

## GUIDE TO DETERMINING SUFFICIENCY OF NOMINATION PAPERS

### Overview of Process

Use a red pen to write the number of signatures counted on the upper, right-hand corner of each sheet. Using a red pen, circle any item on the nomination paper that is questioned (when a signature is not counted) or make a circle where an item is missing. Make a red check mark (✓) to the right of the row to indicate signatures not counted. Make a red question mark (?) to note questionable signatures that have been counted or to note omissions that do not affect the signature count on that page. Place the sheets that do not have all the signatures counted to the back of the bundle of nomination papers.

### Criteria for Determining Sufficiency of Signatures on Nomination Papers

1. Top portion of paper clearly identifies the candidate, address, election date, office sought, and district.
2. Signers have indicated name and complete address, and the municipality listed is within the district represented.
3. Signatures are dated within the circulation period, and on or before the date of certification.
4. Certification of circulator is properly completed (including municipality of residence) and signed and dated.
5. Proper number of valid signatures:

See appropriate Ballot Access Checklist (GABIS-\_) for number of required signatures

County Nonpartisan Candidates	GABIS-3
School District Candidates	GABIS-5
Municipal Candidates	GABIS-7
County Partisan Candidates	GABIS-16
Multi-jurisdictional Judge Candidates	GABIS-18

The following are examples of the most common questionable areas and the treatment for each question:

If:

Then:

Residential information or dates for different electors are indicated by ditto marks...

Count the signature only if ditto marks follow a valid address or date.

Only a P.O. box is given as the signer's address...

Count only if municipality of residence is entirely in the district.

Ditto marks are used for date of last signer...

Count the signature only if following a valid date.

Date of the first signer is missing...

Don't count the signature.

Date of signer is missing...

Count the signature only if date is bracketed by valid dates. (Mark with a bracket ( ] ) from one valid signature to next.)

If:

Date of the first or last signer has year Incomplete, i.e. 12/22/201, or 12/2014...

Address of signer is missing but residency can be determined by information on that nomination paper...

Municipality of circulator is missing...

Any part of the circulator date is missing...

Circulator signed on the line that should have had the printed name...

Then:

Don't count the signature.

Count the signature. (Indicate where information is found. This can occur when circulator or candidate also signs as a voter.)

Count the signatures on that page only if the municipality can be determined by information on that nomination paper. (Indicate where information is found.)

Don't count the signatures on that page.

Count the signatures on that page.

**Note: Administrative rule GAB 2.05 outlines the criteria for determining sufficiency of signatures on nomination papers. [http://docs.legis.wisconsin.gov/code/admin\\_code/gab/2/05](http://docs.legis.wisconsin.gov/code/admin_code/gab/2/05)**