

## Reminders for Municipal Clerks 2016 Spring Primary and Election

### Deadlines

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#### 5:00 p.m. on Tuesday, January 5, 2016

- This is the statutory deadline for filing nomination papers. The clerk or deputy clerk must be available until the 5:00 p.m. deadline to accept nomination paper filings. Nomination papers must be original documents.

#### 5:00 p.m. on the Thursday before a primary or election

- Deadline for absentee voters (other than military or indefinitely confined) to request an absentee ballot be mailed to them.

#### 12:00 p.m. on the Friday before a primary or election

- Deadline for write-in candidates to file a Campaign Registration Statement (GAB-1). Write-in votes for unregistered candidates cannot be counted unless a ballot candidate dies or there are not sufficient ballot candidates to fill the seats up for election.

#### 5:00 p.m. on the Friday before a primary or election

- Deadline for military voters and indefinitely confined voters to request an absentee ballot be mailed to them.
- Deadline to register to vote in person in the clerk's office.
- Deadline to vote in person in the clerk's office, unless the in-person voting hours are extended to no later than 7:00 p.m.

On the Thursday and Friday before a primary or election, the clerk must check the mail after the latest mail delivery time and be available until 5:00 p.m. to accept delivery of an absentee ballot application by fax or email or by a person other than the voter.

#### 30 days before a primary or election

- Deadline to change the location of a polling place.

### Ability of a school district to close a polling place

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If a school district is the only level of government holding a primary or referendum on the date of the Spring Primary, the municipal clerk may *suggest* that the **school district close polling places** if the polling places are not disqualified under one of the criteria listed in Wis. Stat. § 120.06(9)(b). It is ultimately the school district that makes the decision.

### Primaries in Cities & Villages

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Does your city or village have a charter ordinance, under Wis. Stat. § 66.0101, Stats., that *requires* that a primary be held whenever the number of candidates who qualify for the ballot is more than twice the number of seats open for an office? Wis. Stat. §§ 8.11(1)(b), (1m)(b). If not, your municipality will not conduct a primary for your city or village offices unless:

- 1) The **governing body decides**, not later than 3 days after the deadline for filing nomination papers, **to conduct a spring primary**. Wis. Stat. §§ 8.11(1)(a), (1m)(a), *Or*,
- 2) Electors of a **city file a sufficient petition** requesting a primary within 3 days after the deadline for filing nomination papers. Wis. Stat. § 8.11(1)(c). Electors of a **village** may file a sufficient petition requesting a primary no later than December 1, of the year preceding the election. Wis. Stat. § 8.11(1m)(c).

In no case is a primary held for any village or city office if the number of candidates for a particular office does not exceed twice the number to be elected. Wis. Stat. §§ 8.11(1)(d), (1m)(d).