

**BALLOT ACCESS CHECKLIST  
FOR 2017  
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 4, 2017 Spring Election**. If the 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).

The filing officer for municipal offices 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 ETHCF-1)** to the filing officer no later than **5 p.m. on the 5<sup>th</sup> day after receipt or written notification** of nomination by caucus. If a current campaign registration statement is not filed by the 5<sup>th</sup> day after receipt or notification, the candidate's name will not be placed on the ballot. Wis. Stat. §§ 8.05(1)(j), 8.30(2), Wis. Admin. Code GAB § 6.04.
  
- Complete and Submit a Declaration of Candidacy (Form EL-162)** to the filing officer no later than **5 p.m. on the 5<sup>th</sup> day after receipt or written notification** of nomination by caucus 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 the 5th day after receipt or written notification. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code GAB § 6.04.

**Municipal Judge Candidates:**

- Complete and submit Statement of Economic Interests (SEI)** to the Wisconsin Ethics Commission, 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 Wisconsin Ethics Commission 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, 2016, the Wisconsin Ethics Commission will mail Statement of Economic Interests forms to each incumbent whose office is up for election. Any time after December 1, 2016, a candidate may print the Statement of Economic Interests form and instructions from the agency website.

**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.