Elections Administration Webinar Training Series
Building on the Basics

# ELECTION ADMINISTRATION TRAINING FOR SCHOOL DISTRICT CLERKS

A review of procedures essential to conducting school district elections.

**Wednesday, October 21, 2014**

**10:00 a.m. – 11:00 a.m.**

**Program Presenters**

Wisconsin Government Accountability Board Staff

## Agenda

- **General Information**
- **Notices**
- **Candidates and Other Registrants**
- **Campaign Finance Reporting**
- **Communicating with County Clerks**
- **Ballots**
- **Referenda Questions**
- **Polling Places, Election-Day Supplies and Accessibility**
- **Post-Election Activities (School District Canvass)**
- **Recounts and Recalls**
- **Other Election Materials**

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# ELECTIONS DIVISION DIRECTORY

Government Accountability Board
Elections Division
212 East Washington Avenue, 3rd Floor
P.O. Box 7984
Madison, WI 53707-7984
Phone: 608-261-2028
FAX: 608-267-0500
Website: http://gab.wi.gov
Email: gab@wi.gov

## WISCONSIN ELECTIONS DIVISION

Agency General Number…… 608-266-8005
FAX……608-267-0500
email: gab@wisconsin.gov
Agency Help Desk Number……608-261-2028

### *Administration*

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### *Public Information*

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### *Statewide Voter Registration System (SVRS)*

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Testing Lead…… 608-264-6764
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Peter James
SVRS Specialist…… 608-267-7804
email: peter.james@wisconsin.gov

Jodi Kitts
SVRS Specialist……608-261-2011
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Zachary Robinson
GIS Specialist…… 608-261-2032
email: zach.robinson@wisconsin.gov

Mai Choua Thao
SVRS Specialist…… 608-267-7891
email: mai.thao@wisconsin.gov

## 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
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

### *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
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

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
Website: http://cwagwisconsin.org/

## VOTING EQUIPMENT VENDORS

Dominion Voting (servicing Premier systems)
221 Hopkins Avenue
Jamestown, NY 14701
Phone: 866-654-8683
Email: 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
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

# IMPORTANT DATES
# FOR
# FEBRUARY 16, 2016 SPRING PRIMARY
# AND
# APRIL 5, 2016 SPRING ELECTION

**November 24, 2015 –** School Districts publish a Type A notice of the Spring Election, listing the offices up for election and the names of the current incumbents.

**December 1, 2015 -** First day for school district candidates to circulate nomination papers for the 2016 Spring Election, if required.

**December 25, 2015 -** Last day for incumbent officeholders *(not intending to seek re-election)* to file Notification of Noncandidacy (GAB-163). If school district office is closed for the holiday, the deadline is the next business day. (Failure to notify will extend nomination paper deadline 72 hours for that office.)

**January 5, 2016** – Ballot access filing deadline.

**January 8, 2016** - Last day for any person to challenge ballot access documents filed by school district candidates.

**January 12, 2016 -** Filing officers draw for ballot placement and certify names of candidates for Spring Election as well as those requiring a primary. *(For those offices requiring a primary, the names of winners are redrawn after the primary and certified for election ballot placement not later than 3 days after the primary canvass.)*

**January 26, 2016 -** Ballots must be available for absentee voting at the Spring Primary (if required).

**February 16, 2016 - Spring Primary** (if required)

**March 15, 2016 -** Ballots must be available for absentee voting at the Spring Election.

**April 5, 2016 - Spring Election**

**Prepared by:** GOVERNMENT ACCOUNTABILITY BOARD, P.O. Box 7984, Madison, WI 53707-7984, 608-266-8005
(10/2015)

# 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: 4th 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: 4th Tuesday before spring primary or election | Only if school district referendum on ballot: 4th Tuesday before the September primary or general election | For special school district referendum: 4th 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: 4th Tuesday before the election | 4th Tuesday before September primary and general election | Special PRIMARY: 4th Tuesday before | Special PRIMARY: 4th Tuesday before |
| | | | Special ELECTION: 3rd Tuesday before | Special ELECTION: 3rd Tuesday before |

SAMPLE TYPE A NOTICE FOR SCHOOL DISTRICTS

# NOTICE OF SCHOOL BOARD ELECTION

## (insert name of School District)

## (insert date of election)

NOTICE IS HEREBY GIVEN, that at an election to be held in the School District of (insert name of school district), on Tuesday, (insert full date of the election), the following offices are to be elected to succeed the present incumbents listed. The term of office for school board member is three years beginning on Monday, (insert proper date which is 4th Monday in April).

| Office | Incumbent |
|---|---|
| (List each position to be elected. If apportioned or numbered seats, indicate the area or number for each position.) | (List the name of each incumbent whose position will expire.) |

NOTICE IS FURTHER GIVEN, that a Campaign Registration Statement and a Declaration of Candidacy, must be filed no later than 5:00 p.m., on Tuesday, (insert date which is first Tuesday in January), in the office of the school district clerk. (If nomination papers are required, the first day to circulate nomination papers is December 1, (insert proper year) and the final day for filing nomination papers is 5:00 p.m., on Tuesday, January (insert day and year which is 1st Tuesday in January), in the office of the school district clerk.)

NOTICE IS FURTHER GIVEN, that if a primary is necessary, the primary will be held on Tuesday, February (insert day and year which is 3rd Tuesday in February).

A description of the school district boundaries can be obtained from the school district office.

Done in the (insert name of town, village, or city where signed) on (insert date of signing).

(Signature of School District Clerk)

(**NOTE:** THE SCHOOL DISTRICT CLERK IS REQUIRED TO PUBLISH THE TYPE A NOTICE NO LATER THAN THE 4TH TUESDAY IN NOVEMBER PRECEDING THE SPRING ELECTION. WIS. STAT. §120.06(6)(b)1. IF A WEEKLY PAPER IS USED FOR PUBLICATION AND IS NOT PUBLISHED ON TUESDAYS, THE NOTICE IS PUBLISHED IN THE CLOSEST PRECEDING ISSUE TO THE 4TH TUESDAY IN NOVEMBER.)

**SAMPLE TYPE B NOTICE FOR SPRING PRIMARY (INCLUDES REFERENDUM INSTRUCTIONS)**

(Use with paper ballots, optical scan, and touch screen voting systems. Includes Automark and Vote-PAD instructions. Delete any language or paragraphs that do not apply to your election, type of voting system or ballot marking device, if applicable.)

## 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 VOTERS 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 (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, a voter shall state his or her name and address, show an acceptable form of photo identification and sign the poll book and show acceptable proof of identification before being permitted to vote. If a voter is not registered to vote, a voter may register to vote at the polling place serving his or her residence, if the voter presents proof of residence in a form specified by law. Where ballots are distributed to electors, the initials of two inspectors must appear on the ballot. Upon being permitted to vote, the voter shall retire alone to a voting booth and cast his or her ballot except that a voter who is a parent or guardian may be accompanied by the voter's minor child or minor ward. An election official may inform the voter of the proper manner for casting a vote, but the official may not in any manner advise or indicate a particular voting choice.

**Where Paper Ballots are Used**

The voter 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 voter 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 voter shall make a cross (X) in the square next to "yes" if in favor of the question, or the voter shall make a cross (X) in the square next to "no" if opposed to the question.

When using a *tactile ballot marking device (Vote-PAD)* to mark a **paper** ballot, the voter shall obtain from the inspectors, the assistive device and any audio or dexterity aids if required. The voter 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 voter shall write in the name of the person of his or her choice in the space provided for a write-in vote, and fill in the oval or connect the arrow on the write-in line. On referendum questions, the voter shall fill in the oval or connect the arrow next to "yes" if in favor of the question, or the voter shall fill in the oval or connect the arrow next to "no" if opposed to the question.

**Where Optical Scan Voting is Used**

The voter 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 voter shall write in the name of the person of his or her choice in the space provided for a write-in vote, and fill in the oval or connect the arrow next to the write-in line. On referendum questions, the voter shall fill in the oval or connect the arrow next to "yes" if in favor of the question, or the voter shall fill in the oval or connect the arrow next to "no" if opposed to the question.

When using an *electronic ballot marking device ("Automark")* to mark an **optical scan** ballot, the voter shall touch the screen at 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 voter 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 voter shall touch the screen at "yes" if in favor of the question, or the voter shall touch the screen at "no" if opposed to the question.

**Where Touch Screen Voting is Used**,

The voter 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 voter 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 voter shall touch the screen next to "yes" if in favor of the question, or the voter 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. Sample ballots or other materials to assist the voter 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 voter 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 voter shall return it to the election official, who shall issue a proper ballot in its place.

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

**After Voting the Ballot**

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 voter shall deposit the voted 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. The voter shall 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 voter shall insert the ballot in the ballot box and discard the sleeve, or deliver the ballot to an inspector for deposit. The voter shall leave the polling place promptly.

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

A voter may select an individual to assist in casting his or her vote if the voter 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 voter's employer or an agent of that employer or an officer or agent of a labor organization which represents the voter.

The following is a sample of the official ballot:

(Insert official Spring Primary Ballot).

_____

(Insert name and title of Clerk making this notice)

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:

| Location | Wards |
|---|---|
| (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.**

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*(Add the following language when the municipality has a separate Municipal Board of Canvassers or when there are no municipal offices or referenda on the ballot.)*

**Notice of Meeting of the Local Board of Canvassers**

At the close of voting on Election Day, pursuant to the provisions of Wis. Stat. § 19.84, the Election Inspectors at each polling place will convene as the Local Canvassing Board for the purpose of conducting the local canvass pursuant to Wis. Stat. § 7.51. This meeting will be open to the public pursuant to Wis. Stat. §§ 19.81-89.

*(Add the following language when the inspectors serve as the Municipal Board of Canvassers and there are municipal offices or referenda on the ballot.)*

**Notice of Meeting of the Local and Municipal Board of Canvassers**

At the close of voting on Election Day, pursuant to the provisions of Wis. Stat. § 19.84, the Election Inspectors will convene as a joint meeting of the Local Board of Canvassers and the Municipal Board of Canvassers for the purpose of conducting the local and municipal canvasses pursuant to Wis. Stat. §§7.51 and 7.53(1). This meeting will be open to the public pursuant to Wis. Stat. §§ 19.81-89.

***(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. Proof of identification must be provided before an absentee ballot may be issued.

**You must make a request for an absentee ballot 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 submit a written request in the form of a 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. You may make application for an absentee ballot by mail or in person.

**Making application to receive an absentee ballot by mail**

**The deadline for making application to receive an absentee ballot by mail is**:
5 pm on the fifth day before the election, (*insert actual date of deadline*).

**Note**: 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 regarding deadlines for requesting and submitting an absentee ballot.

**Voting an absentee ballot in person**

You may also request and vote an absentee ballot in the clerk's office or other specified location during the days and hours specified for casting an absentee ballot in person.

(*Name of municipal clerk*) (*telephone number*)
(*address of clerk's office or alternate location for applying for and casting absentee ballots*)
(*clerk's hours of availability for receiving absentee ballot applications*)

**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 last day to vote an absentee ballot in the clerk's office:**
(Insert date which is the Friday before the election.)

No in-person absentee voting may occur on a weekend or legal holiday.

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.

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**(Note:** The Type E Notice is published by the municipal clerk on the 4th***** 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 4th***** 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 4th***** 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 ***3rd*** Tuesday preceding the primary or election. Wis. Stat. §§ 10.01(2)(e), 10.06(3)(f).

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.)

# Candidate Qualifications

A qualified elector is defined in s.6.02, Stats., as a U.S. citizen, 18 years of age or older, who has resided in the election district for at least 28 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 s.6.03, Stats.).

**School Board Member (At-Large):** : 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:** 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 (4th Monday in April). Wis. Stat. §§ 120.05(1)(d), 120.06(2), (4).

# CAMPAIGN REGISTRATION STATEMENT
## STATE OF WISCONSIN
## GAB-1

FOR OFFICE USE ONLY

IF A CANDIDATE DOES NOT FILE THIS STATEMENT BY THE DEADLINE FOR FILING NOMINATION PAPERS, THE CANDIDATE'S NAME WILL NOT BE PLACED ON THE BALLOT.

**NOTICE:** ANY CHANGE OF INFORMATION ON THIS REGISTRATION STATEMENT MUST BE FILED WITHIN 10 DAYS.

IS THIS AN AMENDMENT? ☐ Yes ☐ No

## 1. CANDIDATE AND CANDIDATE COMMITTEE INFORMATION

| | | |
|---|---|---|
| Name of Candidate | Party Affiliation | Office Sought (include district or branch number) |
| Residence Address (number and street) | Primary Date | Candidate Telephone Number (residence) |
| City, State and Zip Code | Election Date | Candidate Telephone Number (employment) |

| | |
|---|---|
| Campaign Committee Name (if any) Check One: ☐ Personal Campaign Committee ☐ Support Committee | Candidate Email Address |
| Campaign Committee Address (if different than above) - Number, Street, City, State and Zip Code | Committee Email Address |
| Telephone Number (if different than above) | |

## 2. POLITICAL COMMITTEE INFORMATION

(For use ONLY by Political Action Committees, Political Party Committees, Political Groups, etc.)

| | |
|---|---|
| Name of Committee | |
| Address - Number, Street, City, State and Zip Code | |
| Telephone Number | Committee Email Address |
| Sponsoring Organization - Name and Complete Address | |
| Acronym (if any) | |

**Type of Committee**:

A. ☐ Special Interest Committee (PAC)
- ☐ Resident Committee ☐ Nonresident Committee – (Must also file GAB-40 with WI Secretary of State's Office)
- ☐ Incorporated Labor Organization - Attach Information Required by s.11.05(3)(n), Stats.

B. ☐ Political Party Committee
- ☐ National ☐ State ☐ County ☐ Other _____

C. ☐ Legislative Campaign Committee – Attach Statement Required by s.11.05(3)(o), Stats.

D. ☐ Political Group (Referendum) _____ ☐ Support ☐ Oppose
Name of Referendum

E. ☐ Recall Committee _____ ☐ Support Recall ☐ Oppose Recall
Name of Officer Subject to Recall
- Attach Statement Required by s.9.10(2)(d)

F. ☐ Independent Disbursement Committee - Also, Complete Oath of Independent Expenditures, Form GAB-6

G. ☐ Individual - Also, Complete Oath of Independent Expenditures, Form GAB-6

## 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 (or recall petitioner)

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/Petitioner _____
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

THE INFORMATION ON THIS FORM IS REQUIRED BY §§9.10(2)(d), 11.05, 11.06(7), WIS. STATS. FAILURE TO PROVIDE THE INFORMATION MAY SUBJECT YOU TO THE PENALTIES OF §§8.30(2), 11.60, 11.61, 11.66, WIS. STATS.

**CAMPAIGN REGISTRATION STATEMENT (GAB-1) INSTRUCTIONS**

| Who Must Register | When | | Where |
|---|---|---|---|
| Candidates | As soon as they form the intent to run for office. Prior to raising or spending any funds, beyond those needed to open a bank account | | Local office or referenda- with the local clerk (town, village, city, school)<br><br>State office or statewide referenda – with the Government Accountability Board<br><br>For a mix of state and local offices – with the Government Accountability Board |
| Non-candidate committees | Before spending or taking in more than $300 | | |
| Referenda committees | Before spending or taking in more than $2,500 | | |

## Completing a Registration Statement

Section 1: Candidate and Candidate Committee Information - Section 1 should be completed by candidate committees only.

- Campaign Committee Name – Any candidate that accepts a donation must have a committee. Any communication (flyers, newspaper ads, website) requires a disclaimer 'Paid for by *Committee name, individual name, treasurer'*.
    - Candidates are only allowed one active committee for all state and local offices sought. If you are seeking multiple offices (town, county, school board), or plan to seek another office in the future, you may want to consider a generic committee name without the name of the office sought such as 'Friends of …', or 'Committee to Elect ….'. This will allow you to keep the same committee name for various offices.
    - Your committee name does not have to include your last name, but including your last name makes searching for your committee easier.

Section 2: Non-Candidate Committee Information - Section 2 should be completed by non-candidate committees only.

- A. Special Interest Committee (PAC)
    - PACs may receive money from individuals or other PACs, and contribute money directly to candidates. PACs may not accept money from corporations, including LLCs.
    - Committees intending to make only independent disbursements, without contributing to or coordinating with candidate committees, should register as an Independent Disbursement committee, letter F below.
    - A resident committee is based in Wisconsin and must report all receipts and expenses.
    - A non-resident committee is based outside of Wisconsin and must report only receipts from Wisconsin residents and expenses in Wisconsin state-level contests. A non-resident committee does not have to report cash balances. A non-resident committee must also file a GAB-40 form with the Wisconsin Secretary of State.
- B. Political Party Committee
    - To use the name of one of the recognized political parties in Wisconsin – Constitution, Democratic, Libertarian, or Republican, you must have permission from the state party.

- F. Independent Disbursement Committee
    - Committees making only independent disbursements may not contribute to or coordinate with candidate committees. These committees may accept unlimited contributions from individuals and from corporations. Before spending any money for or against a candidate, an Independent Disbursement committee must file a notarized GAB-6 Oath of Independent Disbursement stating whether they support or oppose the candidate.

Section 3. Campaign Treasurer - Section 3 should be completed by all committees.

All committees must name a treasurer. A Candidate may designate any elector to serve as their treasurer, or the candidate may server as his/her own treasurer. It is important that the treasurer's name, complete address, telephone number and email address be provided on the registration statement and be kept current. **All notices and forms for campaign finance reports will be sent to this person at the address given in this section.** Failure to receive notice of the filing requirement does not exempt a candidate from the requirement to file the reports.

## Item 4. Principal Officers of the Committee and Other Custodians of Books and Accounts (Optional)

If the committee has officers or other contacts besides the treasurer, they should be listed in Item 4. For a recall committee, the recall petitioner must be included here. The G.A.B. recommends that you provide more than one person's contact information.

Item 5. Depository Information (MANDATORY)

In some cases, banks may require a completed GAB-1 registration form to open a bank account. Your committee may register without a bank account, but the GAB-1 form must be amended **within 10 days** to report any change, including a new bank account number.

Failure to provide depository information **within 5 business days** of the first donation and before making any disbursements may disqualify a candidate for ballot placement. (Wis. Stats. §11.10(1))

In general, all committees must have and provide a campaign depository account number. One of three things must be entered here:

1. Separate Campaign bank account
    - This account may be used only for campaign funds
    - The bank may require an Employer Identification Number (EIN) from the IRS to open a committee account
2. Only Candidates may use a personal bank account
    - This is allowed only if the candidate is claiming the exemption from filing finance reports (under $1,000 of receipts, under $1,000 expenses, no more than $100 from a single source)
3. Only Candidates are allowed to not have a bank account, but only if:
    - The candidate will receive no contributions and make no disbursements. No communications may be authorized or distributed. This includes in-kind contributions and expenses.
    - The candidate must claim exemption by checking the appropriate box on this form.
    - The candidate should add a hand-written statement to the form that he or she will spend no money.

Candidates running for more than one elected office are only allowed one campaign depository account. All contributions and all disbursements for all offices must be run through the one account.

Certification

The candidate and committee treasurer must sign the original registration statement of a personal campaign committee or a support committee certifying that the information is true, correct, and complete, and that the committee is the only committee authorized to act on the candidate's behalf. For a recall committee, the recall petitioner and the treasurer must both sign. A candidate serving as his/her own treasurer only needs to sign once. Non-candidate committees require only the treasurer's signature. Amendments to the registration may be signed by either the candidate or treasurer. If there is a change in treasurer, the new treasurer should sign.

Exemption From Filing Campaign Finance Reports

All committees must file campaign finance reports, unless they check the box to claim exemption and remain within those limits.

- A non-candidate committee may not accept more than $100 from any single source (individual or committee) in one calendar year.
- A candidate committee may not accept more than $100 from any other single source (individual or committee) in a calendar year. The candidate may contribute up to $1000 to their own committee.
- A committee may not spend more than $1000 total in a calendar year.
- A referenda committee that does not accept contributions, make disbursements, or incur obligations of more than $2,500 is not required to register or file campaign finance reports. Referenda committees over this threshold may not claim exemption – they must register and file all required reports.

If a committee on exempt status exceeds any of the limits listed above:

- The committee must immediately file an amended GAB-1 with the appropriate filing officer, revoking the exempt status.
- The committee must report all campaign finance activity back to the beginning of the calendar year. Any reports past their deadline that were not filed should be filed as soon as possible.

If a committee filed reports for the previous calendar year, and wishes to go on exempt status for the upcoming year, the committee must file a January Continuing report covering all activity through December 31st. Include an updated GAB-1 requesting exempt status for the upcoming year.

## Amending a Registration Statement

When any of the information reported on the registration statement changes the statement must be amended by filing a new GAB-1. The candidate or treasurer must file the new GAB-1 within **10 days** of the change, checking the "yes" box at the top of the form to indicate that it is an amendment.

| FOR OFFICE USE ONLY |
|---|
| |

# Declaration of Candidacy
## School Board Candidates
(See instructions for preparation on back)

Is this an amendment?

☐ **Yes** (if you have already filed a DOC for this election) ☐ **No** (if this is the first DOC you have filed for this election)

I, _____, being duly sworn, state that
Candidate's name

I am a candidate for the office of School Board Member, _____,
Include seat number or name of apportioned area, if applicable

and, at the time of filing this document, I will meet 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.[1]

***My present address, including my municipality of residence for voting purposes is***:

| | | | | |
|---|---|---|---|---|
| | | | | **Town** of ☐<br>**Village** of ☐<br>**City** of ☐ |
| House or fire no. | Street Name | Mailing Municipality and State | Zip code | Municipality of Residence for Voting |

***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
County of _____ } ss.
(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)

The information on this form is required by Wis. Stat. § 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. Wis. Stats. §§8.05 (1)(j), 8.10 (5), 8.15 (4)(b), 8.17 (2), 8.20 (6), 120.06 (6)(b).



1 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 school district office in the State of Wisconsin must properly complete and file a ***Declaration of Candidacy***. This form must be **ON FILE** with the proper school district clerk 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 school district clerk no later than the filing deadline **and** the signed original declaration is received by the school district clerk 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 seat number or apportioned district** for which you are seeking election must be inserted on the second line.
- **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 address, including your municipality of residence for voting purposes, must be inserted on the fourth line. This must include your entire mailing address (**street and number**, **municipality where you receive mail)** *and* **the name of the municipality in which you reside and vote** (town, village, or city of __). If your address changes before the election, an amended Declaration of Candidacy must be filed with the School District Clerk. Wis. Stat. §.8.21.
- 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.

  **Note**: 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, municipal or school district clerk. Wis. Stat. § 8.21(2).

***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 school district candidates must file this form with the appropriate school district clerk no later than the deadline for filing nomination papers. Wis. Stats. §§ 8.10 (5), 8.15 (4)(b), 8.17 (2), 8.20 (6), 8.50 (3)(a), 120.06 (6)(b).

# 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 voting purposes<br>❑ Town<br>❑ Village _____<br>❑ City (name of municipality) | Name of municipality for mailing purposes | State<br>**WI** | zip code | Type of election<br>❑ spring<br>❑ special | Election date |
| Title of office | Branch, district or seat number<br>❑ Branch<br>❑ District<br>❑ Seat | 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 | Printed Name of Electors | Street and Number or Rural Route<br>Rural address must also include box or fire no | Municipality of Residence<br>Provide name of municipality | Date of Signing |
|---|---|---|---|---|
| 1. | | | ❑ Town<br>❑ Village<br>❑ City | |
| 2. | | | ❑ Town<br>❑ Village<br>❑ City | |
| 3. | | | ❑ Town<br>❑ Village<br>❑ City | |
| 4. | | | ❑ Town<br>❑ Village<br>❑ City | |
| 5. | | | ❑ Town<br>❑ Village<br>❑ City | |
| 6. | | | ❑ Town<br>❑ Village<br>❑ City | |
| 7. | | | ❑ Town<br>❑ Village<br>❑ City | |
| 8. | | | ❑ Town<br>❑ Village<br>❑ City | |
| 9. | | | ❑ Town<br>❑ Village<br>❑ City | |
| 10. | | | ❑ Town<br>❑ Village<br>❑ City | |

## CERTIFICATION OF CIRCULATOR

I,_____ certify: I reside at _____.
(Name of circulator) (Circulator's residence - **Include number, street, and municipality.**)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. 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 Wis. Stat. § 12.13(3)(a).

_____ (Date) _____ (Signature of circulator)

Page No.

# 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. Candidates are advised to send a sample of their completed form the filing officer for review before circulation.

***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 and Printed Name of Electors*** - Only qualified electors of the jurisdiction or the district the candidate seeks to represent may sign the nomination papers. Each signer must also legibly print their name. 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.

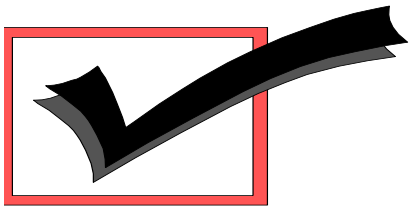
***Other Instructions*** - Candidates and circulators should review Ch. GAB §§ 2.05, 2.07, Wis. Adm. Code.

- *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. Wis. Stat. § 8.10(3). 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. Wis. Stat. § 19.43. If any one of these required forms is not filed by the deadline, the candidate's name will not be placed on the ballot. Wis. Stat. § 8.30.
- If a candidate or circulator has any questions, he or she should contact the filing officer.

# BALLOT ACCESS CHECKLIST

## FOR 2016

## SCHOOL DISTRICT CANDIDATES



Each of the following forms must be completed and filed on time by candidates for school district office in order for the candidate's name to be placed on the ballot at the February 16, 2016 Spring Primary and the April 5, 2016 Spring Election.

**The filing officer for school district offices is the school district clerk.** Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

**All school district candidates must**:

❒ Complete and submit a ***Campaign Registration Statement*** (**Form GAB-1)** to the filing officer no later than **5:00 p.m. on Tuesday, January 5, 2016.**

- *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 by **January 5, 2016**, or the candidate's name will not be placed on the ballot. Wis. Stat. §§ 8.10(5), 8.30(2).

❒ ***Complete and submit a Declaration of Candidacy*** (**Form GAB-162SD**) to the filing officer no later than **5 p.m. on Tuesday, January 5, 2016.** If this form is not filed with the filing officer by January 5, 2016, 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 5, 2016. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), 120.06(6)(b), Wis. Admin. Code GAB § 6.04.

**If nomination papers are used, a school district candidate must also**:

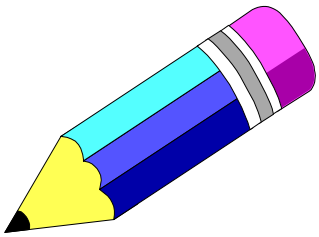
❒ ***Circulate and obtain sufficient nomination paper signatures*** on form **GAB-169,** and submit them to the filing officer no later than **5:00 p.m. on Tuesday, January 5, 2016.**. Nomination papers may not be circulated before December 1, 2015. Only original nomination papers will be accepted (no photocopies, faxes, or emailed documents). If nomination papers are not filed with the school district clerk (where required) by January 5, 2016, the candidate's name will not be placed on the ballot. Wis. Stat. §§ 8.10(2), 120.06(6)(b), Wis. Admin. Code GAB § 6.04(2).

Note: All candidates should file a ***Campaign Registration Statement*** **(Form GAB-1**) or amended statement before circulating nomination papers.

The number of signatures required on nomination papers is as follows:

| | |
|---|---|
| Board of school directors - 1st class cities | 400 - 800 |
| School district officer - with territory within a 2nd class city | 100 - 200 |
| School district officer - with *no* territory within a 1st or 2nd class city | 20 - 100 |

# CAMPAIGN FINANCE CHECKLIST FOR 2016 MUNICIPAL AND SCHOOL DISTRICT CANDIDATES



Candidates should determine if they are required to make financial disclosure reports.

For Milwaukee City offices, the filing officer is the Milwaukee City Board of Election Commissioners. For all other municipal offices the filing officer is the municipal clerk. For school district offices, the filing officer is the school district clerk. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

**If NOT eligible for exemption from reporting requirements:**

- ❒ Obtain a copy of the **Campaign Finance Overview – Local Candidates** Manual from your filing officer and carefully review it with your treasurer.

- ❒ Complete and submit a **January Continuing Campaign Finance Report (Form GAB-2L)** to the filing officer no later than **February 1, 2016,** if registered before January 1, 2016. This report covers activity from July 1, 2015, or the date of registration (whichever is later), through December 31, 2015. Wis. Stat. § 11.20(4).

- ❒ Complete and submit a **Pre-Primary Campaign Finance Report (Form GAB-2L)** to the filing officer no later than **February 8, 2016,** if a primary is held. This report covers activity from January 1, 2016, through February 1, 2016.

- ❒ Complete and submit a **Pre-Election Campaign Finance Report (Form GAB-2L)** to the filing officer, no later than **March 28, 2016.** This report covers activity from February 2, 2016, through March 21, 2016, if a primary is held, **or** January 1, 2016, through March 21, 2016, if no primary is held.

- ❒ Complete and submit a **July Continuing Campaign Finance Report (Form GAB-2L)** to the filing officer no later than **July 20, 2016.** This report covers activity from March 22, 2016, through June 30, 2016.

***Committees must file "Continuing Reports" until a termination report (GAB-2L) is filed.***

For further information or to obtain any of the necessary forms, please contact the Government Accountability Board.

**GABIS-8** | Rev 2015-06 | Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: gab.wi.gov | email: gab@wi.gov

| 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, 3rd Floor, P.O. Box 7984, Madison, WI 53707-7984, (608) 266-8005, FAX (608)267-0500, http://gab.wi.gov Email: gab@wi.gov.

**GAB-163** (4/2009)

Campaign Finance Report Dates 2016, 2017, and 2018

2016 Election Dates:
Spring Primary, February 16, 2016 Spring Election, April 5, 2016
Fall Primary, August 9, 2016 Fall Election, November 8, 2016

| 2016 Reports | Filing Deadline | Reporting Period |
|---|---|---|
| Spring Pre-Primary | February 8, 2016 | 1/1/16 thru 2/1/16 |
| Spring Pre-Election | March 28, 2016 | 2/2/16, or the date of your last report thru 3/21/16 |
| July Continuing | July 20, 2016 | 1/1/16 thru 6/30/16, or 3/22/16 thru 6/30/16 |
| Fall Pre-Primary | August 1, 2016 | 7/1/16 thru 7/25/16 |
| Fall Pre-Election | October 31, 2016 | 7/26/16 thru 10/24/16 |
| January Continuing | January 31, 2017 | 10/25/16 thru 12/31/16, or date of last report thru 12/31/16 |

2017 Election Dates:
Spring Primary, February 21, 2017 Spring Election, April 4, 2017

| 2017 Reports | Filing Deadline | Reporting Period |
|---|---|---|
| Spring Pre-Primary | February 13, 2017 | 1/1/157 thru 2/6/17 |
| Spring Pre-Election | March 27, 2017 | 2/7/17, or the date of your last report thru 3/20/17 |
| July Continuing | July 20, 2017 | 3/21/17 thru 6/30/17 or 1/1/17 thru 6/30/17 |
| January Continuing | January 31, 2018 | 7/1/17 thru 12/31/17 |

2018 Election Dates:
Spring Primary, February 20, 2018 Spring Election, April 3, 2018
Fall Primary, August 14, 2018 Fall Election, November 6, 2018

| 2018 Reports | Filing Deadline | Reporting Period |
|---|---|---|
| Spring Pre-Primary | February 12, 2018 | 1/1/18 thru 2/5/18 |
| Spring Pre-Election | March 26, 2018 | 2/6/18, or the date of your last report thru 3/19/18 |
| July Continuing | July 20, 2018 | 1/1/18 thru 6/30/18, or 3/20/18 thru 6/30/18 |
| Fall Pre-Primary | August 6, 2018 | 7/1/18 thru 7/30/18 |
| Fall Pre-Election | October 29, 2018 | 7/31/18 thru 10/22/18 |
| January Continuing | January 31, 2019 | 10/23/18 thru 12/31/18, or date of last report thru 12/31/18 |

***all reports begin on the date following the close of the last report**

# 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.**

**OFFICE USE ONLY**

## *COMMITTEE IDENTIFICATION*

Name of Committee

Street Address

City, State and Zip Code

**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*** | Column A This Period | Column B Calendar Year-To-Date |
|---|---|---|
| **1. RECEIPTS** | | |
| 1A. Contributions (Including Loans) from Individuals | $ | $ |
| 1B. Contributions from Committees (Transfers-In) | $ | $ |
| 1C. Other Income and Commercial Loans | $ | $ |
| **TOTAL RECEIPTS** (Add totals from 1A, 1B and 1C) | $ | $ |
| **2. DISBURSEMENTS** | | |
| 2A. Gross Expenditures | $ | $ |
| 2B. Contributions to Committees (Transfers-Out) | $ | $ |
| **TOTAL DISBURSEMENTS** (Add totals from 2A and 2B) | $ | $ |

## *CASH SUMMARY*

| | |
|---|---|
| Cash Balance Beginning of Report | $ |
| Total Receipts | $ |
| Subtotal | $ |
| Total Disbursements | $ |
| **CASH BALANCE END OF REPORT** | $ |
| **INCURRED OBLIGATIONS** (Balance at the Close of This Period-3A) | $ |
| **LOANS** (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: |
|---|---|---|
| | Email | 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.

GAB-2L (Rev. 04/14) This form is prescribed by the Government Accountability Board. Completed forms must be filed with your local clerk.

| **Campaign Finance Report**<br>Short Form GAB-2a<br>Government Accountability Board | GAB ID Number |
|---|---|

☐ Spring ☐ Fall ☐ Special Pre-Primary _____ ρ Continuing Report due Jan. 31, _____

☐ Spring ☐ Fall ☐ Special Pre-Election _____ ρ Continuing Report due July 20, _____

_____
Name of Candidate or Committee (in full)

_____
Address

_____
Daytime Phone

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 | Email Address |
|---|---|---|
| | | |

# 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. 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 should 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.

No disclaimer is required on 1) personal correspondence not reproduced by machine for distribution, 2) a single personal item which Is not reproduced or manufactured by machine or other equipment, 3) nomination papers even if the papers contain biographical information, 4) pins, buttons, pens, balloons, nail files and similar small items on which a disclaimer cannot be conveniently printed, or 5) envelopes which have campaign committee identification printed on them. Disclaimers should be included on each separate page of a political communication, including letterhead and enclosures.

## 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:

"Paid for by Mary Smith."

When the communication is paid for by the campaign committee of a candidate or by a political committee, the disclaimer should read:

"Paid for by Friends of Mary Smith for Major, James Jones, Treasurer."

"Paid for by the Committee for Votes, John Jones, Treasurer."

When the communication is provided as an in-kind contribution to the campaign committee of a candidate, the disclaimer should read:

"Paid for by Friends of Mary Smith for Mayor, James Jones, Treasurer."

or

"Paid for by Carol Nelson as an in-kind contribution to Friends of Mary Smith for Mayor, John Jones, Treasurer.

# Certificate of Nomination

**General Instructions:** ***Please Review Fully***

Please use uppercase (**CAPITAL**) letters only. Fill in circles as appropriate.
This form is used to document the transmission of candidate information. Candidate names should be listed on the form in the order they should appear on the ballot. After entering information into SVRS, Providers should file this form for reference.

## Jurisdiction Information

| | | | | |
|---|---|---|---|---|
| 1 | Clerk Last Name | | | |
| | Clerk First Name | | | |
| 2 | School Dist. ○ Union ○ Unified ○ Common | | | |
| 3 | **Relier Information** | | | |
| | Municipality ○ Town ○ Village ○ City | | | |
| | County | | HINDI # | |
| 4 | **Provider Information** | | | |
| | County | | HINDI # | |
| | Municipality ○ Town ○ Village ○ City | | HINDI # | |

## Election Information

| | | | | |
|---|---|---|---|---|
| 5 | Date of Election (MM/DD/YYYY) | / / | | |
| | Type of Election | | | |
| | Office | | | |
| | ○ Vote for 1 | ○ Vote for not more than: | | (Please Specify) |

## Candidate Information

6

Ballot Position

I, _____, Clerk for the ○ Town ○ Village ○ City ○ Sch. Dist. of _____, certify that the names of the candidates in Section 6 are for the office at the election on the date listed in Section 5, as determined by law, and that such names must be placed on the official ballot in the order listed.

| | |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| | | |
|---|---|---|
| 7 | **Comments** | |

## Signature

| | | | |
|---|---|---|---|
| **School Clerk Signature** | X | Date (MM/DD/YYYY) | / / |
| **Relier Signature** | X | Date (MM/DD/YYYY) | / / |
| **Provider Signature** | X | Date (MM/DD/YYYY) | / / |

# Certificate of Nomination

| | |
|---|---|
| **General Instructions:** *Please Review Fully* | **This form should be completed by either a school district clerk or a municipal clerk. The completed form should be submitted to your county clerk or provider, unless directed otherwise.**<br>This form is used to transmit information about candidate ballot placement to be entered into SVRS. Clerks should complete a separate form for each county. If there are candidates for more than one office, complete a separate form for each office. This form constitutes a certificate of nomination that may also be used for ballot creation.<br>Each section on the front side of this document corresponds to the sections below (1-6). |

| | |
|---|---|
| 1 | Whether School District Clerk or Relier Clerk, please provide your current last and first names in the spaces provided. Enter your formal names, as indicated on official government documents; no nicknames. |
| 2 | Only required if form is being completed on behalf of a School District. Fill in appropriate circle for type of School District. Complete name of School District. |
| 3 | Only required if form is being completed on behalf of a municipality. Fill in appropriate circle for type of municipality. Complete name of municipality. Complete name of county where municipality is located. |
| 4 | • To be completed by School District Clerk. Complete name of county where school district is located. If school district is located in more than one county, complete a separate form for each county.<br>• To be completed by Relier Clerk. Complete name of county or municipality that provides SVRS services to you. |
| 5 | • Complete date of election.<br>• Complete election type, i.e. Spring Primary, Spring Election, September Primary, General Election, Special Primary, Special Election.<br>• Complete office, i.e. Town Supervisor, Village Trustee, Mayor, School Board Supervisor.<br>• Fill in the circle to indicate that the office is to be listed on the ballot as “Vote for One” or “Vote for not more than”. If “Vote for not more than” indicate the number of seats to be elected. |
| 6 | • Complete the certification with the appropriate information for name of clerk and jurisdiction.<br>• List candidates’ names as they should appear on the ballot and in the order they should appear. |
| 7 | For School District Clerk, provide a list of municipalities within the school district. If additional space is required, please use a blank sheet of paper to document the municipalities and attach it to this form. |

**Signature:**

- By signing in this space, the School District Clerk is certifying the candidate information for the office at the election listed.
- By signing in this space, the Relier Clerk is certifying the candidate information for the office at the election listed.
- By signing in this space the County Clerk or Provider Clerk is acknowledging receipt of this information and has entered this information into SVRS.

# Official Primary Ballot
# for Nonpartisan Office
# February 17, 2015

**Notice to Voters**: This ballot may be invalid unless initialed by 2 election inspectors. If cast as an absentee ballot, the ballot must bear the initials of the municipal clerk or deputy clerk.

**Instructions to Voters:-**
If you make a mistake or have a question, see an election inspector. (Absentee Voters: Contact your municipal clerk.)

To vote for a name on the ballot, make an "**X**" or other mark in the square next to the name. To vote for a name that is not on the ballot, write the name in the space marked "write-in."

| School District |
|---|
| **School Board Members**<br>**Vote for not more than 3** |
| ☐ Candidate Name |
| ☐ Candidate Name |
| ☐ Candidate Name |
| ☐ Candidate Name |
| ☐ Candidate Name |
| ☐ Candidate Name |
| ☐ Candidate Name |
| write-in: |
| write-in: |
| write-in: |

**GAB-222** Spring Primary Paper Ballot for School District Office – Unnumbered seats
(2014-12)

# Official Primary Ballot
# for Nonpartisan Office
# February 17, 2015

**Notice to Voters**: This ballot may be invalid unless initialed by 2 election inspectors. If cast as an absentee ballot, the ballot must bear the initials of the municipal clerk or deputy clerk.

**Instructions to Voters**
If you make a mistake or have a question, see an election inspector. (Absentee Voters: Contact your municipal clerk.)

To vote for a name on the ballot, make an "**X**" or other mark in the square next to the name. To vote for a name that is not on the ballot, write the name in the space marked "write-in."

| School District | |
|---|---|
| **School Board Member 1**<br>**Vote for 1** | **School Board Member 3**<br>**Vote for 1** |
| ☐ Candidate Name | ☐ Candidate Name |
| ☐ Candidate Name | ☐ Candidate Name |
| ☐ Candidate Name | ☐ Candidate Name |
| write-in: | write-in: |
| **School Board Member 2**<br>**Vote for 1** | |
| ☐ Candidate Name | |
| ☐ Candidate Name | |
| ☐ Candidate Name | |
| write-in: | |
| **Continue voting at top of next column.** | |

**GAB-223** Spring Primary Paper Ballot for School District Office – Numbered seats
(2014-12)

# Official Primary Ballot
# for Nonpartisan Office
# February 17, 2015

**Notice to Voters**: This ballot may be invalid unless initialed by 2 election inspectors. If cast as an absentee ballot, the ballot must bear the initials of the municipal clerk or deputy clerk.

**Instructions to Voters**
If you make a mistake or have a question, see an election inspector. (Absentee Voters: Contact your municipal clerk.)

To vote for a name on the ballot, make an "**X**" or other mark in the square next to the name. To vote for a name that is not on the ballot, write the name in the space marked "write-in."

| School District | |
|---|---|
| **School Board Member from _____**<br>**Vote for 1** | **School Board Member from _____**<br>**Vote for 1** |
| ☐ Candidate Name | ☐ Candidate Name |
| ☐ Candidate Name | ☐ Candidate Name |
| ☐ Candidate Name | ☐ Candidate Name |
| write-in: | write-in: |
| **School Board Member from _____**<br>**Vote for 1** | |
| ☐ Candidate Name | |
| ☐ Candidate Name | |
| ☐ Candidate Name | |
| write-in: | |
| **Continue voting at top of next column.** | |

# Official Ballot
# for Nonpartisan Office
# April 7, 2015

**Notice to Voters**: This ballot may be invalid unless initialed by 2 election inspectors. If cast as an absentee ballot, the ballot must bear the initials of the municipal clerk or deputy clerk.

**Instructions to Voters**
If you make a mistake or have a question, see an election inspector. (Absentee Voters: Contact your municipal clerk.)

To vote for a name on the ballot, make an "X" or other mark in the square next to the name.
To vote for a name that is not on the ballot, write the name on the line marked "write-in."

| **School Board Member**<br>**Vote for not more than 3** |
|---|
| ☐ Candidate Name |
| ☐ Candidate Name |
| ☐ Candidate Name |
| ☐ Candidate Name |
| ☐ Candidate Name |
| ☐ Candidate Name |
| write-in: _____ |
| write-in: _____ |
| write-in: _____ |

# Official Ballot
# for Nonpartisan Office
# April 7, 2015

**Notice to Voters**: This ballot may be invalid unless initialed by 2 election inspectors. If cast as an absentee ballot, the ballot must bear the initials of the municipal clerk or deputy clerk.

**Instructions to Voters**
If you make a mistake or have a question, see an election inspector. (Absentee Voters: Contact your municipal clerk.)

To vote for a name on the ballot, make an "X" in or other mark in the square next to the name.
To vote for a name that is not on the ballot, write the name on the line marked "write-in."

| **School Board Member No. 1**<br>**Vote for 1** | **School Board Member No. 3**<br>**Vote for 1** |
|---|---|
| ☐ Candidate Name | ☐ Candidate Name |
| ☐ Candidate Name | ☐ Candidate Name |
| write-in: _____ | write-in: _____ |
| **School Board Member No. 2**<br>**Vote for 1** | |
| ☐ Candidate Name | |
| ☐ Candidate Name | |
| write-in: _____ | |

# Official Ballot for Nonpartisan Office
## April 7, 2015

**Notice to Voters**: This ballot may be invalid unless initialed by 2 election inspectors. If cast as an absentee ballot, the ballot must bear the initials of the municipal clerk or deputy clerk.

**Instructions to Voters**
If you make a mistake or have a question, see an election inspector. (Absentee Voters: Contact your municipal clerk.)

To vote for a name on the ballot, make an "X" or other mark in the square next to the name.
To vote for a name that is not on the ballot, write the name on the line marked "write-in."

| **School Board Member from _____**<br>**Vote for 1** | **School Board Member from _____**<br>**Vote for 1** |
|---|---|
| ☐ Candidate Name | ☐ Candidate Name |
| ☐ Candidate Name | ☐ Candidate Name |
| write-in:_____ | write-in: _____ |
| **School Board Member from _____**<br>**Vote for 1** | |
| ☐ Candidate Name | |
| ☐ Candidate Name | |
| write-in: _____ | |

Sample reverse side of official paper ballot

## (Insert title from front of ballot)

(Insert date of election)

For

_____
Insert name of municipality: city, town or village, and ward #(s)

**Ballot issued by**

_____

_____
Initials of election inspectors

**Absentee ballot issued by**

_____
Initials of municipal clerk or deputy clerk
(If issued by SVDs, both SVDs must initial.)

**Certification of Voter Assistance**

I certify that I marked this ballot at the request and direction of a voter who is authorized under the law to receive assistance.

_____
Signature of assistor

# Official Referendum Ballot

## April 7, 2015

**Notice to Voters**: This ballot may be invalid unless initialed by 2 election inspectors. If cast as an absentee ballot, the ballot must bear the initials of the municipal clerk or deputy clerk.

**Instructions to Voters**
If you make a mistake or have a question, see an election inspector.
(Absentee Voters: Contact your municipal clerk.)

To vote in favor of a question, make an "X" or other mark in the square next to "Yes."
To vote against a question, make an "X" or other mark in the square next to "No."

| Referendum |
| --- |
| QUESTION 1: Shall the School District...? |
| ☐ YES |
| ☐ NO |

GAB-228 Referendum Paper Ballot
(Rev.2015-01)

# BALLOT CONTAINER CERTIFICATE
# for Regular and Irregular Ballots

We, the undersigned election inspectors, certify that we sealed the ballots and other election records required by Wis. Stat. § 7.51(3)(a), (c) and (5), from the _____Ward(s) of the

Town
City
Village

of _____, _____County, State of Wisconsin from the

election held on _____, _____ in this container for delivery to the municipal clerk.

**The tamper-evident seal used to secure this container is numbered**: _____. Wis. Admin. Code Section GAB 5.01(2)

**This is bag number** _____ **of** _____ bags.
(Please complete if more than one bag is required.

## Instructions for Signing this Certification

…(*The*) ballots…shall be secured (*sealed in this ballot bag*) by the chief inspector, and, **if available**, one other inspector whose party affiliation is different from the chief inspector's party affiliation…Wis. Stat. § 7.51(3)(a). *An inspector is "unaffiliated" unless his or her name was submitted as an inspector nominee by one of the two dominant parties in the county (generally, the Democratic and Republican Parties)*.

1. **If all inspectors are unaffiliated**, the Chief Inspector (CI) and any other inspector must sign the certification.
2. **If there is a mix of unaffiliated and affiliated inspectors:**
   a. <u>If the CI is affiliated</u>, the CI and an inspector affiliated with the other party must sign this certification, **if available**. Otherwise the CI and an unaffiliated inspector must sign the certification.
   b. <u>If the CI is unaffiliated</u>, the CI and an affiliated inspector must sign this certification. If inspectors from both parties are present, the CI and one inspector from each party should sign the certification.

## Certification

_____ ☐ Unaffiliated ☐ Affiliated _____
Signature of Chief Inspector — If affiliated, indicate party.

_____ ☐ Unaffiliated ☐ Affiliated _____
Signature of Inspector — If affiliated, indicate party.

_____ _____
Signature of Inspector (only required in the case of 2.b. above) — Party

Dated this _____day of _____, _____.

This container, secured with a numbered seal with the ballots enclosed, shall be returned immediately to the municipal clerk. Wis. Stat. § 7.51(3)(a) and (5). The municipal clerk shall provide for the delivery of county, state, federal and school ballots to the appropriate clerk. §7.51(5), Wis. Stats. If the municipality has designated a central counting location pursuant to Wis. Stat. § 7.51(1), the municipal clerk or two inspectors shall transport the container to the central counting location designated by the municipal clerk. Wis. Stat. § 5.85(5).

**ELECTION BALLOTS MAY ONLY BE DESTROYED UNDER THE PROVISIONS OF Wis. Stat. § 7.23(1)(h), (2).**

# CERTIFICATE
# OF
# REJECTED ABSENTEE BALLOTS

We certify that the absentee ballots contained in this envelope were rejected by us at the election held in

the _____ Ward(s)

of the Town / Village / City } of _____, _____County, Wisconsin

on the _____ day of _____, _____

for the reasons shown on the back of each certificate envelope. Each rejected certificate envelope was assigned a number and listed on the Inspectors' Statement (GAB-104) prepared and filed by us with the election returns.

_____
_____
_____
_____
_____
_____
_____

} **Election Inspectors**

Dated this _____ day of _____, _____.

☆ ☆ ☆ 

# USED CERTIFICATE ENVELOPES
# OF
# ABSENTEE ELECTORS

We certify that the used certificate envelopes of absentee ballots contained in this envelope were offered

for voting at an election held in the _____ Ward(s)

of the Town / Village / City } of _____, _____County, Wisconsin

on the _____ day of _____, _____.

The certification on each absentee certificate envelope was executed in compliance with §§6.22, 6.24, 6.87, Wis. Stats. The ballots were placed in the proper ballot containers after a voting number was assigned to the absentee elector's name on the poll list along with an indication that the elector voted absentee.

_____

_____

_____

} **Election Inspectors**

Dated this _____ day of _____, _____.

☆ ☆ ☆ 

# Inspectors' Statement

We, the undersigned election inspectors, certify the following is a true and correct statement for an election held in the _____ ward(s) of the _____ of _____, County of
(ward number(s)) (Town, Village of City) (Name of Municipality)

_____, State of Wisconsin, on the _____day of _____, 20_____.
(Name of County) (Day) (Month) (Year)

**MUNICIPAL CLERK PROVIDES THE FOLLOWING INFORMATION:**

Voting Unit Number _____ Memory Device Serial Number _____
Tamper-Evident Seal Serial Number _____

**THIS SECTION TO BE COMPLETED BY CHIEF INSPECTOR:**

VOTING EQUIPMENT/BALLOT CONTAINER CHAIN-OF-CUSTODY RECORD

- Tamper-evident seal number verified by chief inspector (CI): Pre-election_____ Post-election _____
  (CI initials) (CI initials)
- Upon sealing the ballot bag or container to which this Inspectors' Statement pertains, **record the number of the tamper-evident seal used for this purpose here**_____.

**THIS SECTION TO BE COMPLETED BY ELECTION INSPECTORS AND VERIFIED BY CHIEF INSPECTOR:**

VOTER STATISTICS

**Total number of voters (last voter number on poll list)** _____ **Number of absentee voters** _____
*(Absentee voters and in-person voters. Do **not** include provisional voters.)* **Number of provisional ballots** _____

**Total Number of ballots cast**_____ **Number of ballots in excess of total number of voters** _____

**Number of votes cast on:**
**paper (hand count) ballots**_____, **optical scan ballots**_____, **DRE (touch screen)**_____

| *Signatures of Election Inspectors* | *Time Worked* |
|---|---|
| _____ | _____to_____ |
| _____ | _____to_____ |
| _____ | _____to_____ |

**CERTIFICATION OF CHIEF INSPECTOR**

I certify that: I have completed the required training administered by the Government Accountability Board, and have been duly certified as a Chief Inspector. I served as the Chief Inspector for the election described above for the time period indicated below.

_____ ❑ ENTIRE DAY ❑ FROM _____ a.m. p.m. TO: _____ a.m. p.m.
(Signature of Chief Inspector)

_____ ❑ FROM _____ a.m. p.m. TO _____ a.m. p.m.
(Signature of Chief Inspector)

✓The completed form is retained in the office of the Municipal Clerk.

✓A copy of the completed form is returned to each Clerk with the other election forms.

✓Municipal clerk provides other copies as needed. Wis. Stat. § 7.51.

**DO NOT SEAL IN BALLOT BAG!**

❒ **Check box if no incidents were recorded for this election.**

# Incident Log

**(Please refer to the Election Day Manual for detailed procedures!)**

| Incident Number | Incident Code (See glossary) | Description of Incident | Time Incident Occurred | Election Officials Initials |
|---|---|---|---|---|
| | | | a.m.<br>p.m. | |
| | | | a.m.<br>p.m. | |
| | | | a.m.<br>p.m. | |
| | | | a.m.<br>p.m. | |
| | | | a.m.<br>p.m. | |
| | | | a.m.<br>p.m. | |
| | | | a.m.<br>p.m. | |
| | | | a.m.<br>p.m. | |
| | | | a.m.<br>p.m. | |
| | | | a.m.<br>p.m. | |
| | | | a.m.<br>p.m. | |
| | | | a.m.<br>p.m. | |
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| | | | a.m.<br>p.m. | |
| | | | a.m.<br>p.m. | |
| | | | a.m.<br>p.m. | |
| | | | a.m.<br>p.m. | |
| | | | a.m.<br>p.m. | |

| Quick Reference | (Please refer to the Election Day Manual for detailed procedures!) | |
|---|---|---|
| **Code** | **Description of Incident** | **Procedure for Completing Inspectors' Statement** |
| **RO**<br>**RS**<br>**RW**<br>**RD**<br>**RB**<br>**RV** | **Rejected Absentee Ballots—*Absentee ballots are rejected if:***<br>The certificate envelope is open or appears to have been opened and resealed.<br>The elector did not sign the certificate envelope.<br>There is no signature of a witness.<br>The inspectors have reliable proof that the elector has died before election day.<br>Elector has voted more than one ballot of the same type.<br>Elector has already voted in this election. | 1) List voter's name and reason ballot was rejected.<br>2) Indicate the reason for rejection on the certificate envelope<br>3) Mark the certificate envelope "*Rejected # (serial number).*"<br>4) Place the envelope containing the ballot in the Rejected Absentee Ballot envelope.<br>5) The elector's name is not entered on the poll list.<br>6) Do not count the ballot. |
| **R** | **Optical Scan ballots which are remade by election officials—***Ballots are remade in order to be accepted by the tabulating equipment*. | 1) Describe why the ballot had to be remade<br>- Overvoted (**OV**)-ballot with at least one instance of voting for more than max number of selections allowed.<br>- Damaged (**DM**)-voter used red pen or circled names instead of completing arrow/oval, ballot mutilated<br>- Other (**OT**)-faxed or emailed ballots or MyVote ballots<br>2) These ballots are labeled "*Original Ballot # (serial number)*" and "*Duplicate Ballot # (same serial number)*."<br>3) The "duplicate" ballots are inserted into the counter.<br>4) The "original" ballots are bundled together, and placed in the **Original Ballots Envelope**.<br>5) The **Original Ballots Envelope** is placed in the ballot container. |
| **C-A**<br>**C-C**<br>**C-R**<br>**C-F**<br>**C-I**<br>**C-V**<br>**C-D**<br>**C-ID**<br>**C-F**<br>**PV-** | **Challenged Ballots and Provisional Ballots**<br>Ballots may be challenged because:<br>The person is not at least 18 years of age.<br>The person is not a citizen of the United States.<br>The person has not resided in the election district for at least 28 consecutive days.<br>The person has a felony conviction and has not been restored to civil rights.<br>The person has been adjudicated incompetent.<br>The person has voted previously in the same election.<br>The person claims to have a physical disability that prevents them from signing the poll book but both inspectors did not agree.<br>Inspector believes picture on photo on ID does not reasonably resemble the voter, or the name does not conform to the name on the list.<br>Clerk believes voter who asked for replacement ballot is not the person who originally requested the ballot.<br>Provisional ballot issued: | 1) Complete the "*Challenge Documentation" (Form GAB-104C)*. (There should be one (GAB-104C) for each challenged elector.)<br>2) Mark ballot "*Challenged – Voter #___*." (Use voter number from poll list.)<br>3) Mark "*challenged*" next to voter's name on the poll list.<br>4) Challenged ballots are inserted into the counter.<br>5) Bundle together, label "*Challenged Ballots,*" and place in ballot container.<br><br>Refer to the Provisional Ballots section of the Election Day Manual for instructions on issuing provisional ballots.<br>Reasons for issuing provisional ballot:<br>1) "POR required" by voter's name on poll list; voter cannot provide POR.<br>2) Election Day registrant with a WI DL can't/won't provide #.<br>3) Voter required to provide ID and can't/won't. |
| **VI** | **Ballots where voter intent could not be determined and, therefore, votes could not be counted** | 1) Describe the issue that caused the inspectors to decide that voter intent could not be determined.<br>2) Mark ballot "*Defective-Intent*," & assign a serial number<br>3) Bundle together, mark "*Defective-Voter Intent Could not be Determined,*" and place in ballot container. |
| **O** | **"Objected To" Ballots**<br>Objected Ballots are ballots that a minority of inspectors felt should not be counted. | 1) Count the vote the way the majority of the inspectors determined it should be counted.<br>2) Assign a serial number to ballot, and indicate reason for objection.<br>3) Bundle together, label "*Objected to Ballots,"* and place in ballot container. |
| **LS** | **License Surrender** - Voter presents a citation or notice of intent to revoke/suspend a DL as POI. | Mark ballot "s.6.965 – Voter # ___," and write "s.6.965" on the poll list next to the voter's name. |
| **X** | **Other Occurrences or Irregularities** | Describe any other occurrences or irregularities which may or may not affect the validity of the election. |

# Tally Sheet

Showing results for the _____ ward(s) of the _____ aldermanic district of the _____ of _____ in the County of
(town, village or city)

_____ on the _____ day of _____, 20 _____ as made by the election inspectors setting forth the total number of votes for each office, the names of all persons receiving votes, and the number of votes cast for each person.

GIVE NUMBER OF LAST VOTE ON POLL LIST OR HIGHEST NUMBER ON REGISTRATION LIST _____

- ❑ PRIMARY
- ❑ ELECTION

_____
Name of Party (Partisan Primary)

- ❑ CONGRESSIONAL OFFICES
- ❑ STATEWIDE OFFICES
- ❑ LEGISLATIVE & DISTRICT ATTORNEY OFFICES
- ❑ JUDICIAL & SUPERINTENDENT

- ❑ COUNTY OFFICES
- ❑ LOCAL OFFICES
- ❑ SCHOOL DISTRICT OFFICES
- ❑ REFERENDA

INSTRUCTIONS: Insert office titles vertically and the names of all candidates horizontally next to office title.

| Office | Names of Candidates Including Write-Ins | 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | 55 | 60 | 65 | 70 | 75 | 80 | 85 | 90 | 95 | 100 | Total Votes Cast (In figures) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 105 | 110 | 115 | 120 | 125 | 130 | 135 | 140 | 145 | 150 | 155 | 160 | 165 | 170 | 175 | 180 | 185 | 190 | 195 | 200 | |
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# TALLY

Of the votes given in the

_____of _____

(Town, Village or City)

County of _____

State of Wisconsin

on _____, 20 _____

❑ PRIMARY ❑ ELECTION

_____

Name of Party (Partisan Primary)

- ❑ PRESIDENT OF THE UNITED STATES
- ❑ CONGRESSIONAL OFFICES
- ❑ STATEWIDE OFFICES
- ❑ LEGISLATIVE & DISTRICT ATTORNEY OFFICES
- ❑ JUDICIAL & SUPERINTENDENT
- ❑ COUNTY OFFICES
- ❑ LOCAL OFFICES
- ❑ SCHOOL DISTRICT OFFICES
- ❑ REFERENDA

NOTE: THIS STATEMENT IS TO BE MADE IN DUPLICATE, ONE TO BE FILED WITH THE MUNICIPAL CLERK AND THE OTHER TO BE DELIVERED TO THE COUNTY CLERK. FOR SCHOOL DISTRICT ELECTIONS, ONE COPY IS DELIVERED TO THE MUNICIPAL CLERK, AND THE OTHER IS DELIVERED TO THE SCHOOL DISTRICT.

STATE OF WISCONSIN

County of _____

Received and filed this _____ day of _____, 20 _____.

_____

(Signature of County Clerk)



# CERTIFICATION

State of Wisconsin )
) ss.
County of _____ )

We, the undersigned, certify that we are election inspectors for the _____ wards(s) of the _____ aldermanic district of the _____
(town, village or city)

of _____, State of Wisconsin, for the primary or election held on the day of _____, 20 _____.

We further certify that we have counted all the ballots cast in said ward or polling place, that the count was duly and legally made and that the results of the count shown on the within tally sheet statement is correct.

_____

_____

_____

_____

_____

_____

_____

(Signatures of at least 3 Election Inspectors, including the chief inspector and one inspector representing each of the 2 major political parties. Any inspector or tabulator participating in the ballot count must sign the certification.)

Dated _____, 20 _____

# School District of Canvassers

## ■ PURPOSE

- To verify statement of election totals for school district offices and referenda only
- To make determination of winners for school district offices and referenda
- To prepare Certificate of Determination (GAB-106)

**The election results are not complete until the Certificate of Determination is made by the Board of Canvassers.**

## ■ MEMBERS

- School District clerk and 2 other qualified electors of the school district §7.53(3)(a), Wis. Stats.
  *(*See note below if the clerk is a candidate at an election being canvassed)*

- Board of Canvassers meet as soon as possible after receipt of the returns, but no later than 9 a.m. on the Tuesday after the election.

## ■ APPOINTMENT

- By the clerk prior to the election to be canvassed.

## ■ FILLING VACANCIES

- *The other two members of the board of canvassers appoint a replacement if the clerk is a candidate at the election to be canvassed.

- Clerk appoints replacement for other members when necessary.

- Any replacement must be a qualified elector of the school district.

H:\ELECTION ADMINISTRATION\Board of Canvassers\SD board of canvass overview handout (10/2015)

# Post Election Activities

Even though election inspectors count the votes at the polls on election night, the official results of the elections are not determined until each official board of canvassers (for the municipality, county, state, school district, or other special purpose district) has met and completed the official canvass of their respective offices. The canvass statement is the official determination of the outcome of the election. The election is not complete and no recount can be requested until the canvass has been completed. Wis. Stats. §§ 7.53(4), 9.01(1)(a) 1.

Absentee ballots may be counted if postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election. Additionally, voters who cast provisional ballots may provide whatever documentation is required no later than 4:00 p.m. on the Friday after the election in order for their provisional ballot to be counted.

Wis. Stat. § 7.515 assigns the responsibility of processing and counting late-arriving absentee ballots and eligible provisional ballots to the Municipal Clerks, or Executive Directors, and the Municipal Board of Canvassers.

*Timeline for Delivery of Election Night Returns to County, School District and Special Purpose District Clerks*

The municipal clerk shall deliver all ballots, statements, tally sheets, lists and envelopes**, excluding any absentee ballots received after closing hour on election night and any provisional ballots**, related to any county, school district or special purpose district election to the appropriate clerks by 4:00 p.m. on the day following each such election. Wis. Stat. § 7.51(5)(b).

*Timeline for Delivery of Amended Returns to the Affected Boards of Canvassers*

The amended returns must be delivered to the county, school district and special purpose district clerks no later than 4:00 p.m. on the Monday after the election. Wis. Stat. § 7.51(5)(b). County, school district and special purpose district boards of canvassers must meet no later than 9:00 a.m. on Tuesday (one week after an election.) In addition, school district and special purpose district boards of canvassers must complete the canvass no later than 4:00 p.m. on the Tuesday after an election. Wis. Stats. §§ 7.53 (3)(a) and 7.60(3).

## Routing Materials

All materials are delivered to the municipal clerk, but should be separated as follows:

A. Municipal Clerk

B. School District Clerk

1. School District Ballots (if separate ballots) sealed in a ballot container.

2. One original Tally Sheet (GAB-105) of school district offices and referenda and one copy of the voting machine tape, if any.

3. One certified copy of the Inspectors' Statement (GAB-104) and one certified copy of the Record of Activity (GAB-104AP)

4. One copy of the Provisional Ballot Reporting Form (GAB-123r)

5. One copy of the Absentee Ballot Log (GAB-124)

C. County Clerk

*Municipal Clerk Follow-up*

Municipal clerks deliver the amended returns and other documents to the county, school district and special purpose district no later than 4:00 p.m. on the Monday after the election. See **Routing** above.

# MBOC Record of Activity

## Used When Processing Late-Arriving Absentee and Provisional Ballots

We, the undersigned members of the Municipal Board of Canvassers (MBOC), certify the following is a true and correct statement of decisions and other notable occurrences at the meeting of the (MBOC) to process late-arriving absentee ballots and/or provisional ballots for an election held in the _____ ward(s) of the _____
(ward number(s) (Town, Village or City)

_____ _____, State of Wisconsin, on the
(Name of Municipality) (Name of County)

_____day of _____, 20_____.
(Day) (Month) (Year)

*Signatures of MBOC Members*

_____ _____

_____ _____

_____

**RECORD TAMPER-EVIDENT SEAL NUMBERS**:

Number of seal placed on provisional ballot container on Election Night: _____
Number of seal used to reseal the Election Night provisional ballot container: _____

Number of seal placed on counted absentee ballots bag or container: _____
Number of seal placed on counted provisional ballots bag or container: _____

## ☐ Check box if no incidents were recorded for this election.

## Incident Log (Please refer to the Election Day Manual for detailed procedures!)

| Incident Number | Description of Incident | Election Officials Initials |
|---|---|---|
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| Incident Number | Description of Incident | Election Officials Initials |
|---|---|---|
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# Tabular Statement of Votes Cast

_____, WI
(insert municipality and county, if county canvass insert county only)

(type of election) _____ Election - _____ (date of election)

(For County Use Only)
For a Partisan Primary, insert political party

| Office: | |
|---|---|
| Reporting Units: | Candidates: Scattering (for Counties only) |
| | |
| Total Votes Cast-Candidates: | |

Total Votes Cast-Office:

GAB-106 (Rev. 8/98-G.A.B. 12/09) Tabular - Board of Canvassers Report

# Completing the Tabular Statement of Votes Cast

**Instructions For Municipal Canvass:**

- Write the name of your municipality, the kind of election - primary, spring, or special election, etc., and the date of the election in the heading.
- Enter the complete name of the office with the seat or district number in the shaded area.
- List the names of the candidates for the office in ballot order below the shaded area.
- Make sure that all wards or ward combinations are listed in proper numerical order in the left hand column. The smallest number in a combination determines the order. *(Example: Wards 1&4; Wards 2,6 & 7; and Wards 3&5.)*
- For each reporting unit, list the number of votes cast for each candidate.
- Don't forget the write-in votes - they must be listed individually by name.
- Enter the total number of votes cast for each candidate at the bottom of the column. Please give the **total number of votes cast** (not voters!) for each office in the "Total Votes Cast-Office" space. This total is the sum of the vote totals for each candidate plus the write-ins.

**Notes for Municipal and County Clerks:**

**Combining Reporting Units**. A municipality may provide for combined wards by resolution up to 30 days* before the spring primary or election, if your population is under 35,000. It's important to remember that for the spring primary and the spring election, wards in a municipality may be combined for judicial offices even though separate results may be required for county, municipal, or school district offices. The wards being combined must use the same polling place.
*60 days before a September Primary or General Election.

**Reporting for annexations requires special attention**. As long as the area being annexed belongs to the same representative districts, i.e., congressional, legislative, and county supervisory districts, as the adjacent area to which it's being annexed, then the annexed area is reported together with the adjacent area using the same ward number. But if the annexed area has **different** representative districts from its adjacent area or crosses county lines, the municipality is required by law to create a separate ward giving it the *next consecutive number*. All election results from this new ward must be reported under the new ward number.

**Instructions For County Canvass:**

- Write the name of your county, the kind of election - primary, partisan primary, spring/general election, or special, etc., and the date of the election in the heading.
- A separate report must be completed for each political party in a *partisan primary only*. Write in the name of the political party on the line provided.
- Enter the complete name of the office with the branch or district number in the shaded area.
- List the names of the candidates for the office in ballot order below the shaded area.
- Please list all municipalities and wards in the correct order in the left hand column. The smallest number in a combination determines the order. *(Example: Wards 1&4; Wards 2,6 & 7; and Wards 3&5.)*
  1. Towns, alphabetically, wards numerically.
  2. Villages, alphabetically, wards numerically.
  3. Cities, alphabetically, wards numerically.
- Make sure that all wards or ward combinations are listed along with the municipality name. If a municipality is divided by wards, but combines them for voting purposes and reports one total, **you must still identify the numbers of the wards** being reported. *(Example: Town of Anywhere, Wards 1&2. If a municipality is not divided by wards do not list "Ward 1.")*
- For each reporting unit, list the number of votes cast for each candidate.
- Don't forget the scattering column - if there are no write-in votes for a reporting unit, list 0.
- Enter the total number of votes cast for each candidate at the bottom of the column. Please give the **total number of votes cast** (not voters!) for each office in the "Total Votes Cast-Office" space. This total is the sum of the vote totals for each candidate plus the scattering.

# Certification of the Board of Canvassers

We, the undersigned, certify that we are the members of the Board of Canvassers for

_____.
(insert municipality and county, if county canvass insert county only)

We certify that the attached Tabular Statement of Votes Cast and Summary Statement of the Board of Canvassers, canvassed and prepared by us, are correct and true as compiled from the original returns made to the

_____ Clerk.
(County, Municipal, School District)

We further determine and certify that the following persons received the greatest and the next to greatest (for primary only) number of votes for the respective office for which each was a

candidate on _____.
(Insert date of primary or election)

| **OFFICE** | **HIGHEST CANDIDATE** | **SECOND HIGHEST CANDIDATE** (For Primary Only) |
|---|---|---|
| (Title of Office) | (Name of Winning Candidate) | (Name of Second Highest Candidate) |

**BOARD OF CANVASSERS**

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

_____
(Date)

This document is signed by:

For a municipal election – The inspectors when there is only one polling place and one set of election results. s.7.53(1), Stats.
For a municipal election – The municipal board of canvassers when there are 2 or more reporting units. s.7.53(2)(a), Stats.
For state and county elections – The county board of canvassers. s.7.60(2), Stats.

GAB-106(Rev.8/98 – G.A.B. 12/09)
Certification - Board of Canvassers Report

# Summary Statement of the Board of Canvassers

_____ Election - _____, _____

The total number of votes cast for _____ was _____
of which (insert office)

_____ received
(candidate's name)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

Scattering *(for county only)* received

The total number of votes cast for _____ was
of which (insert office)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

Scattering *(for county only)* received

The total number of votes cast for _____ was
of which (insert office)

_____ received
(candidate's name)

_____ received
(candidate's name)

_____ received
(candidate's name)

Scattering *(for county only)* received

GAB-106(Rev.8/98-G.A.B.12/09)
Summary Statement - Board of Canvassers Report

# STATEMENT OF THE MUNICIPAL BOARD OF CANVASSERS

## Reconciliation of Late-Arriving and Provisional Ballots Processed

(If no outstanding absentee ballots have been received and no provisional ballots have been rehabilitated, see the Municipal Clerk Certification on the last page of this document.)

_____, _____Reporting Unit:_____
(Date of Primary or Election) (Wards in Reporting Unit)

## To be completed by Municipal Clerk

**1. Absentee Ballots**

a. Number of absentee ballots issued: _____

b. Number of absentee ballots processed on election night: _____

c. Number of absentee ballots outstanding on election night: _____ (1a – 1b)

d. Number of outstanding absentee ballots returned by deadline and delivered to MBOC: _____ _____ (tamper-evident seal number)

e. Number of outstanding absentee ballots remaining: _____ (1c – 1d)

**2. Provisional Ballots**

f. Number of provisional ballots issued: _____ _____ (tamper-vident seal number)

g. Number of provisional ballots rehabilitated by deadline and delivered to MBOC: _____

h. Number of outstanding provisional ballots remaining: _____ (2f – 2g)

## To be completed by MBOC

**3. Absentee Ballot Processing**

a. Enter tamper-evident seal number on absentee ballot container: _____
Verify against number on line 1d above and initial here: _____

b. Enter the number of ballots in absentee container: _____
Verify against number on line 1d above and initial here: _____

c. Total number of absentee ballots counted by MBOC: _____

d. Total number of absentee ballots rejected by MBOC: _____

e. Total number of absentee ballots processed by MBOC: _____ (3c + 3d. Must equal 3b)

**4. Provisional Ballot Processing**

a. Enter tamper-evident seal number on provisional ballot container: _____
Verify against number on line 2f above and initial here: _____

b. Total number of provisional ballots counted by MBOC: _____

c. Total number of provisional ballots rejected by MBOC: _____

d. Total number of provisional ballots processed by MBOC: _____ (4b + 4c. Must equal 2g.)

# STATEMENT OF TALLY OF LATE-ARRIVING ABSENTEE BALLOTS AND PROVISIONAL BALLOTS

_____, _____
(Date of Primary or Election)

The total number of votes tallied for _____ was_____, of which
(insert office)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

The total number of votes tallied for _____ was _____, of which
(insert office)

_____ received _____
candidate's name)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

The total number of votes tallied for _____ was _____, of which
(insert office)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

The total number of votes tallied for _____ was _____, of which
(insert office)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

# CERTIFICATION OF MUNICIPAL BOARD OF CANVASSERS

We, the undersigned, certify that we are the members of the Municipal Board of Canvassers for

_____.
(insert municipality and county)

We certify that the above Reconciliation of Ballots Processed and the attached Statement of Tally of Late-Arriving Absentee Ballots and Provisional Ballots prepared by us, are correct and true as compiled from the absentee and provisional ballots provided to us by

_____, Clerk.
(Name of Municipal Clerk)

**BOARD OF CANVASSERS**

(1) _____

(2) _____

(3) _____

(4) _____

_____ (5) _____
(Date)

---

*The Statement of the Municipal Board of Canvassers should be attached to the amended municipal canvass (if there were municipal offices or referenda). A copy should be included with amended returns sent to any district that had contests or referenda on the ballot at the election.*

# STATEMENT OF THE MUNICIPAL CLERK

## Reconciliation of Late-Arriving and Provisional Ballots Processed

_____, _____ Reporting Unit:_____
(Date of Primary or Election) (Wards in Reporting Unit)

❒ **No absentee ballots were returned and no provisional ballots rehabilitated. Election night results stand.**

## *CERTIFICATION OF MUNICIPAL CLERK

(If no outstanding absentee ballots received or provisional ballots rehabilitated by deadline)

I, the undersigned, certify that I am the Municipal Clerk for

_____.
(insert municipality and county)

I certify that no outstanding absentee ballots were received nor provisional ballots rehabilitated after the close of the polls and before 4 p.m. on the Friday after the election. I further certify that the results of the municipal election certified on Election Night by the Municipal Board of Canvassers are the official election results.

_____, Clerk _____
(Name of Municipal Clerk) (Date)

---

*The Statement of the Municipal Clerk should be attached to the municipal canvass (if there were municipal offices or referenda). A copy should be provided to any district that had contests or referenda on the ballot at the election.*

# CERTIFICATE OF ELECTION

STATE OF WISCONSIN }
ss.
_____
(insert issuing authority)

I, _____,
(insert name and title of person issuing certificate)

of the _____, of the State of Wisconsin, certify that
(agency or municipality)

_____,
(insert name of elected person)

as appears from the official canvass of the votes cast at a _____
(insert type of election)

Election held in _____, Wisconsin, on
(county or municipality)

_____, was duly elected
(insert date of election)

_____
(insert title of office to which elected)

to hold office for a _____ term, commencing on _____,
(insert length of term) (insert first day of term)

and ending on _____.
(insert last day of term)

**IN TESTIMONY WHEREOF,**

I have set my hand and affixed the Seal of

_____, this ____ day

of _____, _____.

_____
(Signature)

_____
(Title)

_____
(Agency)

EB-153 (7/86)
(Reformatted 11/97) (Y2K 9/99)

## OTHER ELECTION MATERIALS

### Cost of Elections

The following is breakdown of who is responsible and who pays for certain election-related costs.

| COST OF ELECTIONS | | | | |
|---|---|---|---|---|
| **Item** | **County Clerk is responsible** *(for Federal, State, and County Elections and State and County Referenda)* | **Municipal Clerk is responsible** *(for Municipal Elections and Referenda)* | **School Clerk is responsible** *(for School District Elections and Referenda)* | **Who Pays?** (*See "Special Notes"*) |
| *Polling Places* | | | | |
| Establishing and changing Polling Places | | X | | Municipality |
| *Notices* | | | | |
| 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* | X+ | *Municipality*--Can be prorated proportionately if notice is combined with other jurisdictions. *School district for special+ school district election event.* |
| Type E | | X* | X+ | *Municipality*--Can be prorated proportionately if notice is combined with other jurisdictions. *School district for special+ school district election event.* |
| *Polling Place Notices* | | | | |
| GAB-111, GAB-112, GAB-114, GAB-115, GAB-116, GAB-117, GAB-118 | | X | | Municipality |

| COST OF ELECTIONS | | | | |
|---|---|---|---|---|
| **Item** | **County Clerk is responsible** *(for Federal, State, and County Elections and State and County Referenda)* | **Municipal Clerk is responsible** *(for Municipal Elections and Referenda)* | **School Clerk is responsible** *(for School District Elections and Referenda)* | **Who Pays?** |
| *Supplies* | | | | |
| 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-102) | | X | | Municipality |
| 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 |
| *Ballots & Associated Materials* | | | | |
| 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.) |

| COST OF ELECTIONS | | | | |
|---|---|---|---|---|
| **Item** | **County Clerk is responsible** *(for Federal, State, and County Elections and State and County Referenda)* | **Municipal Clerk is responsible** *(for Municipal Elections and Referenda)* | **School Clerk is responsible** *(for School District Elections and Referenda)* | **Who Pays?** |
| *Labor* | | | | |
| 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 |
| *Equipment* | | | | |
| 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. Wis. Stat. § 5.68(2).

- 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). Wis. Stat. §§ 5.68(2), (5), 7.03(1)(bm).

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

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

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

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

## 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.

| Materials | Destruction Date |
|---|---|
| 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, incomplete GAB-131s or applications lacking POR. | 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 **are not** recorded by the MBOC (22 months after a federal election***) |
| | 22 months after an election when votes **are** 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[+], 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 on the G.A.B. website.

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

[+] 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.