

VILLAGE OF GERMANTOWN 2020 SPRING ELECTION CANDIDATE INSTRUCTIONS

As a candidate for a Village of Germantown office, you may find the following information helpful as you prepare your election campaign for the Spring Election. This information identifies the main steps you must take to have your name appear on the ballot. Please read ALL of the attached information thoroughly.

ELECTION DATES

Spring Primary Election – February 18, 2020
(Required when three or more candidates file for the same office.)

Nonpartisan Spring Election – April 7, 2020

IMPORTANT STEPS

1. A Campaign Finance Committee / Conduit Registration Statement is to be filed with the Village Clerk as soon as you decide to become a candidate and must be filed before accepting any contributions or spending or incurring any obligations. Review the Campaign and Finance Overview for Local Candidate Committees, specifically pages 1-9.
2. The Declaration of Candidacy informs the Clerk's Office of your present address for voting purposes and how to list your name on the ballot.
3. Nomination Papers. For Village President, not less than 20 nor more than 100 signatures. The first day to circulate nomination papers is December 1.
4. The filing deadline is 5:00 p.m. on Tuesday, January 7, 2020.

You are responsible for becoming familiar with the election and campaign finance requirements that apply to your campaign. General information about the election and campaign finance requirements are provided on the attached pages or additional information can be obtained from the Village Clerk, or the Wisconsin Elections Commission <http://elections.wi.gov/> This information is not to be interpreted as either legal advice or a release from your responsibility to comply with the law.

PLEASE READ ALL INFORMATION PROVIDED

If you have any questions, call the Village Clerk's Office at 262-250-4745. Thank you.

NOMINATION PAPERS

Each candidate for public office has the responsibility to assure that his or her nomination papers are prepared, circulated, certified, and filed in compliance with statutory requirements.

Preparing your nomination papers

- The candidate's name or nickname IS PERMITTED on nomination papers. When using a nickname, it must be a familiar or shortened form of a proper name by which an individual is commonly known. You may NOT use a name which is not a familiar or shortened form, such as "Red", "Buster", "Skippy", or "Lower taxes Bill".
- A candidate's residence and mailing address including street, number and municipality shall be listed on the nomination paper. If the mailing address is different from the residence, both must be given.
- Signatures obtained MUST also include a LEGIBLY PRINTED NAME next to the signature. If this is missing, the signature will NOT be counted.
- All nomination papers must be sequentially numbered.

Number of signatures:

- a. Trustee - Not less than 20 nor more than 100.
- b. Village President - Not less than 20 nor more than 100.

- An elector shall sign his or her own name unless unable to do so because of physical disability.
- Only ONE signature per person for the same office is valid. Exception: Where an elector is entitled to vote for more than one candidate for the same office, a person may sign the nomination papers of as many candidates for the same office as the person is entitled to vote for at the election.
- PRINTED Name of Electors MUST be given next to the signature on Nomination Papers
- Use of ditto marks is permissible to show residence and date of signing by the elector on nomination papers.

Legal areas where papers can be circulated:

- a. Trustee - within the Trustee district.
- b. Village President - within the village limits.

Who may circulate and sign nomination papers:

- A circulator must be U.S. citizen, age 18 or older (on the date of circulation) and has not been disqualified as an elector. Circulators do not need to be a resident of the jurisdiction or district in which the petition is circulated.

- A candidate may circulate and sign his or her own papers.
- Nomination papers must be filed with the Village Clerk on or before 5:00 p.m. on the first Tuesday in January.
- When the nomination papers are filed with the Village Clerk, each paper is examined to determine the legality of the circulators and signers and certified that they are correct.
- Where any required item of information on a nomination paper is incomplete, the filing officer will accept the information as complete if there has been substantial compliance with the law and content can be determined by the information provided on the nomination paper.
- Nomination papers become a matter of public record after they are filed.
- When a candidate files nomination papers with the Village Clerk, he or she officially becomes a candidate for that elected office and his or her name will appear on the ballot. If the candidate decides, after having filed nomination papers, to withdraw as a candidate for elected office, his or her name will still appear on the ballot. ss. 8.35 Wis. Stats
- Any information which appears on a nomination paper is entitled to be a presumption of validity.
- Errors in information contained in a nomination paper, committed by either a signer or a circulator, may be corrected by an affidavit of the circulator, an affidavit of the candidate, or an affidavit of a person who signed the nomination paper not later than three days after the due date for nomination papers to be filed.

CHALLENGES TO NOMINATION PAPERS

- The filing officer shall review any verified complaint concerning the sufficiency of nomination papers of a candidate for a local office that is filed under §5.05 (3) and 5.06, Wis. Stats. The filing officer shall apply the standards in GAB 2.05 to determine the sufficiency of nomination papers.
- Any challenge to the sufficiency of a nomination paper shall be filed within three business days after the filing deadline.
- The burden is on the challenger to establish any insufficiency. If the information on the nomination paper appears insufficient, the burden is on the candidate to establish its sufficiency.
- The filing officer shall examine any evidence offered by the parties or consult with other public officials when reviewing the complaint filed against a candidate for a local office.

WRITE-IN CANDIDATES

- If, after the deadline for filing nomination papers, a candidate wishes to run for office, he or she must file a Campaign Registration Statement with the filing officer and follow all financial reporting requirements as the other candidates.

CAMPAIGN INFORMATION

Name Placement on Ballot

- After certification of candidates, names are drawn for position on the ballot at a public drawing. All candidates will be given prior notice of the drawing.
- The candidate who wins the primary election will automatically have their name placed on the Spring Election ballot, but a second drawing for position will be required.

Identification of Political Materials - Use of Disclaimer

- Every communication (campaign literature, letters, envelopes, etc.) which is paid for or reimbursed by a candidate, committee or group, shall be identified by the words:
“PAID FOR BY...”
followed by the name of the individual, committee or group. No abbreviation may be used in identifying the name of a committee or group.
- This ruling does not apply to pins, buttons, pens, balloons, nail files and similar small items on which the information cannot be conveniently printed.
- The candidate must be clearly identified in all communication without ambiguous reference.
- Only the incumbent can use the title of the office for which he/she is seeking during the election campaign.
- When distributing literature, be sure **NOT TO LEAVE ANY IN MAILBOXES**, but fasten them down in some manner (attach to doorknob, under a doormat, or between two doors).

Political Signs (Read Attached Ordinance for all Regulations)

- No political sign shall be located **in, upon or over the street right-of-way**.
- **NO POLITICAL SIGNS ARE TO BE PLACED ON VILLAGE-OWNED PROPERTY.**

Prohibited Election Practices

- No election official may engage in electioneering on Election Day. (Electioneering is defined as any activity which is intended to influence voting at an election.)
- No person may engage in electioneering during polling hours on Election Day within 100 feet of an entrance to a building containing a polling place.
- The municipal clerk, election inspector or law enforcement officer may remove posters or other advertising which is placed in violation.