

CANDIDATE'S HANDBOOK  
FOR ELECTIONS



## BALLOT ACCESS PROCEDURE

Each of the following forms must be completed and filed by the corresponding deadline 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 (CF-1), Declaration of Candidacy (EL-162), and Nomination Paper for Non-Partisan Office (EL-169).

In the Village of Hartland, candidates for municipal office must file forms and reports with the Village Clerk's office located in the Municipal Building, 210 Cottonwood Avenue. The filing officer is the Village Clerk and candidates should contact the Village Clerk (367-2714) with any questions.

### NOMINATION PAPERS

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. (State Statutes 8.10) If all papers are not submitted by the deadline, the candidate's name will not be placed on the ballot.

Candidates for Village President or Trustee need to complete the following forms:

1. **Campaign Registration Statement (CF-1)**. All candidates must file a campaign registration statement. The candidate's name will not be placed on the ballot if this form is not filed on time. This form must be filed prior to raising or expending any funds on your campaign.
2. **Nomination Paper (EL-169)**. Nomination papers may be circulated any time after December 1st. Signers must include their complete name, complete address, signature and date of signing. After obtaining signatures of electors, the circulator must sign and date the certification, certifying that he or she personally presented the nomination paper to each signer. Instructions for the completion of the nomination paper are located on the reverse side of each form.

For the Village of Hartland, 20 to 100 signatures by local electors are required for the office of Village President and Village Trustee. It is recommended that more than the minimum number of signatures is collected in the event that some are declared invalid.

3. **Declaration of Candidacy (EL-162)**

This form must be filed with the Village 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.

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

4. **Notification of Noncandidacy (EL-163)**

The purpose of this form is to notify the filing officer and the electorate of an incumbent office holder'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 December 27th.

**SIGN RESTRICTIONS  
(Mun. Code 46-978(7))**

**Political and Campaign Signs.** Political and campaign signs do not require a permit. Signs containing a political message as defined in sec. 12.04, Stats., are subject to the following regulations:

- (7) *Election campaign sign.* Election campaign signs provided that consent shall be obtained from the property owner, renter or lessee. Such signs shall comply with the following requirements:
  - a. No more than one campaign sign per candidate is allowed on any property.
  - b. Sign area per campaign sign shall not exceed 35 square feet in any nonresidential zoning districts.
  - c. Sign area per campaign sign shall not exceed 12 square feet in any residential zoning districts unless the sign is affixed to a permanent structure and does not extend beyond the perimeter of the structure nor obstruct a window, door, fire escape, ventilation shaft or other area which is required by the Municipal Building Code to remain unobstructed.
  - d. Signs shall not be erected prior to the first day of the "election campaign period" as defined in Wis. Stats. §12.04.
  - e. Signs shall be removed within five days following the election.

## **CAMPAIGN FINANCING (State Statutes Chapter 11)**

For campaign finance information, refer to the Campaign Finance Overview Manual included with your candidate packet.

## **ELECTION DAY CAMPAIGN RESTRICTIONS (State Statute 12.03 & 12.04)**

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 Village Clerk, Chief Election Inspector, or police officer may remove posters or other advertising which is placed in violation of this section.

## **DISCLAIMERS (State Statute 11.30)**

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"**.