).

### **Terms-Federal Offices**

The terms of the President and Vice-President begin and end at noon on the 20<sup>th</sup> day of January. The terms of U.S. Senators and Representatives in Congress begin and end at noon on the 3<sup>rd</sup> day of January. Article XX, Section 1, U.S. Constitution.

### **Terms-State Offices**

State Senator, Representative to the Assembly, District Attorney, and County Offices.

The terms for these offices begin and end on the first Monday of January. Article XIII, Section 1, Wisconsin Constitution

State Superintendent of Public Instruction.

The term for this office begins and ends on the first Monday in July. Article X, Section 1, Wisconsin Constitution.

Supreme Court – August 1 Article VII, Sec. 4 Wisconsin Constitution

(Last revised September 2013)

**BALLOT ACCESS CHECKLIST  
FOR 2014 MUNICIPAL CANDIDATES  
WHERE NOMINATION PAPERS ARE USED**



Each of the following forms must be completed and filed on time by candidates for municipal office in order for the candidate's name to be placed on the ballot at the February 18, 2014 Spring Primary and the April 1, 2014 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.** 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 GAB-1)** to the filing officer no later than **5:00 p.m. on Tuesday, January 7, 2014.**
  - *New candidates* should file a campaign registration statement as soon as intent to seek elective office is known and before funds are collected or spent. Wis. Stat. §§ 11.05(2g), 11.10(1).
  - *Continuing candidates* should file an amended campaign registration statement indicating the office sought and the new primary and election dates.
  - **All** candidates should file a campaign registration statement or amended statement **before** circulating nomination papers. A current form must be filed with the filing officer no later than January 7, 2014, 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, 2014. Wis. Stat. §§ 8.10(5), 8.30(2), 120.06(6)(b), Ch. GAB § 6.04, Wis. Adm. Code.
- Circulate and submit **Nomination Paper for Nonpartisan Office (Form GAB-169)** to the filing officer. Original nomination papers (no photocopies, faxes or emailed documents) must be received by the filing officer no later than **5:00 p.m. on Tuesday, January 7, 2014**, or the candidate's name will not be placed on the ballot. Nomination papers may not be circulated before December 1, 2013. Wis. Stat. § 8.10(2), Ch. GAB § 6.04(2), Wis. Adm. Code.

The number of signatures required is as follows:

Citywide offices – 1 <sup>st</sup> class	1,500 – 3,000
Aldersperson – 1 <sup>st</sup> class	200 – 400
Citywide offices – 2 <sup>nd</sup> and 3 <sup>rd</sup> class	200 – 400
Aldersperson – 2 <sup>nd</sup> and 3 <sup>rd</sup> class	20 – 40
Citywide offices – 4 <sup>th</sup> class	50 – 100
Aldersperson – 4 <sup>th</sup> class	20 – 40
All village and town offices	20 – 100

- Complete and submit a **Declaration of Candidacy (Form GAB-162)** to the filing officer no later than **5:00 p.m. on Tuesday, January 7, 2014.** This form must be filed no later than January 7, 2014, 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, 2014. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Ch. GAB § 6.04, Wis. Adm. Code.
- Municipal judge candidates:**  
Complete and submit a **Statement of Economic Interests (SEI)** to the Government Accountability Board (G.A.B.), 212 East Washington Avenue, 3<sup>rd</sup> Floor, P.O. Box 7984, Madison, WI, 53707-7984, no later than **4:30 p.m. on Friday, January 10, 2014.** If this statement is not filed with the G.A.B. by January 10, 2014, the candidate's name will not appear on the ballot. (Faxed forms are acceptable.) Wis. Stat. §§ 8.10(5), 8.30(3), 19.43(4). Before December 1, 2013, the G.A.B. will mail *Statement of Economic Interests* forms to each incumbent whose office is up for election. Any time after December 1, 2013, a candidate may print the *Statement of Economic Interests* form and instructions from the G.A.B. website (<http://gab.wi.us>).

**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.





**3. COMMITTEE TREASURER** (Campaign finance correspondence is mailed to this address.)

Treasurer's Name	Telephone Number (residence)	
Address (number and street)	Telephone Number (employment)	
City, State and Zip Code	Treasurer Email Address	

**4. PRINCIPAL OFFICERS OF COMMITTEE AND OTHER CUSTODIANS OF BOOKS AND ACCOUNTS**

Attach additional listing if necessary. Indicate which officers or committee members are authorized to fill a vacancy in nomination due to death of candidate by an asterisk(\*). This provision only applies to independent and local nonpartisan candidates. s.8.35, Stats.

NAME	MAILING ADDRESS	Email Address	Phone #	POSITION

**5. DEPOSITORY INFORMATION**

Name of Financial Institution	Account Number (Attach list of any additional accounts and deposit boxes, location, type and number, i.e., savings, checking, money market, etc.)
Address (number and street)	City, State and Zip Code

**CERTIFICATION**

**TREASURER**

I, \_\_\_\_\_ (print full name) certify the information in this statement is true, correct and complete.

Signature \_\_\_\_\_, Treasurer \_\_\_\_\_  
Date \_\_\_\_\_

**CANDIDATE**

I, \_\_\_\_\_ (print full name) certify the information in this statement is true, correct and complete, and that this is the only committee authorized to act on my behalf.

Signature \_\_\_\_\_, Candidate \_\_\_\_\_  
Date \_\_\_\_\_

**+++ EXEMPTION FROM FILING CAMPAIGN FINANCE REPORTS §11.05(2r), Wis. Stats. +++**

You may be eligible for an exemption from filing campaign finance reports. Consult the Campaign Finance Instruction and Bookkeeping Manual to determine if the registrant qualifies for exemption.

This registrant is eligible for exemption. This registrant will not accept contributions, make disbursements or incur obligations in an aggregate amount of more than \$1,000 in a calendar year or accept any contribution or cumulative contributions of more than \$100 from a single source during the calendar year, except contributions by a candidate to his or her campaign of \$1,000 or less in a calendar year.

This registrant is no longer eligible to claim exemption.

Signature of Candidate or Treasurer \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

# DECLARATION OF CANDIDACY

(See instructions for preparation on back)

Is this an amendment?    Yes    No

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 \_\_\_\_\_  
(Name of political party or statement of principle - five words or less)

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 municipality of residence for voting purposes is:

\_\_\_\_\_  
(Candidate's address for voting purposes - **Include the number, street, and municipality where the candidate resides.**)

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.)

\_\_\_\_\_  
(Signature of candidate)

STATE OF WISCONSIN                    )  
  ) ss.  
County of \_\_\_\_\_                    )  
(County of notarization)

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

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

**NOTARY SEAL  
NOT REQUIRED**

My commission expires \_\_\_\_\_ or  is permanent.

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

GAB-162 (Rev. 7/2009) The information on this form is required by §§8.21, Stats., 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. §§8.05 (1)(j), 8.10 (5), 8.15 (4)(b), 8.17 (2), 8.20 (6), 120.06 (6)(b), Wis. Stats.

This form is prescribed by the **GOVERNMENT ACCOUNTABILITY BOARD**, 212 East Washington Avenue, 3<sup>rd</sup> Floor, P.O. Box 7984, Madison, WI 53707-7984  
608-266-8005, <http://gab.wi.gov> Email: [gab@wi.gov](mailto:gab@wi.gov)

<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 municipality of residence for voting purposes must be inserted on the fourth line. This must include the street and number, or post office address, and **the name of the municipality of residence** (town, village, or city). If your address changes before the election, an amended Declaration of Candidacy must be filed with the filing officer. s.8.21, Stats. *Federal candidates do not have to provide this information.*
- Type or print your name on the fifth line as you want it to be printed on the official ballot. You may use your full legal name, or any combination of first name, middle name, and initials, or nickname with last name.

The Government Accountability Board has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

No titles are permitted. In addition, names such as “Red” or “Skip” are permitted, but names which have an apparent electoral purpose or benefit, such as “Lower taxes,” “None of the above” or “Lower Spending” are not permitted. It is also not permissible to add nicknames in quotes or parentheses 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.

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.

### **Information to be provided by the person administering the oath:**

- The county of notarization.
- The date the Declaration of Candidacy was signed and the oath administered.
- The signature and title of the person administering the oath. If signed by a notary public, the date the notary’s commission expires must be listed. *The notary seal is not required.*

All candidates for offices using the nomination paper process and all school district candidates must file this form with the appropriate filing officer no later than the deadline for filing nomination papers. §§ 8.10 (5), 8.15 (4)(b), 8.17 (2), 8.20 (6), 8.50 (3)(a), 120.06 (6)(b), Wis. Stats.

Candidates nominated for local office at a caucus must file this form with their municipal clerk within 5 days of receiving notice of nomination. § 8.05 (l)(j), Wis. Stats.

# NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name; no titles may be used.			Street, fire, or rural route number; box number (if rural route); and name of street or road		
Name of municipality for <u>voting</u> purposes <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	Name of municipality for <u>mailing</u> purposes	State <b>WI</b>	zip code	Type of election <input type="checkbox"/> spring <input type="checkbox"/> special	Election date
Title of office		<input type="checkbox"/> Branch <input type="checkbox"/> District <input type="checkbox"/> Seat		Branch, district or seat number	
Name of jurisdiction or district in which candidate seeks office					

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

THE MUNICIPALITY USED FOR MAILING PURPOSES, WHEN DIFFERENT THAN MUNICIPALITY OF RESIDENCE, IS NOT SUFFICIENT. THE NAME OF THE MUNICIPALITY OF RESIDENCE MUST ALWAYS BE LISTED.			
SIGNATURES OF ELECTORS	STREET & NUMBER OR RURAL ROUTE <small>Rural address must also include box or fire no.</small>	MUNICIPALITY OF RESIDENCE <small>Indicate Town, Village, or City</small>	DATE OF SIGNING
1.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
2.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
3.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
4.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
5.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
6.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
7.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
8.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
9.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
10.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	

## CERTIFICATION OF CIRCULATOR

I, \_\_\_\_\_, certify:  
(Name of circulator)

I reside at \_\_\_\_\_  
(Circulator's residence - Include number, street, and municipality.)

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 §12.13(3)(a), Wis. Stats.

\_\_\_\_\_  
(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 Government Accountability Board has determined that no disclaimer or other attribution statement is required on nomination papers.

**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 Government Accountability Board has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

No titles are permitted. In addition, names such as “Red” or “Skip” are permitted, but names which have an apparent electoral purpose or benefit, such as “Lower taxes,” “None of the above” or “Lower Spending” are not permitted. It is also not permissible to add nicknames in quotes or parentheses 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 Residence** - If a candidate's municipality of residence is different from the municipality used for mailing purposes, both must be given. Indicate if the municipality of residence is a town, village, or city.

**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** 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.

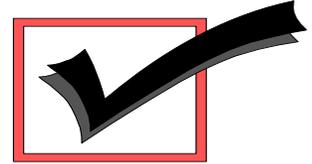
**Signatures of Electors** - Only qualified electors of the jurisdiction or the district the candidate seeks to represent may sign the nomination papers. Each elector's municipality of residence must be listed on the nomination paper along with the mailing address, including any street, fire or rural route number, box number (if rural route) and street or road name. The Street & Number or Rural Route section for each elector's address is split into two lines. The first line is for the street address. The second line is for the municipality for mailing purposes. The Municipality of Residence listed for each signing elector must clearly identify the town, village or city where the elector's voting residence is located. A post office box number alone does not show where the elector actually resides. 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 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. GAB §§ 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. GAB § 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* (GAB-1), a *Declaration of Candidacy* (GAB-162), and *Nomination Papers* (GAB-169) containing the appropriate number of signatures for the office sought no later than the filing deadline. §8.10(3), Wis. Stats. Candidates for state office and municipal judge must also file a statement of economic interests with the Government Accountability Board by the third business day after the nomination paper filing deadline. §19.43, Wis. Stats. If any one of these required forms is not filed by the deadline, the candidate's name will not be placed on the ballot. §8.30, Wis. Stats.
- If a candidate or circulator has any questions, he or she should contact the filing officer.

# BALLOT ACCESS CHECKLIST FOR 2014 MUNICIPAL CANDIDATES WHERE NOMINATION IS BY CAUCUS



Each of the following forms must be completed and filed by all candidates nominated at the caucus for municipal office for the April 1, 2014 Spring Election. If these forms are not filed by the deadline, the candidate's name will not be placed on the ballot. Wis. Stat. §§ 8.05(1)(j), 8.30(2),(3),(4).

**For municipal elections, the filing officer is the municipal 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 GAB-1)** to the local filing officer no later than **5:00 p.m. on the 5th day after receipt of written notification** of nomination at the caucus. If a current campaign registration statement is not filed by the 5th day after receipt of notification, 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 the 5<sup>th</sup> day after notification. Wis. Stat. §§ 8.05(1)(j), 8.30(2), Ch. GAB § 6.04, Wis. Adm. Code.

Complete and submit a **Declaration of Candidacy (Form GAB-162)** to the local filing officer no later than **5:00 p.m. on the 5th day after receipt of written notification** of nomination at the caucus. If this form is not filed by the 5th day after notification, 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 the 5<sup>th</sup> day after notification. Wis. Stat. §§ 8.05(1)(j), 8.21, 8.30(4), Ch. GAB § 6.04, Wis. Adm. Code.

**Municipal judge candidates:**

Complete and submit **Statement of Economic Interests (SEI)** to the Government Accountability Board (G.A.B.), 212 East Washington Avenue, 3<sup>rd</sup> Floor, P.O. Box 7984, Madison, WI 53707-7984, no later than **4:30 p.m. on the 5th day after receipt of written notification** of nomination at the caucus. If this form is not filed with the G.A.B. by the 5th day after notification, the candidate's name will not be placed on the ballot. (Faxed forms are acceptable.) Wis. Stat. §§ 8.10(5), 8.30(3), 19.43(4). Before December 1, 2013, the G.A.B. will mail *Statement of Economic Interests* forms to each incumbent whose office is up for election. Any time after December 1, 2013, a candidate may print the *Statement of Economic Interests* form and instructions from the G.A.B. website (<http://gab.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.



# PROCEDURES FOR NOMINATION OF CANDIDATES BY CAUCUS

For Use by Clerks

Rev. January 2013



**Wisconsin Government  
Accountability Board**

P.O. Box 7984  
Madison, WI 53707-7984

Phone: (608) 261-2028  
FAX: (608) 267-0500  
E-mail: [gab@wi.gov](mailto:gab@wi.gov)  
Website: <http://gab.wi.gov>

## **Introduction**

The caucus is a method that may be used by towns and villages for nominating candidates to be placed on the Spring Election ballot. The caucus is open to the public, but only qualified electors of the municipality may nominate and vote for candidates. A person is not required to be a registered voter in order to participate in the caucus. A caucus cannot be used for nominating candidates for the office of Town Sanitary District Commissioner. Nomination papers must be used by Town Sanitary Districts.

Any person who is a United States citizen, 18 years of age or older, who has resided within the municipality for at least 28 days before the caucus is a qualified elector. The voter list from a previous election may be used as an aid in determining if a person qualified as an elector in the municipality at the last election. Any person whose name does not appear on the voter list may be asked to provide some form of identification that lists the person's name, current address, and if necessary, date of birth.

There is no spring primary for town or village offices when the caucus system is used. However, there may still be a February primary conducted within the town or village for state, county or school district candidates.

## **When to Hold the Caucus**

Between December 1 and January 1 preceding a spring election, the governing body of a town or village using the caucus system for nominating candidates must decide the date on which the caucus will be held. The caucus must be held no sooner than the first Tuesday and no later than the last Tuesday in January. If possible, preference should be given to the last Tuesday in January. S. 8.05 (1)(a), Wis. Stats. NOTE: The caucus is not required to be held on a Tuesday.

## **Public Notice of the Caucus**

The municipal clerk must give proper public notice of the caucus. This is accomplished by posting a notice in the clerk's office and by publishing a notice in a newspaper at least 5 days before the date of the caucus. This notice must contain the location, date, and time of the caucus. S. 8.05 (1)(b), Wis. Stats. Where a newspaper is not published within the municipality, clerks can meet this publishing requirement by posting the notice of the caucus in at least three locations within the municipality. S. 10.05, Wis. Stats. When posting is used, the notices must be placed no later than 5 days before the date of the caucus. The notices must be posted in 3 places within the municipality where they are most likely to be seen by electors.

## **Who Presides at the Caucus?**

The caucus is conducted by the town board chairperson or the village president along with the municipal clerk, as long as the chairperson or president is not a candidate at the Spring Election. If the chairperson or president is a candidate, he or she must call for an election of officials to conduct the caucus. This can be done either by ballot or acclamation. The electors must also select two tellers to canvass the vote for each office to be nominated at the caucus. S. 8.05 (1)(c), Wis. Stats.

## **Procedures for Nomination**

Nominations are made separately for each office that will appear on the Spring Election ballot. This can be done in one of two ways: by taking nominations from the floor or by conducting a vote by secret ballot.

When nominations are taken from the floor, each nomination must receive a second. After each nomination is made and seconded, the caucus chairperson must ask, "Are there any more nominations?" and hearing none, must announce, "nominations are closed." S. 8.05 (1)(d), Wis. Stats.

If nominations are made by conducting a secret ballot, the tellers will distribute a piece of paper to each elector, which will serve as a ballot. The electors will be instructed to write in the name of his or her nominee for the office. The ballots will then be collected and tallied by the tellers.

Whichever method is used for making nominations, the names of the persons nominated will be announced by the caucus chairperson. A flip chart or chalkboard may be used to record the names of the nominees. Only those persons nominated will be voted on at the caucus, if voting is necessary.

**For those offices where only one person is to be elected** and only one or two candidates are nominated, there is no need to conduct a vote. If more than two persons have been nominated, a vote must be conducted at the caucus to reduce the number of candidates to two. If a vote is required, the caucus chairperson will announce the names of all candidates. Each elector at the caucus is entitled to **vote for one** candidate. The **two candidates receiving the highest number of votes** are nominated and certified to the municipal clerk by the caucus chairperson and tellers. S. 8.05 (1)(f), (g), (h), Wis. Stats.

Nominations for the offices of town supervisors elected to unnumbered seats, or nominations for the offices of village trustee should be considered together. If more than twice the number of candidates to be elected is nominated, a vote must be conducted to reduce the number of candidates to twice the number of seats to be filled. **Each elector at the caucus is entitled to vote for as many candidates as there are seats to be filled at the election.**

For example, if 3 village trustees are to be elected, each person can vote for 3 candidates. The 6 candidates who receive the most votes at the caucus will be nominated and certified to the municipal clerk by the caucus chairperson and tellers.

### **In Case of a Tie**

If two or more candidates receive an equal number of votes, but not the greatest number of votes, so that only one of the candidates with equal votes may advance to the election, the tie between the candidates with equal votes may be broken either by drawing lots or by conducting another vote. The method by which a tie is broken should be agreed upon at the beginning of the caucus.

### **Notification to Candidates of Nomination**

As soon as the nominated candidates are certified to the municipal clerk, the clerk is responsible for notifying the candidates, in writing, of their nomination. The clerk must also inform each candidate of the requirements to file a Campaign Registration Statement (GAB-1) and a Declaration of Candidacy (GAB-162). Ss. 8.05 (1)(j), 8.21, 11.05, Wis. Stats. Candidates for municipal judge must also be informed of the requirement to file a Statement of Economic Interests with the Ethics Division of the G.A.B. Ss. 8.05 (1)(j), 19.43(4), Wis. Stats. A copy of the Campaign Registration Statement (GAB-1) and the Declaration of Candidacy (GAB-162) should be provided by the clerk to each nominated candidate.

If any of the nominated candidates are present at the caucus, the municipal clerk can provide them with a written notice, the Campaign Registration Statement (GAB-1), and the Declaration of Candidacy (GAB-162). Because the candidates are to receive a notification of nomination in writing, it is suggested that the clerk prepare a notification form that can be completed at the caucus with the name of the candidate and the office to which he or she was nominated. The clerk should also prepare a receipt that can be dated and signed by the candidate stating that he or she received a written notice of nomination at the caucus. A sample Notification of Nomination and a sample Receipt of Notification of Nomination can be found at the end of this booklet.

If a candidate is not present at the caucus, the written notification, the Campaign Registration Statement (GAB-1) and the Declaration of Candidacy (GAB-162) should be delivered to the candidate as soon as possible. Delivery can be made in person or by mail. If the written notification is delivered in person, the clerk should use a prepared receipt that can be dated and signed by the candidate. If the notification is mailed, it should be sent by certified mail. Certified mail will provide the clerk with a receipt showing the date that the notification was mailed.

*It is important to have a receipt.* If the notification is *personally delivered*, the candidate has 5 days after the date personal delivery is made to file the necessary forms with the clerk. The 5-day period begins the day after the date indicated on the receipt.

If the notification is *mailed*, the candidate has 5 days after the date the notification was mailed to file the necessary forms with the clerk. The 5-day period begins the day after the date on which the notification was mailed (as indicated on the certified mail receipt). If the 5<sup>th</sup> day falls on a Sunday or a holiday, the deadline is 5:00 p.m. on the next business day.

### **Notification of Noncandidacy**

Legislation enacted in 1994 provides for an extension of the filing deadline for candidates if the present incumbent does not seek re-election and does not file a Notification of Noncandidacy (GAB-163) with the filing officer.

*However, the statutory provisions for the filing of Notices of Non-Candidacy do not appear to apply to the nomination of candidates by the caucus procedure.* Those provisions are found in and only refer to the statutes governing nomination by nomination paper and nonpartisan primary.

Because a Notice of Noncandidacy is of no effect in caucus procedures, **if an incumbent is not nominated at the caucus**, no 72 hour extension will apply even if the incumbent did not file a Notice of Noncandidacy

If an **incumbent nominated at the caucus** fails to return the completed Campaign Registration Statement (GAB-1) and Declaration of Candidacy (GAB-162) within 5 days after receiving written notification by personal delivery, or within 5 days after the date written notification was mailed, the deadline for filing the forms by other candidates nominated at the caucus for that office will be extended an additional 3 days. The extension applies whether or not the incumbent has filed a Notification of Noncandidacy. **The 3-day extension does not apply to the incumbent.**

S. 8.05(1)(j), Wis. Stats.

An incumbent may voluntarily file a Notification of Noncandidacy to put everyone, especially the clerk, on notice that he or she will not be a candidate at the upcoming spring election. For this reason, the municipal clerk may want to send the Notification of Noncandidacy form to all incumbent officeholders whose term of office is up at the next election. However, the candidate is not required to complete and file the Notification of Noncandidacy, and neither the filing, nor the non-filing has any legal effect.

### **Qualifications for Ballot Placement of Candidates**

In order to qualify for ballot placement, each candidate nominated at the caucus is required to complete and file the two forms listed below. The candidate must file these forms with the municipal clerk no later than 5 days after receiving a written notice that he or she has been nominated for office. (See previous section.)

- ❑ Campaign Registration Statement (GAB-1)
- ❑ Declaration of Candidacy (GAB-162)

A candidate for municipal judge must also file a Statement of Economic Interests with the Ethics Division no later than 4:30 p.m. on the 5<sup>th</sup> day after receiving written notification that he or she has been nominated. This form may be obtained from the Ethics Division, 212 E. Washington Avenue, Madison, WI 53707-7984, (608) 261-2028, <http://gab.wi.gov>.

If a candidate fails to file any of the required forms within 5 days after receipt of written notification, the candidate does not qualify for ballot placement and the clerk cannot place the candidate's name on the ballot. Ss. 8.05 (1)(j), 8.21, 8.30(2), (3), Wis. Stats. When a candidate fails to file the required forms on time, the clerk should treat that failure as a declination of nomination. If no candidates for an office qualify for ballot placement, the ballot will contain only a space for a write-in candidate.

### **Selecting Order of Candidates on the Ballot**

No later than the end of the third day following the qualification of candidates, the municipal clerk must conduct a drawing of lots for each office to determine the order in which the candidates' names will be placed on the Spring Election ballot. S. 8.05 (1)(j), Wis. Stats.

### **Reconvening the Caucus**

The town board chairperson or the village president may reconvene the caucus to correct a procedural error. The caucus can also be reconvened to nominate a candidate for a position for which no candidate was nominated at the original caucus, or when no candidate nominated at the original caucus qualifies for a position. The reconvened caucus must be held within 10 days of the date of the original caucus, and public notice must be given in the same manner as notice of the original caucus. S. 8.05 (1)(k), Wis. Stats.

For further information, contact an elections specialist at the Government Accountability Board at (608) 261-2028 or [gab@wi.gov](mailto:gab@wi.gov)

Prepared by:

### **Government Accountability Board**

P.O. Box 7984  
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FAX: (608) 267-0500  
[gab@wi.gov](mailto:gab@wi.gov)  
<http://gab.wi.gov>



S A M P L E

NOTICE OF NOMINATION AT CAUCUS

I, \_\_\_\_\_, clerk of the (Town or Village)  
*(insert name of town or village clerk)*  
of \_\_\_\_\_, certify that \_\_\_\_\_  
*(insert name of town or village)* *(insert name of nominee)*  
was nominated for the office of \_\_\_\_\_,  
*(insert name of office and district or number, if any)*  
at the caucus held on \_\_\_\_\_.  
*(insert date of caucus)*

A Campaign Registration Statement (GAB-1) and a Declaration of Candidacy (GAB-162) are enclosed with this notification. These forms must be completed by the nominee and returned to the clerk's office within five days of receipt of this written notification.

Date \_\_\_\_\_  
*(insert date of issuing notice)*

\_\_\_\_\_  
*(Signature of Town or Village Clerk)*

S A M P L E

RECEIPT OF NOTICE OF NOMINATION

Written notice of nomination at the caucus was received by me on

\_\_\_\_\_  
*(insert date of receipt)*

I understand that my name will appear on the ballot ***only if*** the Campaign Registration Statement (GAB-1) and Declaration of Candidacy (GAB-162) forms, enclosed with this notice, are completed by me and filed with the municipal clerk by

5:00 p.m. on \_\_\_\_\_.  
*(insert date of filing - 5 days after this receipt)*

\_\_\_\_\_  
(Signature of Nominee)

FOR OFFICE USE ONLY

## NOTIFICATION OF NONCANDIDACY

I, \_\_\_\_\_, state that I am currently the  
(please print name)  
incumbent officeholder for the office listed below.

I will not be a candidate for this office at the next election. I understand that the timely receipt\* of this notice will avoid an extension of the deadline for filing ballot access documents.

**TITLE OF OFFICE:** \_\_\_\_\_  
(print current office, including district #, if any)

**NEXT ELECTION DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**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 Government Accountability Board, 212 East Washington Avenue, 3<sup>rd</sup> Floor, P.O. Box 7984, Madison, WI 53707-7984, (608) 266-8005, FAX (608)267-0500, <http://gab.wi.gov> Email: [gab@wi.gov](mailto:gab@wi.gov).



<b>COST OF ELECTIONS</b>				
<b>Item</b>	<b>County Clerk is responsible</b> <i>(for Federal, State, and County Elections and State and County Referenda)</i>	<b>Municipal Clerk is responsible</b> <i>(for Municipal Elections and Referenda)</i>	<b>School Clerk is responsible</b> <i>(for School District Elections and Referenda)</i>	<b>Who Pays?</b> <i>(See "Special Notes")</i>
<i><b>Polling Places</b></i>				
Establishing and changing Polling Places		X		Municipality
<i><b>Notices</b></i>				
Type A	X	X	X	Jurisdiction responsible- Can be prorated proportionately if notice is combined with other jurisdictions.
Type B	X	X	X	Jurisdiction responsible- Can be prorated proportionately if notice is combined with other jurisdictions.
Type C	X	X	X	Jurisdiction responsible
Type D		X <sup>*</sup>	X <sup>+</sup>	<i>Municipality--</i> Can be prorated proportionately if notice is combined with other jurisdictions. <i>School district for special<sup>+</sup> school district election event.</i>
Type E		X <sup>*</sup>	X <sup>+</sup>	<i>Municipality--</i> Can be prorated proportionately if notice is combined with other jurisdictions. <i>School district for special<sup>+</sup> school district election event.</i>
<i><b>Polling Place Notices</b></i>				
GAB-111, GAB-112, GAB-114, GAB-115, GAB-116, GAB-117, GAB-118		X		Municipality
<i><b>Supplies</b></i>				
Absentee Ballot Mailing Envelopes, Certificate Envelopes and Postage		X		Municipality
Used Certificate Env. of Absentee Elector (GAB-103)	X	•	❖	Jurisdiction responsible for providing materials
Certificate of Rejected Absentee Ballots Env. (GAB-102)	X	•	❖	Jurisdiction responsible for providing materials
Provisional Ballot Certificate Env. (GAB-123)		X		Municipality

<b>COST OF ELECTIONS</b>				
<b>Item</b>	<b>County Clerk is responsible</b> <i>(for Federal, State, and County Elections and State and County Referenda)</i>	<b>Municipal Clerk is responsible</b> <i>(for Municipal Elections and Referenda)</i>	<b>School Clerk is responsible</b> <i>(for School District Elections and Referenda)</i>	<b>Who Pays?</b>
Provisional Ballot Reporting Form (GAB-123r)	X	•	❖	Jurisdiction responsible for providing materials
Inspectors' Certificate of Provisional Ballots Env. (GAB-108)	X	•	❖	Jurisdiction responsible for providing materials
Inspectors' Statement (GAB-104 & 104c)	X	•	❖	Jurisdiction responsible for providing materials
Write-in Candidate tally sheet (modified GAB-105) 2 per r.u.	X	X	X	Jurisdiction responsible for providing materials
Pre-printed registration list from SVRS		X		Municipality-may be prorated proportionately among jurisdictions
Election Day Reg. Voter List & Supplemental List (GAB-107)	X	•	❖	Jurisdiction responsible for providing materials
Voter numbers	X	•	❖	Jurisdiction responsible for providing materials-may be prorated proportionately among jurisdictions
"Return to County" "Return to Municipality" "Return to S.D.," Envs.		X		Municipality
<i>Ballots &amp; Associated Materials</i>				
Paper (Hand Count)	X	X	X	Jurisdiction required to provide ballots
Optical Scan	X	X	X	Prorated Proportionately among jurisdictions
Ballot Bags w/certificate (GAB-101), ties/seals, "chain of custody" documentation	X	X	X	Jurisdiction responsible (Where op scan ballots are used, cost is prorated proportionately among jurisdictions.)
<i>Labor</i>				
Election Inspectors, Tabulators SVDs, SRDs		X		Municipality for all regularly-scheduled elections* OR jurisdiction calling special election.
Board of Canvassers, Tabulators	X	X	X	Jurisdiction requiring canvass
Messengers		X (when delivering materials to county or school district)		Municipality
	X (When delivering materials back to municipality)		X (When delivering materials back to municipality)	Jurisdiction delivering materials

<b>COST OF ELECTIONS</b>				
<b>Item</b>	<b>County Clerk is responsible</b> <i>(for Federal, State, and County Elections and State and County Referenda)</i>	<b>Municipal Clerk is responsible</b> <i>(for Municipal Elections and Referenda)</i>	<b>School Clerk is responsible</b> <i>(for School District Elections and Referenda)</i>	<b>Who Pays?</b>
<i>Equipment</i>				
Voting Machines/Systems, ballot boxes, voting booths, pens, pencils		X		Municipality
Set up of machines (moving machines from one place to another)		X		Municipality
Maintenance of machines (making sure machines are in good repair; repairing when break down occurs)		X		Municipality
Preparation and programming of electronic voting systems	X			Jurisdiction Responsible (When programming includes municipal or other district offices, the municipality or district pays proportionately.)

- **Municipal Clerk** supplies (and pays for) when there are no federal, state or county elections.
- ❖ **School Clerk** supplies (and pays for) when there are no federal, state, county or municipal elections.

**Special Notes:**

- If no other level of government is involved in a school or special district election, *whether regularly-scheduled election\* or special election+*, the district shall pay for all costs of the ballots, supplies, notices and other materials. §5.68(2), Wis. Stats.
- When a county, school district, or special purpose district holds a special election *at a time other than a regularly scheduled election\**, all costs of the election are the responsibility of the jurisdiction calling the special election (all costs of the ballots, supplies, notices and other materials, *including* the cost of the polling place and election inspector(s). §§5.68(2), (5), 7.03(1)(bm), Wis. Stats.

\* Regularly scheduled elections are the February spring primary and April spring election and, in even-numbered years, the September partisan primary and November general election.

+ A Special Election is an Election scheduled outside the four regularly-scheduled election days.

# State of Wisconsin\Government Accountability Board

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 http://gab.wi.gov



JUDGE DAVID G. DEININGER  
 Chair

KEVIN J. KENNEDY  
 Director and General Counsel

## Destruction of Materials

The following chart is designed to assist clerks in determining when to destroy election materials. Materials and supplies associated with an election may be destroyed according to the following chart unless there is a recount, notice of an election contest, or any contest or litigation pending with respect to the election. For specific dates please see the *Calendar of Election and Campaign Events* from the Government Accountability Board. All materials and documentation associated with a federal election must be retained at least 22 months after the election.

<b>Materials</b>	<b>Destruction Date</b>
Contents of a blank ballot box	3 business days after all canvasses are completed for an election*
Unused ballots and materials	3 business days after all canvasses are completed for an election*
Voter Serial number slips	90 days after an election
	22 months after a federal election***
Detachable recording units from electronic voting equipment	14 days after a primary
	21 days after an election**
Ballots (state, county, local offices)	30 days after an election
Ballots (federal offices)***	22 months after a federal election
Applications for absentee ballots and copies of proof of identification submitted with the application	90 days after an election
	22 months after the election for federal election ballots ***
Forms associated with the election such as tally sheets, Inspectors' Statements (GAB-104), Declarations of Candidacy (GAB-162), and nomination papers	90 days after an election
	22 months after a federal election***
Official canvass statements	10 years after an election

Voter lists	22 months after an election
Absentee Ballot Log and Provisional Ballot Reporting Form (GAB-123r)	90 days after an election when votes <b>are not</b> recorded by the MBOC (22 months after a federal election***)
	22 months after an election when votes <b>are</b> recorded by the MBOC
Cancelled registration applications	4 years after the cancellation
Election notices	1 year after the election
	22 months after the federal election***
Proofs of publication of notices and correspondence relative to publications	1 year after the election
	22 months after the federal election***
Campaign Registration Statements <sup>+</sup> , Notifications of Noncandidacy (GAB-163)	6 years after termination by the registrant
Campaign finance reports	6 years after the date of receipt
Election Voting and Registration Statistics Reports (GAB-190)	22 months after the election for which they were created

\* Unless a petition for recounts is filed, in which case the materials must be retained.

\*\* Before units can be cleared or erased, the information must be transferred to a disk or other recording medium and retained for 22 months. This provision applies to elections that contain a federal office. For additional information on retention requirements for electronic media, please see the clerk communication dated June 9, 2010, available at the following link: <http://gab.wi.gov/node/1126>

\*\*\* Federal offices are President of the U.S., U.S. Senator and U.S. Representative in Congress.

<sup>+</sup> Candidates who are exempt from filing campaign finance reports are not required to “terminate.” Campaign Registration Statements of these candidates may be destroyed if 6 years have passed since the candidate’s name has appeared on a ballot.

### Electronic Conversion of Election Records

The Legislature, in Wis. Stat. § 7.23, established a schedule for the destruction of election materials, but it did not provide in that statute, or in any other elections statute, a schedule

or timetable for the conversion of elections records from “hard-copy” to electronic format or to microfiche.

The statute that authorizes the conversion of hard copies, Wis. Stat. § 19.21(4)(c), reads as follows:

*(c) Any local governmental unit or agency may provide for the keeping and preservation of public records kept by that governmental unit through the use of microfilm or another reproductive device, optical imaging or electronic formatting. A local governmental unit or agency shall make such provision by ordinance or resolution. Any such action by a subunit of a local governmental unit or agency shall be in conformity with the action of the unit or agency of which it is a part. Any photographic reproduction of a record authorized to be reproduced under this paragraph is deemed an original record for all purposes if it meets the applicable standards established in §§16.61 (7) and 16.612. This paragraph does not apply to public records kept by counties electing to be governed by Chapter 228.*

At its July 18, 2007 meeting, the former State Elections Board formally adopted the recommendation that counties or municipalities who convert their elections or campaign finance records from paper or “hard-copy” to microfilm or electronic format must retain the “hard copies” of those records for at least two years after the election immediately following the creation of those records, or for that period of time requested by the district attorney for that county or whose jurisdiction includes that municipality.

## CAMPAIGN FINANCE REPORT DATES

2013 Election Dates:

Spring Primary, February 19, 2013

Spring Election, April 2, 2013

<b>2013 Reports</b>	<b>Filing Deadline</b>	<b>Reporting Period</b>
January Continuing	January 31, 2013	10/23/12 thru 12/31/12 7/1/12 thru 12/31/12
Spring Pre-Primary	February 11, 2013	1/1/13 thru 2/4/13
Spring Pre-Election	March 25, 2013	2/5/13 thru 3/18/13
July Continuing	July 22, 2013	3/19/13 thru 6/30/13 or 1/1/13 thru 6/30/13
January Continuing	January 31, 2014	7/1/13 thru 12/31/13

2014 Election Dates:

Spring Primary, February 18, 2014

Spring Election, April 1, 2014

Fall Primary, August 12, 2014

Fall Election, November 4, 2014

<b>2014 Reports</b>	<b>Filing Deadline</b>	<b>Reporting Period</b>
Spring Pre-Primary	February 10, 2014	1/1/14 thru 2/3/14
Spring Pre-Election	March 24, 2014	2/4/14 thru 3/17/14
July Continuing	July 21, 2014	3/18/14 thru 6/30/14 or 1/1/14 thru 6/30/14
Fall Pre-Primary	August 4, 2014	7/1/14 thru 7/28/14
Fall Pre-Election	October 27, 2014	7/29/14 thru 10/20/14
January Continuing	February 2, 2015	10/21/14 thru 12/31/14 or 7/1/14 thru 12/31/14

2015 Election Dates:

Spring Primary, February 17, 2015

Spring Election, April 7, 2015

<b>2015 Reports</b>	<b>Filing Deadline</b>	<b>Reporting Period</b>
Spring Pre-Primary	February 9, 2015	1/1/15 thru 2/2/15
Spring Pre-Election	March 30, 2015	2/3/15 thru 3/23/15
July Continuing	July 20, 2015	3/24/15 thru 6/30/15 or 1/1/15 thru 6/30/15
January Continuing	February 1, 2016	7/1/15 thru 12/31/15

**CAMPAIGN FINANCE REPORT  
LOCAL COMMITTEES OF WISCONSIN**

**Is This Report an Amendment:**     Yes                       No

**Instructions for completing schedules are on the back of each schedule.**

***COMMITTEE IDENTIFICATION***

Name of Committee

Street Address

City, State and Zip Code

**OFFICE USE ONLY**

**Please check if address is different than previously reported, and complete the Campaign Registration Statement in the back of this form.**   

***NAME OF REPORT***

- January Continuing \_\_\_\_\_     Pre-Primary \_\_\_\_\_     Spring     Fall     Special  
 July Continuing \_\_\_\_\_     Pre-Election \_\_\_\_\_     Spring     Fall     Special

Termination Report  
also complete Schedule 4

***SUMMARY OF RECEIPTS AND DISBURSEMENTS***

**1. RECEIPTS**

	Column A This Period	Column B Calendar Year-To-Date
1A. Contributions (Including Loans) from Individuals	\$	\$
1B. Contributions from Committees (Transfers-In)	\$	\$
1C. Other Income and Commercial Loans	\$	\$
<b>TOTAL RECEIPTS</b> (Add totals from 1A, 1B and 1C)	\$	\$

**2. DISBURSEMENTS**

2A. Gross Expenditures	\$	\$
2B. Contributions to Committees (Transfers-Out)	\$	\$
<b>TOTAL DISBURSEMENTS</b> (Add totals from 2A and 2B)	\$	\$

***CASH SUMMARY***

Cash Balance Beginning of Report	\$
Total Receipts	\$
Subtotal	\$
Total Disbursements	\$
<b>CASH BALANCE END OF REPORT</b>	\$
<b>INCURRED OBLIGATIONS</b> (Balance at the Close of This Period-3A)	\$
<b>LOANS</b> (Balance at the Close of This Period-3B)	\$

***I certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete.***

Type or Print Name of Candidate or Treasurer	Signature of Candidate or Treasurer	Date:
		Daytime Phone:

**NOTE:** The information on this form is required by ss.11.06, 11.20, Wis. Stats. Failure to provide the information may subject you to the penalties of ss.11.60, 11.61, Wis. Stats.

**Campaign Finance Report**

Short Form GAB-2a  
Government Accountability Board

GAB ID Number

Spring  Fall  Special    Pre-Primary \_\_\_\_\_     Continuing Report due Jan. 31, \_\_\_\_\_

Spring  Fall  Special    Pre-Election \_\_\_\_\_     Continuing Report due July 20, \_\_\_\_\_

\_\_\_\_\_  
Name of Candidate or Committee (in full)

\_\_\_\_\_  
Address (number and street)

\_\_\_\_\_  
City, State, Zip

I certify that the above named committee or candidate did not receive contributions or other income, make disbursements, or incur obligations during the period covered by this report and that the cash balance remains the same as previously reported. This report fulfills filing requirements under Sec. 11.06(9), Stats.

Signature of Committee Treasurer or Candidate	Date	Daytime Phone
_____	_____	_____

GAB-2a (Rev. 11/03) (Reformatted 11/03) (Y2K 9/99)

# State of Wisconsin\Government Accountability Board

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JUDGE GORDON MYSE  
Chair

KEVIN J. KENNEDY  
Director and General Counsel

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## 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. (*Any communication for a political purpose is deemed paid for with political funds.*) 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 may 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.

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### 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:

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*"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:

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