

# Elections Administration Webinar Training Series

## **SCHOOL DISTRICT CLERK DUTIES**

A review of procedures essential to conducting school district elections.

**Wednesday, October 18, 2017**

**10:00 a.m. – 11:00 a.m.**

### **Program Presenters**

Wisconsin Elections Commission Staff

### **Agenda**

- **General Information**
- **Notices**
- **Candidates and Other Registrants**
- **Noticing County and Municipal Clerks**
- **Ballots**
- **Polling Places, Election-Day Supplies and Accessibility**
- **Post-Election Activities (School District Canvass)**
- **Recounts and Recalls**
- **Other Election Materials**



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WisVote Specialist..... 608-261-2006  
email: [sarah.statz@wisconsin.gov](mailto:sarah.statz@wisconsin.gov)

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Beverly R. Gill                      Julie M. Glancey  
Ann S. Jacobs                      Jodi Jensen  
Dean Knutson                      Mark L. Thomsen (Chair)

## **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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:namato@cwag.org)  
Website: <http://cwagwisconsin.org/>

## **VOTING EQUIPMENT VENDORS**

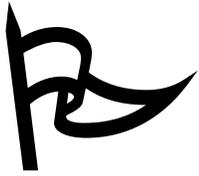
Dominion Voting (servicing Premier systems)  
221 Hopkins Avenue  
Jamestown, NY 14701  
Phone: 866-654-8683  
Email: [contact@DominionVoting.com](mailto:contact@DominionVoting.com)  
Website: <http://www.dominionvoting.com>

Command Central (*Programming/Supplies*)  
P.O. Box 7306  
St. Cloud, MN 56302  
Phone: 320-259-7027  
FAX: 320-259-7028

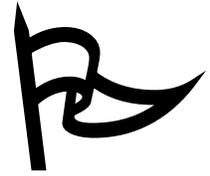
Election Systems & Software, Inc. (ES&S)  
(also servicing Premier systems)  
11208 John Galt Blvd.  
Omaha, NE 68137  
Phone: 800-247-8683 or 877-377-8683 (option 4 for tech support)  
FAX: 402-593-8107  
email: [info@essvote.com](mailto:info@essvote.com)  
Website: <http://www.essvote.com/>

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/>



**IMPORTANT DATES  
FOR  
FEBRUARY 20, 2018 SPRING PRIMARY  
AND  
APRIL 3, 2018 SPRING ELECTION**



**November 28, 2017** – 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, 2017** - First day for school district candidates to circulate nomination papers for the 2018 Spring Election, if required.

**December 22, 2017** - Last day for incumbent officeholders (*not intending to seek re-election*) to file Notification of Noncandidacy (GAB-163). Failure to notify will extend nomination paper deadline 72 hours for that office.

**January 2, 2018** – Ballot access filing deadline.

**January 5, 2018** - Last day for any person to challenge ballot access documents filed by school district candidates.

**January 9, 2018** - 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 30, 2018** - Ballots must be available for absentee voting at the Spring Primary (if required).

**February 20, 2018 - Spring Primary** (if required)

**March 13, 2018** - Ballots must be available for absentee voting at the Spring Election.

**April 3, 2018 - Spring Election**



## Summary of Notice Publishing Dates

	Spring Elections	Fall Elections	Special municipal primaries, elections, or referenda	Special primary, election, or referenda for national, state, or county
Type A	For spring municipal elections: 4 <sup>th</sup> Tuesday in November before the election	Published by County Clerk	For municipal 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: 4 <sup>th</sup> Tuesday before spring primary or election	Only if municipal referendum on ballot: 4 <sup>th</sup> Tuesday before the partisan primary or general election	For special municipal referendum: 4 <sup>th</sup> Tuesday before referendum election	Published by County Clerk
Type B	For spring primary or election: Monday before primary or election	Only if municipal referendum on ballot: Monday before the election	Day before the election	Published by County Clerk
Type C	If municipal referendum on ballot: Monday before the election	Only if municipal referendum on ballot: Monday before the election	Day before the election	Published by County Clerk
Type D	Monday before the election	Monday before the election	Day before the election	Day before the election
Type E	For spring primary or election: 4 <sup>th</sup> Tuesday before the election	4 <sup>th</sup> Tuesday before partisan primary and general election	Primary: 4 <sup>th</sup> Tuesday before	Primary: 4 <sup>th</sup> Tuesday before
			Election: 3 <sup>rd</sup> Tuesday before	Election: 3 <sup>rd</sup> Tuesday before
			Referendum: 4 <sup>th</sup> Tuesday before	Referendum: 4 <sup>th</sup> 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

(List each position to be elected.  
If apportioned or numbered seats,  
indicate the area or number for  
each position.)

Incumbent

(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.

**Acceptable Photo ID will be required to vote at this election. If you do not have a photo ID you may obtain a free ID for voting from the Division of Motor Vehicles.**

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 4<sup>TH</sup> 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 4<sup>TH</sup> 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 VOTERS**

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 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 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.

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:

<u>Location</u>	<u>Wards</u>
(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.**

*(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 10 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, email 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 days and hours of availability for receiving absentee ballot applications)*

#### **The first day to vote an absentee ballot in the clerk's office is / was:**

*(Insert date and time in-person absentee voting will begin in your municipality.*

*(Absentee voting may have begun in your municipality before publication of the Type E Notice. If so, you may insert the date and time in-person voting began. If in-person absentee voting has not begun yet, insert the date and time in-person absentee voting will begin upon publication of the Type E Notice.)*

#### **The last day to vote an absentee ballot in the clerk's office:**

*Insert date and time in-person absentee voting will cease in your municipality.*  
*(This may be no later than the Sunday before the election.)*

No in-person absentee voting may occur on the day before the election.

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 not be counted.

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**(Note:** The Type E Notice is published by the municipal clerk on the 4<sup>th</sup>\* 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 4<sup>th</sup>\* 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 4<sup>th</sup>\* 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 3<sup>rd</sup> 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.

**Acceptable Photo ID will be required to vote at this election. If you do not have a photo ID you may obtain a free ID for voting from the Division of Motor Vehicles.**

Done in the (insert municipality where signed),  
on (insert date of signing).

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(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 10 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 (4<sup>th</sup> Monday in April). Wis. Stat. §§ 120.05(1)(d), 120.06(2), (4).





**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. FOR INDEPENDENT AND LOCAL NONPARTISAN CANDIDATES ONLY: Indicate which officers or committee members are authorized to fill a vacancy in nomination due to death of candidate by an asterisk(\*). See Wis. Stats. §8.35.

NAME	MAILING ADDRESS	Email Address	Phone #	POSITION

**5. DEPOSITORY INFORMATION**

Name of Financial Institution	
Address (number and street)	City, State and Zip Code

**CERTIFICATION**

**MAJOR PURPOSE (For PACs, Independent Expenditure Committees, and Referendum Committees ONLY)**

We certify that we are an entity required to file under WIS. STAT. § 11 (See: statutory definitions, §11.0101 or instructions below for details).

**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.

Signature \_\_\_\_\_, Candidate/Petitioner. Date \_\_\_\_\_

**+++ EXEMPTION FROM FILING CAMPAIGN FINANCE REPORTS §11.0104 Wis. Stats. +++**

You may be eligible for an exemption from filing campaign finance reports. Consult the Campaign Finance Overview for your type of committee to determine if your committee 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 \$2,000 in a calendar year. I am aware that per statute §11.0104(2), exempt status is effective only for the calendar year it is granted, and must be renewed each year if the committee wishes to remain exempt from filing reports.

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), 11.0203, 11.0303, 11.0403, 11.0503, 11.0603, 11.0803, 11.0903, WIS. STATS. FAILURE TO PROVIDE REQUIRED INFORMATION MAY SUBJECT YOU TO THE PENALTIES OF §§8.30(2), 11.1400, 11.1401, WIS. STATS.

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

<b><u>Who Must Register</u></b>	<b><u>When</u></b>	<b><u>Where</u></b>
Candidates	no later than filing nomination papers or when they raise or spend any money on election, except those needed to open a bank account	Local office or referenda- with the local clerk (town, village, city, school)  State office or statewide referenda – with the Wisconsin Government Accountability Board  For a mix of state and local offices – with the Wisconsin Government Accountability Board
Referenda <sup>¶</sup> committees	Before spending or taking in more than \$10,000	
Recall committees	Before spending or taking in more than \$2,000	
Party Committees	Party committees must register upon their inception and prior to raising or spending any funds.	All Party Committees, PACs, and IECs active in either state or local contests must register at the state level, with the Wisconsin Government Accountability Board.
Political Action* Committees (PACs)	Before spending or taking in more than \$2,500	
Independent <sup>‡</sup> Expenditure Committees (IECs)	Before spending or taking in more than \$2,500	

- \* A PAC is only required to register if it has the major purpose of express advocacy, or spends more than 50% of its total spending in a 12-month period on express advocacy, referendum activity, or contributions to candidates, legislative campaign committees, and parties.
- ‡ An IEC is only required to register if it has the major purpose of independent expenditures, or spends over 50% of its total spending in a 12-month period on independent expenditures and referendum activity.
- ¶ A Referendum Committee is only required to file if it has the major purpose of making expenditures to support or defeat a referendum OR more than 50% of its total spending in a 12-month period is on expenditures made to support or defeat a referendum.

**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*.
  - 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.
  - Committee PIN Number: is any combination of numerical digits selected by the committee and is used for electronic signature purposes.

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

- Committee PIN Number: is any combination of numerical digits selected by the committee and is used for electronic signature purposes.
- A. 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.

- C. Political Action Committee (PAC)
  - PACs may receive money from individuals or other PACs, and contribute money directly to candidates. PACs may not accept money from corporations.
  - Committees intending to make only independent expenditures, without contributing to or coordinating with candidate committees, should register as an Independent Expenditure Committee - see letter D 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 expenses in Wisconsin for either local and state-level contests.
- D. Independent Expenditure Committee
  - Committees making only independent expenditures may not contribute to candidate committees directly. They also cannot coordinate with candidate committees on express advocacy – communications that explicitly urge recipients to vote for or against a candidate. These committees may accept unlimited contributions from individuals and from corporations.

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

All committees must name a treasurer. A candidate may designate any adult to serve as the committee's treasurer, or the candidate may serve 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 Ethics Commission recommends that you provide more than one person's contact information.

Item 5. Depository Information (MANDATORY)

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

In general, all committees must have a campaign depository account. Please list the information for one of these two options:

1. Separate campaign 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 \$2,000 of receipts, under \$2,000 expenses in a calendar year)

Candidates running for more than one elected office may have more than one committee and more than one campaign depository account.

## Certification

The candidate and committee treasurer must sign the original registration statement of a candidate committee certifying that the information is true, correct, and complete. 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 committee not collecting or spending more than \$2,000 total in a calendar year.
- Candidate committees and Party Committees must register before collecting or spending any money, but those committees may not have to file reports if they claim exemption.
- PACs and IECs do not have to register until they collect or spend more than \$2,500 in a calendar year. A PAC or IEC that is already registered, but will have limited activity for a calendar year, may claim exemption and would not have to file reports for that year.
- A referendum committee that does not collect or spend more than \$10,000 is not required to register. Because a referendum committee is unlikely to be active for multiple years, it would be rare for this type of committee to claim exemption.
- A recall committee that does not collect or spend more than \$2,000 is not required to register. A recall committee does not have to file reports unless it succeeds in forcing a recall election.

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

- The committee must immediately file an amended ETHCF-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.

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 31<sup>st</sup>. Include an updated ETHCF-1 requesting exempt status for the upcoming year.

## Renewing Exemption

Statute §11.0104(2) states that exemption is effective only for the calendar year it is granted. If a committee wishes to renew its exempt status, it must file the (ETHCF-14) or a new ETHCF-1 after 12/31 and before the closing date for the first reporting period for which it would be required to file a report. Candidates on the ballot that calendar year may claim exemption when they first register, or renew their exemption from the previous calendar year, but a candidate on the ballot that calendar year may not claim exemption before the date of her/his election if he/she has not been on exempt status previously. See statute §11.0104(1) (b).

## Amending a Registration Statement

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



# 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.<sup>1</sup>

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

House or fire no.	Street Name	Mailing Municipality and State	Zip code	Town of Village of City of	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 \_\_\_\_\_  
(County of notarization)

}

SS.

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).

<sup>1</sup> 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 Wisconsin Elections Commission 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 <b>(required)</b> ; no titles may be used.	Candidate's residential address <b>(required)</b> <i>No P.O. box addresses</i> Street, fire, or rural route number; box number (if rural route); and name of street or road	Candidate's municipality for voting purposes <b>(required)</b> <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City _____ (name of municipality)
Candidate's mailing address, including municipality for mailing purposes <b>(required)</b> if different than residential address or voting municipality	State <b>(required)</b> <div style="text-align: center; font-size: 2em; font-weight: bold;">WI</div>	Type of election <b>(required)</b> <input type="checkbox"/> spring <input type="checkbox"/> special
Title of office <b>(required)</b>	Branch, district or seat number <b>(required)</b> if applicable <input type="checkbox"/> Branch <input type="checkbox"/> District <input type="checkbox"/> Seat	Election date <b>(required)</b> <i>Do not use primary date.</i> Mo/Day/Year
Name of jurisdiction or district in which candidate seeks office <b>(required)</b>		Name of jurisdiction or district in which candidate seeks office <b>(required)</b>

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.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
2.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
3.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
4.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
5.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
6.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
7.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
8.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
9.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
10.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	

## CERTIFICATION OF CIRCULATOR

I, \_\_\_\_\_ (Name of circulator) certify: I reside at \_\_\_\_\_ (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).

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Signature of circulator)

## 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 Wisconsin Elections Commission 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 to 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 Wisconsin Elections Commission 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 Address** – Insert the candidate's residential address (*no P.O. Box addresses*) and the municipality for voting purposes. Indicate if the municipality of residence is a town, village, or city. If a candidate's mailing address is different from the residential address or voting municipality, a complete mailing address must also be given.

**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** (if applicable) 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.

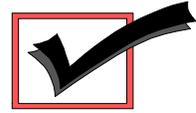
**Signatures and Printed Name of Electors** - Only qualified electors of the jurisdiction or the district the candidate seeks to represent may sign the nomination papers. Each signer must also legibly print their name. Each elector must provide their **residential** address (*no P.O. Box addresses*), including any street, fire or rural route number, box number (if rural route) and street or road name, and municipality of residence. A post office box number alone does not show where the elector actually resides. The name of the Municipality of Residence must be listed for each signing elector and must clearly identify the town, village or city where the elector's voting residence is located. 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 residential 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* (ETHCF-1), a *Declaration of Candidacy* (EL-162), and *Nomination Papers* (EL-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 Wisconsin Ethics Commission 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 2018 SCHOOL DISTRICT CANDIDATES



Each of the following forms must be completed and filed on time by a candidate for School District office in order for the candidate's name to be placed on the ballot at the **February 20, 2018 Spring Primary** and the **April 3, 2018 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 [ETHCF-1](#))** to the filing officer no later than **5 p.m. on Tuesday, January 2, 2018**, or 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 2, 2018. Wis. Stat. §§ 8.10(5), 8.30(4), 120.06(6)(b), Wis. Admin. Code EL § 6.04,

➤ *New Candidates*

File a campaign registration statement before campaign funds are collected or spent or before submitting nomination papers (if required). Wis. Stat. §§ 11.0202(1)(a), 11.0202(2)(a).

➤ *Continuing Candidates*

File an amended campaign registration statement, indicating the office sought and the new primary and election dates before campaign funds are collected or spent or before submitting nomination papers (if required). Wis. Stat. §§ 11.0202 (1)(a), 11.0202 (2)(a).

**Complete and Submit a Declaration of Candidacy (Form [EL-162sd](#))** to the filing officer no later than **5 p.m. on Tuesday, January 2, 2018** or 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 2, 2018. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04.

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

**Circulate and Submit Nomination Papers for Nonpartisan Office (Form [EL-169](#))** to the filing officer no later than **5 p.m. on Tuesday, January 2, 2018**. Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2017. Wis. Stat. § 8.10(2), Wis. Admin. Code EL § 6.04(2).

**The number of signatures required is as follows:**

Board of School Directors: 1st Class Cities	400 - 800
School District Officer: school districts with territory within a 2nd Class City	100 - 200
School District Officer: school districts without territory within a 1st or 2nd Class City	20 - 100

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 Wisconsin Elections Commission, 212 East Washington Avenue, 3<sup>rd</sup> Floor, P.O. Box 7984, Madison, WI 53707-7984, (608) 266-8005, FAX (608)267-0500, <http://elections.wi.gov> Email: elections@wi.gov.

## **WISVOTE CHECKLIST FOR SCHOOL DISTRICT CLERKS**

Every election in Wisconsin, including any Special Elections must be created in the statewide election administration system called WisVote. Municipal and County clerks use WisVote to create the poll list used at the polling place on Election Day, to track absentee ballots, and to report unofficial election results for regularly scheduled elections.

The County Clerks are responsible for entering contest and candidate information for school districts into WisVote. The County Clerk will contact the Wisconsin Elections Commission to create special elections for school district offices and referenda. It is important for School District Clerks to communicate with the County Clerk whenever there is a school district contest on the ballot in a regularly scheduled election, or when a special election occurs.

### **All School District Clerks must:**

- As soon as possible, notify each County of the offices to be elected in all regularly scheduled election or when a special election has been ordered.
- If no state, county, municipal, or judicial election is held on the day of the school board election or referendum, contact the County and the Elections Commission as soon as possible if the School District intends to close or combine any polling place locations. Wis. Stat. §120.06(9).
- Send the text of any referenda questions to the County
- Send a completed Certificate of Nomination (EL-405) for each office to be elected to the County Clerk.
- Send a copy of the Campaign Registration Statement (ETHCF-1) to the County Clerk.
- Send a copy of the Declaration of Candidacy (EL-162sd) to the County Clerk.
- Inform the county if any of the offices to be elected are due to a vacancy. The WisVote election administration software calculates when an office will be on the ballot. An office elected outside of the regular term must be communicated to the Elections Commission to keep the office in its correct rotation.
- After the election, transmit the names of the winning candidates to the County to update the elected official information in WisVote.





# Certificate of Nomination

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

Fill in the 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 WisVote, Providers should file this form for reference.

**Jurisdiction Information**

1	Clerk Last Name																									
	Clerk First Name																									
2	School Dist.	<input type="radio"/> Union <input type="radio"/> Unified <input type="radio"/> Common																								

3	<b>Relier Information</b>																									
	Municipality	<input type="radio"/> Town <input type="radio"/> Village <input type="radio"/> City																						HINDI #		
	County																						HINDI #			

4	<b>Provider Information</b>																									
	County																						HINDI #			
	Municipality	<input type="radio"/> Town <input type="radio"/> Village <input type="radio"/> City																						HINDI #		

**Election Information**

5	Date of Election (MM/DD/YYYY)	/		/																							
	Type of Election																										
	Office																										
		<input type="radio"/> Vote for 1												<input type="radio"/> Vote for not more than:												(Please Specify)	

**Candidate Information**

6	Ballot Position	<input type="radio"/> Town <input type="radio"/> Village <input type="radio"/> City <input type="radio"/> Sch. Dist.	I, _____, Clerk for the _____, 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

<p><b>General Instructions:</b> <i>Please Review Fully</i></p>	<p><b>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.</b></p> <p>This form is used to transmit information about candidate ballot placement to be entered into WisVote. 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.</p> <p>Each section on the front side of this document corresponds to the sections below (1-6).</p>
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	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To be completed by Relier Clerk. Complete name of county or municipality that provides WisVote services to you.</li> </ul>
5	<ul style="list-style-type: none"> <li>• Complete date of election.</li> <li>• Complete election type, i.e. Spring Primary, Spring Election, September Primary, General Election, Special Primary, Special Election.</li> <li>• Complete office, i.e. Town Supervisor, Village Trustee, Mayor, School Board Supervisor.</li> <li>• 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.</li> </ul>
6	<ul style="list-style-type: none"> <li>• Complete the certification with the appropriate information for name of clerk and jurisdiction.</li> <li>• List candidates’ names as they should appear on the ballot and in the order they should appear.</li> </ul>
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.
<p><b>Signature:</b></p> <ul style="list-style-type: none"> <li>• By signing in this space, the School District Clerk is certifying the candidate information for the office at the election listed.</li> <li>• By signing in this space, the Relier Clerk is certifying the candidate information for the office at the election listed.</li> <li>• By signing in this space the County Clerk or Provider Clerk is acknowledging receipt of this information and has entered this information into WisVote.</li> </ul>	

# Official Primary Ballot

## Nonpartisan Office

### February 21, 2017

**Notice to Voters:** If you are voting on Election Day, your ballot must be initialed by two election inspectors. If you are voting absentee, your ballot must be initialed by the municipal clerk or deputy clerk. Your ballot may not be counted without initials. (See back of ballot for initials.)

**Instructions to Voters:-**

If you make a mistake on your ballot or have a question, ask an election inspector for help. (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, like this: ☒  
 To vote for a name that is not on the ballot, write the name on the line marked “write-in.”

<b>School Board Members</b> <b>Vote for not more than 3</b>	
<input type="checkbox"/>	Candidate Name
write-in: _____	
write-in: _____	
write-in: _____	

# Official Primary Ballot

## Nonpartisan Office

### February 21, 2017

**Notice to Voters:** If you are voting on Election Day, your ballot must be initialed by two election inspectors. If you are voting absentee, your ballot must be initialed by the municipal clerk or deputy clerk. Your ballot may not be counted without initials. (See back of ballot for initials.)

**Instructions to Voters**

If you make a mistake on your ballot or have a question, ask an election inspector for help. (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 like this: ☒  
 To vote for a name that is not on the ballot, write the name on the line marked “write-in.”

School Board Member 1 Vote for 1	School Board Member 3 Vote for 1
<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate
<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate
<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate
write-in: _____	write-in: _____
School Board Member 2 Vote for 1	
<input type="checkbox"/> Candidate	
<input type="checkbox"/> Candidate	
<input type="checkbox"/> Candidate	
write-in: _____	

# Official Primary Ballot

## Nonpartisan Office

### February 21, 2016

**Notice to Voters:** If you are voting on Election Day, your ballot must be initialed by two election inspectors. If you are voting absentee, your ballot must be initialed by the municipal clerk or deputy clerk. Your ballot may not be counted without initials. (See back of ballot for initials.)

**Instructions to Voters**

If you make a mistake on your ballot or have a question, ask an election inspector for help. (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, like this:  To vote for a name that is not on the ballot, write the name on the line marked “write-in.”

<b>School Board Member from _____</b> <b>Vote for 1</b>	<b>School Board Member from _____</b> <b>Vote for 1</b>
<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate
<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate
<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate
write-in: _____	write-in: _____
<b>School Board Member from _____</b> <b>Vote for 1</b>	
<input type="checkbox"/> Candidate e	
<input type="checkbox"/> Candidate	
<input type="checkbox"/> Candidate	
write-in: _____	

**Official Ballot**  
**Nonpartisan Office**  
**April 4, 2017**

**Notice to Voters:** If you are voting on Election Day, your ballot must be initialed by two election inspectors. If you are voting absentee, your ballot must be initialed by the municipal clerk or deputy clerk. Your ballot may not be counted without initials. (See back of ballot for initials.)

**Instructions to Voters**

If you make a mistake on your ballot or have a question, ask an election inspector for help. (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, like this:   
To vote for a name that is not on the ballot, write the name on the line marked "write-in."

<b>School Board Member</b>	
<b>Vote for not more than 3</b>	
<input type="checkbox"/>	Candidate
write-in: _____	
write-in: _____	
write-in: _____	

# Official Ballot

## Nonpartisan Office

### April 5, 2016

**Notice to Voters:** If you are voting on Election Day, your ballot must be initialed by two election inspectors. If you are voting absentee, your ballot must be initialed by the municipal clerk or deputy clerk. Your ballot may not be counted without initials. (See back of ballot for initials.)

**Instructions to Voters**

If you make a mistake on your ballot or have a question, ask an election inspector for help. (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, like this:  To vote for a name that is not on the ballot, write the name on the line marked “write-in.”

<b>School Board Member No. 1</b> <b>Vote for 1</b>	<b>School Board Member No. 3</b> <b>Vote for 1</b>
<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate
<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate
write-in: _____	write-in: _____
<b>School Board Member No. 2</b> <b>Vote for 1</b>	
<input type="checkbox"/> Candidate	
<input type="checkbox"/> Candidate	
write-in: _____	

# Official Ballot

## Nonpartisan Office

### April 4, 2017

**Notice to Voters:** If you are voting on Election Day, your ballot must be initialed by two election inspectors. If you are voting absentee, your ballot must be initialed by the municipal clerk or deputy clerk. Your ballot may not be counted without initials. (See back of ballot for initials.)

**Instructions to Voters**

If you make a mistake on your ballot or have a question, ask an election inspector for help. (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, like this:  To vote for a name that is not on the ballot, write the name on the line marked “write-in.”

<b>School Board Member from _____</b> <b>Vote for 1</b>	<b>School Board Member from _____</b> <b>Vote for 1</b>
<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate
<input type="checkbox"/> Candidate	<input type="checkbox"/> Candidate
write-in: _____	write-in: _____
<b>School Board Member from _____</b> <b>Vote for 1</b>	
<input type="checkbox"/> Candidate	
<input type="checkbox"/> Candidate	
write-in: _____	

# Official Referendum Ballot

(Date of Primary or Election)

**Notice to Voters:** If you are voting on Election Day, your ballot must be initialed by two election inspectors. If you are voting absentee, your ballot must be initialed by the municipal clerk or deputy clerk. Your ballot may not be counted without initials. (See back of ballot for initials.)

## Instructions to Voters

If you make a mistake on your ballot or have a question, ask an election inspector for help. (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," like this:

To vote against a question, make an "X" or other mark in the square next to "No," like this:

Referendum	
QUESTION 1: Shall the...?	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

EL-228 2017 | Paper Referendum Ballot  
(Rev.2016-12)

**(Insert title from front of ballot)**  
(If partisan primary, do not include party name.)

(Insert date of election)

For

---

Municipality and ward number(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 or read aloud this ballot at the request and direction of a voter who is authorized under Wis. Stat. §6.82 to receive assistance.

---

Signature of assistor

---

# 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 \_\_\_\_\_ of \_\_\_\_\_ County, State of Wisconsin from the  
City \_\_\_\_\_  
Village \_\_\_\_\_

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).*

- If all inspectors are unaffiliated**, the Chief Inspector (CI) and any other inspector must sign the certification.
- If there is a mix of unaffiliated and affiliated inspectors:**
  - If the CI is affiliated, 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.
  - If the CI is unaffiliated, 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

Signature of Chief Inspector \_\_\_\_\_  Unaffiliated  Affiliated \_\_\_\_\_  
If affiliated, indicate party.

Signature of Inspector \_\_\_\_\_  Unaffiliated  Affiliated \_\_\_\_\_  
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).**





Code	Description of Incident	Procedure for Completing Inspectors' Statement
<b>RO</b> <b>RS</b> <b>RWS</b> <b>RD</b> <b>RB</b> <b>RV</b> <b>RWA</b>	<b>Rejected Absentee Ballots—Absentee ballots are rejected if:</b> The certificate envelope is open or appears to have been opened and resealed. The elector did not sign the certificate envelope. There is no signature of a witness. The inspectors have reliable proof that the elector has died before election day. Elector has voted more than one ballot of the same type. Elector has already voted in this election. There is no address of a witness.	1) List voter's name and reason ballot was rejected. 2) Indicate the reason for rejection on the certificate envelope 3) Mark the certificate envelope " <i>Rejected # (serial number).</i> " 4) Place the envelope containing the ballot in the Rejected Absentee Ballot envelope. 5) The elector's name is not entered on the poll list. 6) Do not count the ballot.
<b>R</b>	<b>Optical Scan ballots which are remade by election officials—Ballots are remade in order to be accepted by the tabulating equipment.</b>	1) Describe why the ballot had to be remade <ul style="list-style-type: none"> <li>- Overvoted (<b>OV</b>)-ballot with at least one instance of voting for more than max number of selections allowed.</li> <li>- Damaged (<b>DM</b>)-voter used red pen or circled names instead of completing arrow/oval, ballot mutilated</li> <li>- Other (<b>OT</b>)-faxed or emailed ballots or MyVote ballots</li> </ul> 2) These ballots are labeled " <i>Original Ballot # (serial number)</i> " and " <i>Duplicate Ballot # (same serial number).</i> " 3) The "duplicate" ballots are inserted into the counter. 4) The "original" ballots are bundled together, and placed in the <b>Original Ballots Envelope</b> . 5) The <b>Original Ballots Envelope</b> is placed in the ballot container.
<b>C-A</b> <b>C-C</b> <b>C-R</b> <b>C-F</b> <b>C-I</b> <b>C-V</b> <b>C-D</b> <b>C-ID</b> <b>C-F</b> <b>PV-</b>	<b>Challenged Ballots and Provisional Ballots</b> Ballots may be challenged because: The person is not at least 18 years of age. The person is not a citizen of the United States. The person has not resided in the election district for at least 10 consecutive days. The person has a felony conviction and has not been restored to civil rights. The person has been adjudicated incompetent. The person has voted previously in the same election. The person claims to have a physical disability that prevents them from signing the poll book but both inspectors did not agree. 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. Clerk believes voter who asked for replacement ballot is not the person who originally requested the ballot. Provisional ballot issued:	1) Complete the " <i>Challenge Documentation</i> " (Form EL-104C). (There should be one (EL-104C) for each challenged elector.) 2) Mark ballot " <i>Challenged – Voter #___.</i> " (Use voter number from poll list.) 3) Mark " <i>challenged</i> " next to voter's name on the poll list. 4) Challenged ballots are inserted into the counter. 5) Bundle together, label " <i>Challenged Ballots,</i> " and place in ballot container.  Refer to the Provisional Ballots section of the Election Day Manual for instructions on issuing provisional ballots. Reasons for issuing provisional ballot: 1) "POR required" by voter's name on poll list; voter cannot provide POR. 2) Election Day registrant with a WI DL can't/won't provide #. 3) Voter required to provide ID and can't/won't.
<b>VI</b>	<b>Ballots where voter intent could not be determined and, therefore, votes could not be counted</b>	1) Describe the issue that caused the inspectors to decide that voter intent could not be determined. 2) Mark ballot " <i>Defective-Intent,</i> " & assign a serial number 3) Bundle together, mark " <i>Defective-Voter Intent Could not be Determined,</i> " and place in ballot container.
<b>O</b>	<b>"Objected To" Ballots</b> Objected Ballots are ballots that a <u>minority</u> of inspectors felt should not be counted.	1) Count the vote the way the majority of the inspectors determined it should be counted. 2) Assign a serial number to ballot, and indicate reason for objection. 3) Bundle together, label " <i>Objected to Ballots,</i> " and place in ballot container.
<b>LS</b>	<b>License Surrender</b> - 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.
<b>X</b>	<b>Other Occurrences or Irregularities</b>	Describe any other occurrences or irregularities which may or may not affect the validity of the election.





## 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.

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 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 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.

# 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

## ■ APPOINTMENT

- By the clerk in prior to the election to be canvasses

## ■ 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.



# Board of Canvassers Report Tabular Statement of Votes Cast

\_\_\_\_\_, Wisconsin  
(Insert Municipality and County, County Canvass insert County Only)

(Type of Election) \_\_\_\_\_ Election \_\_\_\_\_ (Date of Election)

<i>(For County Use Only)</i> For a Partisan Primary, insert political party:		
Office:		
Reporting Units	Candidates	Votes Cast Scattering (for Counties only)
Total Votes Cast-Candidates:		
Total Votes Cast-Office:		

# 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 in the Total Votes Casts – Candidates column.
- Enter the **total number of votes cast** (not voters!) for each office in the Total Votes Cast-Office column. 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.

**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 in the Total Votes Casts – Candidates column.
- Enter the **total number of votes cast** (not voters!) for each office in the Total Votes Cast-Office column. 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**  
(Title of Office)

**HIGHEST CANDIDATE**  
(Name of Winning Candidate)

**SECOND**  
**HIGHEST CANDIDATE**  
(Name of Second Highest Candidate)  
(For Primary Only)

## BOARD OF CANVASSERS

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

(5) \_\_\_\_\_

\_\_\_\_\_  
(Date)

This document is signed by:

*For Municipal Elections*

- The inspectors when there is only one polling place and one set of election results. s.7.53(1), Stats.
- 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.

# Summary Statement of the Board of Canvassers

\_\_\_\_\_ Election \_\_\_\_\_,  
(Name of Election) (Date of 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 \_\_\_\_\_

# 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)



## OTHER ELECTION MATERIALS

### Cost of Elections

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

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

<b>COST OF ELECTIONS</b>				
<b>Item</b>	<b>County Clerk is responsible</b> <i>(for Federal, State, and County Elections and State and County Referenda)</i>	<b>Municipal Clerk is responsible</b> <i>(for Municipal Elections and Referenda)</i>	<b>School Clerk is responsible</b> <i>(for School District Elections and Referenda)</i>	<b>Who Pays?</b>
<i>Supplies</i>				
Absentee Ballot Mailing Envelopes, Certificate Envelopes and Postage		X		Municipality
Used Certificate Env. of Absentee Elector (EL-103)	X	•	❖	Jurisdiction responsible for providing materials
Certificate of Rejected Absentee Ballots Env (EL-102)	X	•	❖	Jurisdiction responsible for providing materials
Provisional Ballot Certificate Env. (EL-102)		X		Municipality
Provisional Ballot Reporting Form (EL-123r)	X	•	❖	Jurisdiction responsible for providing materials
Inspectors' Certificate of Provisional Ballots Env. (EL-108)	X	•	❖	Jurisdiction responsible for providing materials
Inspectors' Statement (EL-104 & 104c)	X	•	❖	Jurisdiction responsible for providing materials
Write-in Candidate tally sheet (modified EL-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 (EL-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
<i>Ballots &amp; Associated Materials</i>				
Paper (Hand Count)	X	X	X	Jurisdiction required to provide ballots
Optical Scan	X	X	X	Prorated Proportionately among jurisdictions
Ballot Bags w/certificate (EL-101), ties/seals, “chain of custody” documentation	X	X	X	Jurisdiction responsible (Where op scan ballots are used, cost is prorated proportionately among jurisdictions.)

<b>COST OF ELECTIONS</b>				
<b>Item</b>	<b>County Clerk is responsible</b> <i>(for Federal, State, and County Elections and State and County Referenda)</i>	<b>Municipal Clerk is responsible</b> <i>(for Municipal Elections and Referenda)</i>	<b>School Clerk is responsible</b> <i>(for School District Elections and Referenda)</i>	<b>Who Pays?</b>
<i>Labor</i>				
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
<i>Equipment</i>				
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.

<b>Materials</b>	<b>Destruction Date</b>
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 (EL-104), Declarations of Candidacy (EL-162), and nomination papers, incomplete EL-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 (EL-123r)	90 days after an election when votes <b>are not</b> recorded by the MBOC (22 months after a federal election***)
	22 months after an election when votes <b>are</b> 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 <sup>+</sup> , Notifications of Noncandidacy (EL-163)	6 years after termination by the registrant
Campaign finance reports	6 years after the date of receipt
Election Voting and Registration Statistics Reports (EL-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.

<sup>+</sup> 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.