Wisconsin Elections Commission: Nomination Paper Review Guidelines

Process Overview

- Use a red pen to mark up the petition during the review process.
- Circle any piece of information on the petition page that is missing or problematic.
- Make a red check to the right of the row to indicate a signature should not be counted.
- Make a red question mark (?) to note questionable signatures that have been counted or to note omitted information on signature line where that signature is still able to be counted.
- Write the number of signatures counted on the upper, right-hand corner of each sheet.

Step 1: Review the Header

Overview: The header of each petition page must contain all the required candidate information. If any of the required information is missing, or incorrect, no signatures on that page can be counted.

Required information:

1. Name of candidate
2. Residential address of candidate
   a. Street number and street name (P.O. box addresses are not acceptable)
   b. Municipality for voting purposes
   c. State
3. Type of election
4. Election date
5. Title of office sought
6. Branch, district or seat number of office sought (if applicable)
7. Name of district in which candidate seeks office

Other information:

1. Mailing address (only required if different than residential address or voting municipality)
2. Zip code (may be present but not required)

Step 2: Review the Certification of Circulator

Overview: The Certification of Circulator section is completed after the signatures on that page have been collected. Each petition page must contain all the required circulator information, the circulator's signature and a certification date that is on or

after the latest date of a signer. If any of the required information is missing or incorrect, no signatures on that page may be counted. If missing circulator information can be determined from another section of the petition page, the signatures on that page should be counted. Most often this occurs when a circulator is also the candidate or has signed that page as an eligible elector.

Residency of Circulator: The circulator does not need to reside in the district represented by the candidate, nor do they need to be a resident of Wisconsin. All circulators must be otherwise eligible to register to vote in Wisconsin (18 years of age, U.S. citizen, not serving any portion of a sentence for a felony offense). They do not need to be registered to vote in Wisconsin or any other state to circulate nomination papers.

Required information:

1. Name of circulator - Signatures on the page should be counted if the circulator printed their name on the line meant for their signature.
2. Address of circulator
    a. Street number, street name and municipality - If missing circulator address, including municipality, can be determined from another section of the petition page, the signatures on that page should be counted.
    b. State and zip code are not required.
3. Date (month/day/year) – All signatures must be dated within the circulation period. No signatures should be counted on a page where any portion of the date is missing.
4. Signature of circulator – Signatures on the page should be counted if the circulator signed on the line that should have the printed name.

Step 3: Review the Body of the Petition

Required information:

1. Signature of elector
    a. Signature does not need be legible.
    b. Electors may sign with an "X" or other mark if that is their usual signature.
    c. Signature does not need to be cursive.
2. Printed name of elector
    a. A printed name must be present in addition to the signature of the elector.
    b. If a possible printed name can be determined, the signature should be counted.

c. If a printed name cannot be determined, the signature should be struck from the petition.

3. Residential Address
   a. Street name and street number or rural route are required.
   b. Rural address must also include box or fire number.
   c. P.O. boxes are only allowed if they are listed in addition to the residential address information. Signatures where only a P.O. box has been provided should be counted if the municipality of residence is entirely in the district. Mark with a question mark.
   d. Ditto marks are allowed if they follow a valid address and the signer is using those marks to indicate they also reside at that address.
   e. If all or part of the required address information of a signer is missing but residency can be determined by information found in another section of that specific petition page, that signature should be counted. This generally occurs when the signer is also the candidate and/or the circulator and the missing information is in the header or the certification section. Indicate on the petition page where that information is located.
4. Municipality of Residence
   a. Municipality listed must be within the district represented by the candidate.
   b. Abbreviations are allowed (e.g. "FDL" for Fond Du Lac or "Milw" for Milwaukee).
   c. Ditto marks are allowed if they follow a valid municipality and the signer is using those marks to indicate they also reside in the municipality.
   d. The Town/Village/City check box does not need to be checked.
   e. If the municipality of residence was provided in the Residential Address field, the signature should be counted.
   f. If the municipality information of a signer is missing but residency can be determined by information found in another section of that specific petition page (most likely in the header or the Certification of Circulator), that signature should be counted. Indicate on the petition page where that information is located.
5. Date of Signing
   a. A complete date includes the month/date/year.
   b. Date must be within the circulation period.
   c. Date must be on or before the date the page was certified by the circulator.

d. Ditto marks are allowed if they follow a valid date and the signer is using those marks to indicate they also signed on the same date. If ditto marks are used for the date of the last signer, the signature can be counted if it follows a valid date.
e. A missing date can be bracketed ([ ]) if valid and complete dates appear on the line above and the line below the signature line with the missing date.
f. If the date of the first or last signer is incomplete, it cannot be bracketed, and that signature should not be counted.

Step 4: Count the Signatures

1. Sort the petition by the number of valid signatures on each page before determining the final number of valid signatures.
2. Place the pages with 10 counted signatures on top, followed by the pages with 9, etc.
3. Use a tally sheet or calculator to determine the number of valid signatures on the petition.
4. Determine if the number of valid signatures is sufficient for the office sought. Use the appropriate Ballot Access Checklist to determine the signature threshold for the office sought:
   a. County Non-partisan Candidates ELIS-3
   b. School District Candidates ELIS-5
   c. Municipal Candidates ELIS-7
   d. County Partisan Candidates ELIS-16
   e. Multi-jurisdictional Judge Candidates ELIS-18

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required); no titles may be used.	Candidate's residential address (required) *No P.O. box addresses* Street, fire, or rural route number; box number (if rural route); and name of street or road	Candidate's municipality for voting purposes (required)
Erin Rogers	1014 Dafodil Drive	☐ Town ☒ Village ☐ City Ashwaubenon (name of municipality)

Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality)	State (required)	Zip code	Type of election (required)	Election date (required) *Do not use primary date.* Mo/Day/Year
	WI	54115	☒ spring ☐ special	April 3, 2018

Title of office (required)	Branch, district or seat number (required if applicable)	Name of jurisdiction or district in which candidate seeks office (required)
School Board member	☐ Branch ☐ District ☐ Seat	Ashwaubenon School District

I, the undersigned, request that the candidate, whose name and residential 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	Residential Address *(No P.O. Box Addresses)* Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes.	Date of Signing Mo/Day/Year
1. [illegible]	Ronald Smith	21 Easy Street	☐ Town ☐ Village ☒ City Green Bay	12/2/2017
2. Mary Johnson	Mary Johnson	179 North St.	☐ Town ☐ Village ☐ City G.B.	12/7/17
3. Franklin Davis	Franklin Davis	West Ave	☐ Town ☐ Village ☐ City "	12/3/17
4. Jan Jaso	Jan Jaso	10 Franklin Court Apt. 203	☐ Town ☒ Village ☐ City	12/3/2017
5. Bill [illegible]		3012 Oriole Lane	☐ Town ☐ Village ☒ City De Pere	12/4/17
6.	Sally Simmons	42 Yankee Way	☐ Town ☐ Village ☒ City Green Bay	12/4/17
7. John Wells	John Wells	21 Pirate Lane	☐ Town ☒ Village ☐ City Ashwaubenon	
8. Ted Thompson	Ted Thompson		☐ Town ☒ Village ☒ City Green Bay	12/5/17
9. [illegible]	Roberta Robins	14 Brewer Court	☐ Town ☐ Village ☒ City Milwaukee	12/5/17
10. Erin Rogers	Erin Rogers		☐ Town ☒ Village ☐ City Ashwaubenon	12/6/2017

CERTIFICATION OF CIRCULATOR

I, Theodore Thompson (Name of circulator) certify: I reside at 101 Main Street, Green Bay (Circulator's residential address - 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).

12/6/2017 (Date) Ted Thompson (Signature of circulator)

Page No. 1

4

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Erin Rogers	1014 Dafodil Drive	

Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality)	State (required)	Zip code	Type of election (required)	Election date (required) *Do not use primary date.* Mo/Day/Year
	WI	54115	☒ spring ☐ special	April 3, 2018

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12/6/2017 (Date) Ted Thompson (Signature of circulator)

Page No. 1