

Reminders for Municipal Clerks

Things to remember. . .

Deadlines

5:00 p.m. on Tuesday, January 4, 2011

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

5:00 p.m. on the Thursday and Friday before an election

The clerk or deputy clerk must be available to receive absentee ballot applications until 5:00 p.m. on the Thursday before an election. This is also the last day that an absentee ballot application can be received by mail for most electors, and the last day that absentee ballots can be mailed to an elector. (For military and indefinitely-confined electors, the deadline is the Friday before an election.)

5:00 p.m. on the day before an election

An elector may vote by absentee ballot in the clerk's office until 5:00 p.m. on the day before an election. This is also the deadline for registering to vote in the clerk's office. The clerk or deputy clerk must be available for these processes until 5:00 p.m. the day before the election.

If you need to **change the location of a polling place**, this must be done at least 30 days before the spring primary or election. §5.25(3), Wis. Stats.

Ability of a School District to Close a Polling Place

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 qualify under one of the criteria listed in §120.06(9)(b)1&2, Wis. Stats. It is the school district that makes the ultimate decision.

Primaries in Cities & Villages

Does your city or village have a charter ordinance, under s.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? ***If not-***

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

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.