



COUNTY OF MANITOWOC

COUNTY CLERK

1010 South 8th St., Ste. 115
Manitowoc, WI 54220

Lois M. Kiel
Manitowoc County Clerk

Telephone: (920) 683-4004
Email: loiskiel@co.manitowoc.wi.us

Dear Candidate:

Thank you for your interest in serving your county government by running for elected office.

Attached is an elections packet, which we hope will prove to be a useful resource over the course of the coming months. Included in the packet is information to help guide you through the election process, and forms that will need to be completed and filed with our office.

As a candidate for public office, it is **your** responsibility to correctly fill out the appropriate forms and turn them in on time. All election forms have instruction sheets. We will be flexible when it comes time to turn them in if you tried to fill them out as best as possible. However, missing deadlines will not be tolerated, and may result in disqualification from having your name on the ballot. No extensions are granted because in Wisconsin, election law is a serious matter. Furthermore, on many of the deadline dates, members of the public and local media inquire about who has filed, and potentially review campaign finance reports.

Public service is an honorable pursuit and we are appreciative of your willingness to serve the people of Manitowoc County. If you have any questions regarding the elections process, forms, campaign finance law, sign laws, deadlines, or anything else, do not hesitate to contact our office. If we don't know the answer, we'll find it – that's our job.

Good luck in the coming months.

Very respectfully,

A handwritten signature in cursive script that reads "Lois M. Kiel".

Lois M. Kiel
Manitowoc County Clerk

BALLOT ACCESS CHECKLIST FOR 2018 COUNTY SUPERVISOR AND COUNTY EXECUTIVE CANDIDATES



Each of the following forms must be completed and filed on time by a candidate for the office of County Supervisor or County Executive 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 County Supervisor and County Executive is the County Clerk. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

- 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(2), 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. Wis. Stat. §§ 11.0202(1)(a), 11.0202(2)(a).
 - *Continuing Candidates*
Amend your current registration, indicating the office sought and the new primary and election dates before funds are collected or spent or before submitting nomination papers. Wis. Stat. §§ 11.0202(1)(a), 11.0202(2)(a).

- Complete and Submit a Declaration of Candidacy (Form [EL-162](#))** 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.

- 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:

County Executive:	
In counties with populations over 500,000	2,000 - 4,000
In counties with populations between 100,000 and 500,000	500 - 1,000
In counties with populations under 100,000	200 - 400
County Supervisor:	
In counties with populations over 500,000	200 - 400
In counties with populations between 100,000 and 500,000	*100 - 200
In counties with populations under 100,000	20 - 100

*This number applies unless the county has passed an ordinance per Wis. Stat. § 8.10(3m), to reduce the minimum number of signatures to 50.

Important Note Regarding Statements of Economic Interests:

A county may enact an ordinance establishing a code of ethics for public officials that may require a candidate for county office to file a Statement of Economic Interests (SEI). The ordinance may also provide that failure to timely file an SEI will prevent the candidate's name from being placed on the ballot. Wis. Stat. § 19.59(1m), (3)(b). Please contact the filing officer to learn if this requirement applies to you.

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

CAMPAIGN REGISTRATION STATEMENT (ETHCF-1) INSTRUCTIONS

<u>Who Must Register</u>	<u>When</u>	<u>Where</u>
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 [¶] 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 [‡] 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 31st. 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

(See instructions for preparation on back)

FOR OFFICE USE ONLY

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 _____
Official name of office - Include district, branch or seat number

representing _____
If partisan election, name of political party or statement of principle - five words or less (Candidates for nonpartisan office may leave blank.)

and I meet or will meet at the time I assume office 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.¹

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
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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.)

STATE OF WISCONSIN }
County of _____ } ss.
(County of notarization)

(Signature of candidate)

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, 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).

¹ 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 any office in the State of Wisconsin must properly complete and file a **Declaration of Candidacy**. This form must be **ON FILE** with the proper filing officer 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 filing officer no later than the filing deadline **and** the signed original declaration is received by the filing officer 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 district, branch, or seat number** for which you are seeking election must be inserted on the second line. *For legislative offices insert the title and district number, for district attorneys insert the title and the county, for circuit court offices insert the title, county and branch number, and for municipal and school board offices insert the title and any district or seat number.*
- Type or print the political party affiliation or principle supported by you in five words or less on the third line. *Nonpartisan candidates may leave this line blank.*
- **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 filing officer. Wis. Stat. § 8.21. *Federal candidates are not required to provide this information, however an address for contact purposes is helpful.*
- 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. 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 or municipal 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 candidates for offices using the nomination paper process and all school district candidates must file this form with the appropriate filing officer 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).

Candidates nominated for local office at a caucus must file this form with their municipal clerk within 5 days of receiving notice of nomination. Wis. Stat. § 8.05 (l)(j).

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required) ; no titles may be used.	Candidate's residential address (required) <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 (required) <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	Candidate's municipality for voting purposes (required) (name of municipality)
Candidate's mailing address, including municipality for mailing purposes (required) if different than residential address or voting municipality	State (required) <div style="text-align: center; font-size: 2em; font-weight: bold;">WI</div>	Type of election (required) <input type="checkbox"/> spring <input type="checkbox"/> special	Election date (required) <i>Do not use primary date.</i> Mo/Day/Year
Title of office (required)	Zip code	Name of jurisdiction or district in which candidate seeks office (required)	
Branch, district or seat number (required) if applicable	Name of jurisdiction or district in which candidate seeks office (required)		
<input type="checkbox"/> Branch <input type="checkbox"/> District <input type="checkbox"/> Seat	Name of jurisdiction or district in which candidate seeks office (required)		

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 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.



COUNTY OF MANITOWOC

COUNTY CLERK

1010 South 8th St., Ste. 115
Manitowoc, WI 54220

Lois M. Kiel
Manitowoc County Clerk

Telephone: (920) 683-4004
Email: loiskiel@co.manitowoc.wi.us

To: Candidates for count office
From: Lois Kiel, County Clerk
Re: Guidelines for complying with campaign finance law

The following information is provided as a guide for complying with campaign finance laws. A candidate should file a ETHCF-1 with the County Clerk's office, "as soon as the candidate forms the intent to run for office." And certainly before spending any money and before circulating nomination papers.

1) Campaign Finance Forms

a) ETHCF-1 Campaign Registration Statement: At minimum, every candidate running for county office must fill out and file a ETHCF-1 Campaign Registration Statement with the County Clerk's office, even if no expenditures are made or expected to be made. If the ETHCF-1 is not filed on or before the filing deadline, ballot access will be denied.

- i. Required Blocks: 1, 3, 5, Certification, and Exemption from Filing Campaign Finance Reports.
- ii. Because it crops up throughout the form, exemption from filing campaign finance reports is defined as: Registrant will not accept contributions, make disbursements or incur obligations in an aggregate amount of more than \$2,000 in a calendar year.

(1) Block 1:

(a) Fill out all contact information.

(b) Party Affiliation:

- a. If running for County Executive or County Board, write, "Nonpartisan".
- b. If running for a County Constitutional office (Clerk, Circuit Court, Coroner, Treasurer, etc.) indicate political party or principle.

(c) Committee information is optional if the candidate qualifies for exemption from filing campaign finance reports.

(2) Block 3:

(a) If the candidate is their own treasurer, write "Self" for the Treasurer's Name – no further information is required. If someone other than the candidate is the treasurer, fill in all information.

(3) Block 5:

- (a) Financial Institution information is REQUIRED FOR ALL CANDIDATES.
- (b) If the candidate qualifies for exemption from filing campaign finance reports, they may use their personal checking account. If the candidate is not exempt, they must establish a separate (non-personal) account, and list that account in the block.

(4) Certification:

- (a) If the candidate is their own treasurer, sign and date the candidate block.
- (b) If someone other than the candidate is treasurer, both the candidate and the treasurer should sign and date the form.

(5) Exemption from filing campaign finance reports:

- (a) Read definition of exemption, check appropriate box, sign and date.

If you are not EXEMPT, print off the Campaign Finance Checklist and all the required documents.

b) ETHCF-2L Campaign Finance Report for Local Committees:

- i. A candidate is not subject to this requirement if they are eligible for exemption from filing campaign finance reports as defined above.
- ii. This report is filed if a candidate or committee has either not claimed exemption for filing campaign finance reports.

(1) Disqualification from exemption: If and when a candidate has claimed exemption, but then exceed the limits for exemption, they must:

- (a) Resubmit their ETHCF-1 as an amended form with the County Clerk as soon as practical.
- (b) Reconstruct their next campaign finance report so that it includes contributions and expenditures for the entire calendar year.

(2) Filling out the ETHCF-2L:

- (a) Form must be filled out completely. If a blank or sheet doesn't apply, still fill in 'o', print, and submit the sheet (except for Termination Page).
- (b) Cover Page: summarizes activity on subsequent pages and provides year-to-date totals (YTD). **Numbers must add up.** Original signature must be on file in the County Clerk's office.
- (c) Schedules 1a, 1b, and 1c: These are contributions from individuals (including self), other committees, and other income and commercial loans, respectively.
- (d) Schedules 2a and 2b: These are expenditures. 2b will usually not be used because county candidate committees usually will not make disbursements to other committees.
- (e) Schedule 3a and 3b: Incurred Obligations and Loans. It is highly encouraged that if a candidate spends their own money on their campaign, that they count their contributions as a loan in Schedule 3b. items that are listed in Schedule 3b are recoverable at the end of the campaign, items listed solely in Schedule

1a are not, and any residual funds at the end of the campaign must be disposed of according to WI campaign finance law (e.g. charity or common school fund).

(f) Notes on the ETHCF-2L:

- (i) In-Kind Contributions/Expenditures: These are items that are donated to the campaign. They can be buttons, food for a fundraiser, loaned office equipment, etc. They must be counted both in Schedules 1a and 2a and noted as being in-kind.
- (ii) Conduit: you will know if you receive a conduit contribution because a conduit notification will accompany the contribution.

c) ETHCF-2a Campaign Finance Report (short form):

- i. This is filed with the County Clerk only if the candidate or committee is required to file campaign finance reports, but the committee or candidate did not receive contributions or other income, make disbursements, or incur obligations during the campaign finance reporting period, and the cash balance remains the same as previously reported.

d) All reports must be filed according to the reporting periods and deadlines listed on the Campaign Finance Report schedule.

2) Campaign Contribution Limits:

a) Candidate contributions to own campaign

- i. Unlimited.

b) Countywide Offices

- i. Individuals: .02 times the district population of Manitowoc County (ask County Clerk for most recent figure)
- ii. Political Action Committees (PACs) or other candidate committees: .02 times the district population of Manitowoc County (ask County Clerk for most recent figures)

c) Limitations on PAC, Political Committees, and Other Candidate Committees

- i. 45% Limit – Total Contributions a Candidate May Receive from All Committees Excluding Political Party Committees – 11.26(9)(b), Stats. This is the maximum amount of contributions a candidate may receive from all PACs and candidate personal campaign committees per campaign period.
- ii. 65% Limit – Total Contributions a Candidate May Receive from All Committees Including Political Party Committees – 11.26(9)(b), Stats. This is the maximum amount of contributions a candidate may receive from all political committees including political party and legislative campaign committees per campaign period.

d) Anonymous Contributions

- i. May not exceed \$10 and must appear on campaign finance report (if applicable).



County Clerk's Office

Lois M. Kiel, Manitowoc County Clerk

loiskiel@co.manitowoc.wi.us

*Manitowoc County Courthouse • 1010 S. 8th Street, Room 115 • Manitowoc WI 54220
Phone: 920.683.4003 • Fax: 920.683.5180 • TTY: 920.683.5168*

Contribution Limits for Countywide Offices

There are no limits on a candidate donating their own money to their campaign committee.

Manitowoc County Census, 2010 = **81,442**

Maximum Contribution from an Individual (11.1101, Stats.):

Countywide District formula = .02 times the district population

Countywide Office = **\$1,628.84**

Maximum Contributions from a PAC or Other Candidate Committees (11.1101, Stats.):

Countywide District formula = .02 times the district population

Countywide Office = **\$1,628.84**

*If you have any questions, do not hesitate to contact
the Office of the County Clerk – (920) 683-4003.*



COUNTY OF MANITOWOC

COUNTY CLERK

1010 South 8th St., Ste. 115
Manitowoc, WI 54220

Lois M. Kiel
Manitowoc County Clerk

Telephone: (920) 683-4004
Email: loiskiel@co.manitowoc.wi.us

To: Candidates for Elected Office
From: Lois, M. Kiel, County Clerk
Re: Guidelines for disclaimers and political signage

The following information is provided as a guide for complying with election laws for disclaimers and political signage.

1. **Disclaimers:** Everything communicated on behalf of a campaign must have a disclaimer.
 - a. Wis. Stat. 11.1303 (2)(a) states that, "Every printed advertisement, billboard, handbill, sample ballot, television or radio advertisement or other communication containing express advocacy which is paid for by any contribution or disbursement shall clearly identify its source." This also includes t-shirts, bumper stickers, and yard signs.
 - b. Wis. Stat. 11.1303 (2)(b) states that, "Every communication described under par. (a) the cost of which is paid for or reimbursed by a committee, or for which a committee assumes responsibility, whether by accepting a contribution or making a disbursement, shall identify its source by the words "Paid for by" followed by the name of the committee making the payment or reimbursement or assuming responsibility for the communication and may include the name of the treasurer or other authorized agent of the committee."
 - i. Format:
 1. Candidate without a campaign committee – "Paid for by Mary Smith."
 2. Candidate with a campaign committee – "Paid for by Friends of Mary Smith for Mayor."
 3. In-Kind contribution to campaign committee – "Paid for by John Doe as an in-kind contribution to Friends of Mary Smith for Mayor."
 - b. Disclaimers must be included on each separate page of a political communication, including letterhead and enclosures.
 - c. Abbreviations may not be used for the name of a candidate or campaign committee.
 - d. Exceptions - disclaimers are not required on:
 - i. Personal correspondence not reproduced by machine for distribution.
 - ii. A single personal item which is not reproduced or manufactured by machine or other equipment.
 - iii. Nomination papers even if the papers contain biographical information.
 - iv. Pins, buttons, pens, balloons, nail files, and similar small items on which a disclaimer cannot be conveniently printed.
 - v. Envelopes which have campaign committee identification printed on them.

2. Signs:

- a. Signs must have a disclaimer before being displayed.
- b. Signs are prohibited from being located in the transportation right-of-way. A right-of-way consists, but is not entirely inclusive of the following areas: The area between the sidewalk and a street, certain distances off of roads, certain distances off of county/state/federal highways, and bridges.
- c. No signs may be placed on government-owned buildings, grounds, or structures.
- d. Signs must be removed within 15 days following the applicable election.
- e. Size Limitations:
 - i. Manitowoc County, excluding the City of Manitowoc and the City of Two Rivers:
 1. No size regulations.
 - ii. City of Manitowoc and City of Two Rivers:
 1. Signs shall not exceed 11 square feet unless affixed to a permanent structure (e.g. a house, garage, billboard – NOT a fence). It shall not extend beyond the perimeter of the structure, nor obstruct a window, door, fire escape, ventilation shaft, or other area which is required by building codes to remain unobstructed.
 2. No sign shall obstruct, impede, or in any other form interfere with traffic or pedestrian safety.
 3. Any sign with electrical, mechanical, or audio auxiliary must comply with the provisions located in applicable city ordinances.
 4. City of Manitowoc only – a sign cannot exceed 16 square feet in a non-residential zoning district, but the 11 square-foot rule applies in a residential zoning district.