DETERMINATION OF SUFFICIENCY OF RECALL PETITIONS

JANUARY 9, 2012
GOVERNMENT ACCOUNTABILITY BOARD

General Procedure
1. Use only red pen.
2. Circle any item on the recall petition page that is questionable, invalid or missing.
3. Make a check mark (✓) to the right of the row to indicate signatures not counted or blank lines.
4. If you have a question about the sufficiency of a given page or signature, put a question mark (?) next to the questioned item and contact your supervisor.
5. Write the number of valid signatures on the upper, right-hand corner of each page.

Header Review

If the petition format was pre-approved, staff will skip this step. (See Appendix A – Pre-Approved Recall Petitions)

The header on each page must contain:

1. Substantially similar language to the above sample petition.
2. Filing officer (Government Accountability Board)
3. District (should contain both a number and type, e.g. State of Wisconsin or 1st Senate District)
4. Name of person being recalled (Governor Jane Doe or Senator John Smith)

***Errors in the header will invalidate the entire page!***
Body Review

To determine if a line should be counted it must contain:

1. Signature
   
   a. A signature does NOT need to be legible.

   b. X's, stamped signatures, printed signatures, etc. are acceptable.

   c. Petitions signed by an assistant for an individual with a physical disability are acceptable.

   d. Power of Attorney may NOT sign for their ward. The signature shall be struck.

   e. A line with a blank signature box shall be struck.

   f. A line with the signature in the printed name box shall be accepted.

   g. Questionable signatures should be flagged with a (?) for further review.

2. Street number and Street name (no address verification at this step)
   
   a. P.O. Boxes are not acceptable.
b. Must contain at least a partially legible street number and name.

i. If the street number is simply a scribble so that no part of it can be determined, the signature is struck.

ii. If the street name is simply a scribble so that no part of it can be determined, the signature is struck.

iii. If the reviewer can discern a possible street number and name, even without being sure of the exact street number and name, the signature is counted as valid.

iv. If the first and second reviewers disagree as to the legibility of the street address, the signature is escalated for a review and determination by supervising staff. The reviewing staff will determine the validity of the signature by reviewing the face of the petition, without being required to consult extrinsic evidence, and recognizing the statutory presumption of validity of information on the petition. In the event that the reviewing staff determines that the signature is equally likely to be valid or invalid, the signature shall be counted during the staff's initial review and may be subject to further review if the signature is challenged.

c. Zip Code is not required.

d. Post directionals, St., Ave., etc. are not required.

e. Municipality is not required here, but if listed, may be inferred into the municipality column.

f. Ditto marks are acceptable for addresses and municipalities.

3. Municipality

a. A list of municipalities within the district will be provided. (For statewide offices, any Wisconsin municipality is acceptable.) If a municipality is listed that is outside the district, it must be struck.
b. If municipality is blank, a municipality listed in the street address column may be used.

4. Date (day, month, and year required)

a. No signature may be dated before the recall committee filed a registration statement with the G.A.B. (November 15, 2011)

b. The signer date must also be the same as or before the date of the certification of the circulator.

c. The date must be completed with day, month, and last 2-digits of the year at a minimum. Signatures missing these elements are NOT accepted.

d. Order of the month/day may be reversed.

e. Ditto marks are NOT acceptable for dates.

**Special Rules**

1. Signature Struck by Committee

   If a line is crossed-out, it should not be counted.
2. Circulator as Signer

If a circulator is also a signer in the body of the petition, missing information (other than signature) from either section may be inferred to the correct position on the page.

***Errors in the body will only invalidate that signature!***

Footer Review

The footer on each page must contain:

1. Substantially similar language to the above sample petition
   a. If the petition format was pre-approved, staff will skip this step. (See Appendix A – Pre-Approved Recall Petitions)

2. Legible name of circulator

3. Circulator’s residential address, including municipality

4. Date (must be same day or later than ALL signatures on page. See Body Review 4b).
   a. Must contain day, month, and year. If date is left entirely blank, count the page, but mark with a “?” and bring to the attention of a supervisor.

5. Signature of the circulator

***Errors in the footer will invalidate the entire page!***
### Frequently Asked Questions (FAQ)

<table>
<thead>
<tr>
<th>If:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature is printed</td>
<td>Count the signature</td>
</tr>
<tr>
<td>Signer provides only a P.O. Box for address.</td>
<td>Do NOT count the signature.</td>
</tr>
<tr>
<td>Address is partially illegible</td>
<td>If it can be determined that there is a number and a name present, count the signature.</td>
</tr>
<tr>
<td>Address is completely illegible</td>
<td>Do NOT count the signature.</td>
</tr>
<tr>
<td>Ditto marks are used for address or municipality information.</td>
<td>Count the signature only if ditto marks follow a valid address/municipality.</td>
</tr>
<tr>
<td>Address or municipality of a signer who is also the circulator is missing.</td>
<td>Count the signature. Indicate where on the page the information is found.</td>
</tr>
<tr>
<td>Ditto marks are used for signer date.</td>
<td>Do NOT count the signature.</td>
</tr>
<tr>
<td>Any part of the signer date is missing</td>
<td>Do NOT count the signature.</td>
</tr>
<tr>
<td>Signer date is illegible</td>
<td>Do NOT count the signature.</td>
</tr>
<tr>
<td>Any part of the date of the circulator is missing</td>
<td>Do NOT count any signatures on the page.</td>
</tr>
<tr>
<td>Entire circulator’s date is missing</td>
<td>Mark with (?), but count the signatures as normal.</td>
</tr>
<tr>
<td>Municipality of circulator is missing</td>
<td>Count the signatures on the page only if the circulator also signed the page as a signer and included the address on that line. Indicate where the information is found.</td>
</tr>
<tr>
<td>Circulator signed on the line that should have had the printed name.</td>
<td>Count the signatures on that page if the signature is legible or the name can otherwise be determined from the page.</td>
</tr>
</tbody>
</table>

**Note:** Wis. Stat. § 9.10(2) and GAB 2.05 outline the criteria for determining sufficiency of signatures on nomination papers. Copies are attached for review and information.