

CITY OF CHILTON  
CANDIDATE'S HANDBOOK  
FOR  
ELECTIONS

November 2012  
Candidate handbook

## NECESSARY FORMS

Each of the following forms must be completed and filed on time for candidates for municipal office, in order for the candidate's name to be placed on the ballot for the Spring Primary and/or the Spring General Election: Campaign Registration Statement, Nomination Papers, and Declaration of Candidacy.

In the City of Chilton, candidates for municipal office must file forms and reports with that office. The filing officer is the City Clerk and candidates should contact the City Clerk (849-2451) with any questions.

## NOMINATION PAPERS

Prior to announcing your candidacy for office or circulating nomination papers, you must file a Campaign Registration statement in the City Clerk's Office. The first day for circulating nomination papers is December 1, and the deadline for filing nomination papers is 5:00 P.M. on the first Tuesday in January. (Wisconsin Statutes 8.10) If all papers are not turned in by the deadline, the candidate's name will not be placed on the ballot.

Candidates for Mayor or Alderperson need to complete the following forms:

1. Campaign Registration Statement, Form GAB-1

Candidates should file a campaign registration statement as soon as intent to seek elective office is known, before funds are collected or spent. All candidates should file a campaign registration statement or amended statement before circulating nomination papers. The candidate's name will not be placed on the ballot if this form is not filed on time.

2. Nomination Papers, Form GAB-169 Nomination Paper for Nonpartisan Office

Nomination papers may be circulated any time after December 1, and after the candidate has filed a Campaign Registration Statement with the City Clerk. Signers must include their complete signature, complete address, and date of signing. Each nomination paper must be signed by the Circulator. The instructions for the completion of the nomination papers are on the back of each paper, and should be followed carefully.

For the City of Chilton, not less than 20 nor more than 40 signatures are required for the office of Alderperson, and not less than 50 nor more than 100 signatures are required for the office of Mayor. It is always a good idea to have more than the minimum, just in case some signatures might be declared invalid.

3. Declaration of Candidacy, GAB-162.

This form must be filed with the City Clerk no later than the deadline for filing nomination papers or the candidate's name will not appear on the ballot. The candidate must indicate how their name should appear on the official ballot. This form must be sworn to and signed in the

presence of a notary or person authorized to administer oaths, such as the municipal clerk or deputy clerk.

**4. Notification of Noncandidacy, GAB-163**

The purpose of this form is to notify the filing officer and the electorate of an incumbent officeholder's intent NOT to seek re-election to the same office, and to avoid an extension of the deadline for filing nomination papers.

Incumbent officeholders who do not intend to seek re-election to the same office should file the Notification of Noncandidacy no later than 5:00 p.m. on the second Friday preceding the deadline for filing nomination papers.

Following the submittal of all of the above forms to the City Clerk, the forms will be checked for validity. For each election, the municipal clerk will draw the candidate's names by lot for order placement on the ballot.

**SIGN RESTRICTIONS**

**Political and Campaign Signs.**

Political and campaign signs do not require a permit. Signs containing a political message as defined in Wisconsin Statutes Section 12.04 are subject to the following regulations:

1. Signs may be erected not earlier than the beginning of the election campaign period as defined in Wisconsin Statutes Section 12.04, and shall be removed within 15 days following the end of the election campaign period.
2. No sign, except billboards, shall exceed 16 square feet in any nonresidential zoning district.
3. No sign shall exceed 11 square feet in a residential zoning district unless the sign is affixed to a permanent structure and does not extend beyond the perimeter of the structure and does not obstruct a window, door, fire escape, ventilation shaft or other area, which is required to remain unobstructed.
4. No sign shall be located in or over any street right of way nor within the vision clearance triangle as established in the Zoning Code.

## **CAMPAIGN FINANCE CHECKLIST FOR 2012 MUNICIPAL CANDIDATES**

Candidates should determine if they are required to make financial disclosure reports.

For all other municipal offices the filing officer is the municipal clerk. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

### **If NOT eligible for exemption from reporting requirements:**

- ↗ Obtain a copy of the **Campaign Finance Instruction and Bookkeeping Manual** from your filing officer and carefully review it with your treasurer.
  
- ↗ Complete and submit a **January Continuing Campaign Finance Report (Form GAB-2L)**  to the filing officer no later than **January 31, 2013**, if registered before January 1, 2013. This report covers activity from July 1, 2012, or the date of registration (whichever is later), through December 31, 2012. §11.20(4), Wis. Stats.
  
- ↗ Complete and submit a **Pre-Primary Campaign Finance Report (Form GAB-2L)** to the filing officer no later than **February 13, 2013**, if a primary is held. This report covers activity from January 1, 2013, through February 6, 2013.
  
- ↗ Complete and submit a **Pre-Election Campaign Finance Report (Form GAB-2L)** to the filing officer, no later than **March 26, 2013**. This report covers activity from February 7, 2013, through March 19, 2013, if a primary is held, **or** January 1, 2013, through March 19, 2013, if no primary is held.
  
- ↗ Complete and submit a **July Continuing Campaign Finance Report (Form GAB-2L)** to  the filing officer no later than **July 20, 2013**. This report covers activity from March 20, 2013, through June 30, 2013.

**Committees must file “Continuing Reports” until a termination report (GAB-2L) is filed.**

For further information or to obtain any of the necessary forms, please contact the Government Accountability Board.

**GABIS-8** | Rev 2011-09 | Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984  
| 608-261-2028 | web: gab.wi.gov | email: [gab@wi.gov](mailto:gab@wi.gov)

## **CAMPAIGN FINANCING**

Candidates are required to review page 4 regarding filing Campaign Finance Activity Reports:

GAB-2a	Campaign Finance No Activity Report
GAB-2L	Campaign Finance Report for Local Committees
GAB-3	Special Report of Late Contribution
GAB-4	Conduit Special Report of Late Contribution

The candidate or treasurer is required to keep financial records adequate to meet the requirements of campaign finance law. This means that a record must be kept of all contributions to the committee and of all expenditures.

## **ELECTION DAY CAMPAIGN RESTRICTIONS**

1. Persons are prohibited from electioneering on public property within 100 feet of an entrance to a building containing a polling place, or engage in any activity, which disrupts voting or interferes with the orderly conduct of the election. This prohibition does not apply to electioneering on private property within 100 feet of an entrance to a polling place. The placement of election signs on private property within the 100-foot radius is permissible.
2. State Statute 12.04 (2) states that any individual may place a sign containing a political message upon residential property owned or occupied by that individual during an election campaign period. The City Clerk, Election Inspector, or police officer may remove posters or other advertising, which is placed in violation of this section.

## **DISCLAIMERS**

Every communication, which is paid for by political funds, must contain a disclaimer or attribution statement identifying the source of the funds paying for the communication. This includes every printed advertisement, billboard, handbill, sample ballot, television or radio advertisement or other communication paid for by political funds. Disclaimers should be included on each separate page of a political communication, including letterhead and enclosures. Disclaimers should also be on items such as T-shirts, bumper stickers and yard signs. The disclaimer **must** use the words "**Paid for by**" (abbreviations should not be used for this language) followed by the name of the committee or group making the payment or assuming responsibility for the communication and the name of the treasurer or other authorized agent. When the communication is being paid for through an in-kind contribution, it must bear the

disclaimer of the recipient campaign committee. Abbreviations may not be used for the name of a candidate or campaign committee.

No disclaimer is required on:

1. Personal correspondence not reproduced by machine for distribution.
2. A single personal item, which is not reproduced or manufactured by machine or other equipment.
3. Nomination papers even if the papers contain biographical information.
4. Pins, buttons, pens, balloons, nail files and similar small items on which a disclaimer cannot be conveniently printed.
5. Envelopes, which have campaign committee identification printed on them.

## FORMATS FOR DISCLAIMERS

When a communication is paid for by a candidate without a committee, or paid for by an individual, the disclaimer should read: **"Paid for by Mary Smith"**.

When the communication is paid for by the campaign committee of a candidate or by a political committee, the disclaimer should read: **"Paid for by Friends of Mary Smith for Mayor, John Jones, Treasurer"** or **"Paid for by the Committee for Voters, John Jones, Treasurer."**

When the communication is an independent expenditure, either supporting or opposing a candidate, the disclaimer should read: **"Paid for by the Committee for Voters, John Jones, Treasurer. Not authorized by any candidate or candidate's agent or committee"**.

## CANDIDATES

### Summary

All candidates must meet certain qualification requirements, complete and file proper ballot access documents in order to gain a position on the ballot. Municipal clerks serve as the filing officer for municipal offices. Therefore, the municipal clerk should keep detailed records of candidate filings and correspondence. Municipal offices are non-partisan and are up for election on the first Tuesday in April. If a primary is required, the primary is held on the third Tuesday in February preceding the spring election.

### Qualifications for Office

All candidates must meet the residency requirements established for the office to which he or she is seeking election.

City offices - A qualified elector of the city and residing in city at the time of the election.

Aldermanic Offices - A qualified elector of the city and aldermanic district and residing in the district at the time of election.

A qualified elector is defined in WI State Statutes 6.02 as a U.S. Citizen, 18 years of age or older who has resided in the election district for at least 28 days before an 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 WI Statutes 6.02.

NOTE:

No person may hold a state or local elected office in Wisconsin if the person has been convicted of a felony in any court in the United States unless the person has been pardoned of the conviction. Additionally, no person may have his or her name placed on the ballot for any state or local elective office in Wisconsin if the person has been convicted of a felony in any court in the United States unless the person has been pardoned of the conviction (Wis. Con. Art. XIII, 3(3) Statutes. Any person who falsely signs this statement could be convicted of a violation of Statute 12.13(3) (a).