

# SCHEDULE AT-A-GLANCE

# 2024 SPRING ELECTION

## NOVEMBER 2023

- |                |  |
|----------------|--|
| 28             | • Deadline for Publication of Type A Notice of Election  |
| On or About 28 | • Prepare Packet of Information for Potential Candidates |

## DECEMBER

- |                |   |
|----------------|---|
| 1              | • Earliest Date for Circulation of Nomination Papers, If Required<br>(NOTE: Nomination Papers Are <u>Not</u> Required in Many School Districts)       |
| 1 - Jan. 2     | • Most Candidates Will File Campaign Registration Statements, Declarations of Candidacy, and Nomination Papers (If Required) During this Period       |
| 22             | • Deadline for Incumbents to File Notice of Noncandidacy (5:00 p.m.)<br>• Deadline for Clerk to Give Public Notice of Incumbent Noncandidacy (If Any) |
| On or About 31 | • Clerk Notifies Non-Exempt Committees of Deadline for Filing Campaign Finance January Continuing Report (for Period Ending December 31)              |

## JANUARY 2024

- |                 |   |
|-----------------|---|
| 2               | • Candidate Deadline for Filing All Ballot Access Documents (5:00 p.m.)<br>• Clerk Makes Initial Determination of Candidates' Eligibility for Ballot (The Sufficiency of Filings Should be Evaluated on a Rolling Basis)<br>• Only If Applicable, Clerk Gives Public Notice of 72-Hour Filing Extension |
| 9               | • Drawing of Lots for Ballot Order; Certify Ballot Eligibility to County Clerk(s)<br>• When a Primary is Required, Notice to Municipal Clerks of Primary Election   |
| 16              | • Deadline for Non-Exempt Committees to File January Continuing Report  |
| 17              | • Clerk Performs Duties with Respect to Campaign Finance Reports that Have Been Filed or that Are Delinquent  |
| On or Before 29 | • If Primary Election is Being Held, Provide Municipal Clerk with Ballots (If Separate Paper Ballots Are Utilized)  |

## FEBRUARY

- |                 |   |
|-----------------|---|
| On or About 5   | • If Primary Election is Being Held, Clerk Notifies Non-Exempt Committees of Deadline for Filing Preprimary Campaign Finance Report             |
| 6 - 12          | • Deadline for Non-Exempt Committees to File Preprimary Report  |
| 13              | • Clerk Performs Duties with Respect to Campaign Finance Reports that Have Been Filed or that Are Delinquent                                    |
| 16              | • Write-in Candidate Registration Deadline for Primary Election (12:00 p.m.)  |
| On or Before 19 | • If Primary Election is Being Held, Choose Board of Canvassers   |
| 19              | • If Primary Election is Being Held, Publication of Notice of Primary Election (May Occur Earlier If the Newspaper Does Not Publish on Mondays) |
| 20              | • Spring Primary Election   |
| On or About 20  | • If Primary Election Held, Issue Open Meetings Law Notice of Board of Canvassers Meeting(s)  |
| On or About 21  | • If Primary Election Held, Receipt of Election Materials and Related Duties  |

## **FEBRUARY** *(continued)*

- |                           |  |
|---------------------------|--|
| On or About 21 - 27       | <ul style="list-style-type: none"><li>• If Primary Election Held, Canvass of Primary Returns and Written Determination of Primary Results</li></ul>  |
| On or About 21 to March 1 | <ul style="list-style-type: none"><li>• If Primary Election Held, Recount Request May Be Filed by a Qualifying Aggrieved Party (If any)</li></ul>  |
| On or About 22 to March 1 | <ul style="list-style-type: none"><li>• If Primary Election Held, Drawing of Lots for Ballot Order</li><li>• If Primary Election Held, Certify Nominations and Ballot Order to County Clerk(s)</li></ul> |

## **MARCH**

- |                 |  |
|-----------------|--|
| On or Before 11 | <ul style="list-style-type: none"><li>• Provide Municipal Clerk with Ballots (If Separate Paper Ballots Are Utilized)</li></ul>                              |
| On or About 18  | <ul style="list-style-type: none"><li>• Clerk Notifies Non-Exempt Committees of Deadline for Filing Preelection Campaign Finance Report</li></ul>            |
| 19 - 25         | <ul style="list-style-type: none"><li>• Deadline for Non-Exempt Committees to File Preelection Report</li></ul>  |
| 26              | <ul style="list-style-type: none"><li>• Clerk Performs Duties with Respect to Campaign Finance Reports that Have Been Filed or that Are Delinquent</li></ul> |
| 29              | <ul style="list-style-type: none"><li>• Write-in Candidate Registration Deadline for Spring Election (12:00 p.m.)</li></ul>                                  |

## **APRIL**

- |                    |  |
|--------------------|--|
| On or Before 1     | <ul style="list-style-type: none"><li>• Choose Board of Canvassers (Consider Appointing Canvassers Multiple Weeks in Advance)</li></ul>                                    |
| 1                  | <ul style="list-style-type: none"><li>• Newspaper Publication of the Notice of Spring Election (May Occur Earlier if the Newspaper Does Not Publish on Mondays)</li></ul>  |
| 2                  | <ul style="list-style-type: none"><li>• Spring Election</li></ul>  |
| On or About 2      | <ul style="list-style-type: none"><li>• Issue Open Meetings Law Notice of Board of Canvassers Meeting(s)</li></ul>   |
| After 2            | <ul style="list-style-type: none"><li>• Some Campaign Committees May File a Campaign Finance Termination Report</li></ul>  |
| On or About 3      | <ul style="list-style-type: none"><li>• Receipt of Election Materials and Other Related Duties</li></ul>   |
| 3 - 9              | <ul style="list-style-type: none"><li>• Canvass of Election Returns and Written Determination of Election Results</li></ul>  |
| On or About 3 - 12 | <ul style="list-style-type: none"><li>• Recount Request May Be Filed by a Qualifying Aggrieved Party (If any)</li></ul>  |
| On or About 3 - 12 | <ul style="list-style-type: none"><li>• Clerk Issues Certificate(s) of Election</li><li>• Clerk Notifies Municipal and County Clerks of School District Officers</li></ul> |
| On or Before 22    | <ul style="list-style-type: none"><li>• School Board Members Take and File Official Oath</li></ul>   |
| 22                 | <ul style="list-style-type: none"><li>• School Board Members Take Office</li></ul>   |
| 22 - May 22        | <ul style="list-style-type: none"><li>• Election of School Board Officials (i.e. Board Officers)</li></ul>   |

## **JUNE**

- |                     |   |
|---------------------|---|
| On or About June 30 | <ul style="list-style-type: none"><li>• Clerk Notifies Non-Exempt Committees of Deadline for Filing Campaign Finance July Continuing Report (for Period Ending June 30)</li></ul> |
|---------------------|---|

## **JULY**

- |    |  |
|----|--|
| 15 | <ul style="list-style-type: none"><li>• Deadline for Non-Exempt Committees to File July Continuing Report</li></ul>  |
| 16 | <ul style="list-style-type: none"><li>• Clerk Performs Duties with Respect to Campaign Finance Reports that Have Been Filed or that Are Delinquent</li></ul> |

# 2024 BALLOT ACCESS CHECKLIST FOR SCHOOL DISTRICT CANDIDATES



Each of the following forms must be completed and filed on time by a candidate for School District office in order for the candidate's name to be placed on the ballot at the **February 20, 2024 Spring Primary** and the **April 2, 2024 Spring Election**.

The filing officer for School District offices is the School District Clerk. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

## All School District Candidates must:

- ☐ **Complete and Submit a Campaign Registration Statement (Form CF-1)** to the filing officer prior to raising or spending any funds, and no later than **5 p.m. on Tuesday, January 2, 2024**, 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, 2024. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), 120.06(6)(b), 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), 11.0101(1).
  - Continuing Candidates  
Amend your current registration, including the office sought and the new election and primary dates. Wis. Stat. §§ 11.0202 (1)(a), 11.0101(1).
- ☐ **Complete and Submit a Declaration of Candidacy (Form EL-162sd)** to the filing officer no later than **5:00 p.m. on Tuesday, January 2, 2024** 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 4, 2023. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04.

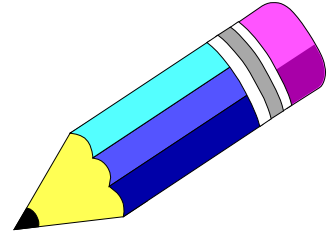
## If nomination papers are used, a school district candidate must also:

- ☐ **Circulate and Submit Nomination Papers for Nonpartisan Office (Form EL-169)** to the filing officer no later than **5:00 p.m. on Tuesday, January 2, 2024**. Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2023. Wis. Stat. § 8.10(2), Wis. Admin. Code EL § 6.04(2).

The number of signatures required is as follows:

Board of School Directors - 1st Class Cities	400 - 800
School District Officer - with Territory within a 2nd Class City	100 - 200
School District Officer - with no Territory within a 1st or 2nd Class City	20 - 100

# CAMPAIGN FINANCE CHECKLIST FOR 2024 MUNICIPAL AND SCHOOL DISTRICT CANDIDATES



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

For Milwaukee City offices, the filing officer is the Milwaukee City Board of Election Commissioners. For all other municipal offices the filing officer is the municipal clerk. For school district offices, the filing officer is the school district clerk. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

## If NOT claiming the exemption from reporting requirements:

- ☐ Obtain a copy of the ***Campaign Finance Overview – Local Candidates*** (Revised 2023) Manual from your filing officer and carefully review it with your treasurer.
- ☐ Complete and submit a ***January Continuing Campaign Finance Report (Form CF-2L)*** to the filing officer no later than **January 16, 2024**, if registered before January 1, 2024. This report covers activity from July 1, 2023, or the date of registration (whichever is later), through December 31, 2023.
- ☐ Complete and submit a ***Pre-Primary Campaign Finance Report (Form CF-2L)*** to the filing officer no later than **February 12, 2024**, if a primary is held. This report covers activity from January 1, 2024, through February 5, 2024.
- ☐ Complete and submit a ***Pre-Election Campaign Finance Report (Form CF-2L)*** to the filing officer, no later than **March 25, 2024**. This report covers activity from February 6, 2024, through March 18, 2024, if a primary is held, or January 1, 2024, through March 18, 2024, if no primary is held.
- ☐ Complete and submit a ***July Continuing Campaign Finance Report (Form CF-2L)*** to the filing officer no later than **July 15, 2024**. This report covers activity from March 19, 2024, through June 30, 2024.

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

For further information or to obtain any of the necessary forms, please contact:  
Wisconsin Ethics Commission.



CAMPAIGN FINANCE REGISTRATION STATEMENT —  
LOCAL CANDIDATE COMMITTEE  
STATE OF WISCONSIN

This form is used to register a local candidate committee under Chapter 11 of the Wisconsin Statutes. Committees required to register and report with a local filing officer must register using this form or a Form CF-1. This form will be made available to the public upon request. All information you provide is available to the public.

1. Is this an Amendment?      No      Yes

**SECTION A: GENERAL INFORMATION**

<b>A1. Committee Name</b> (Required for all Candidates - must be included in disclaimer on all communications)				
<b>A2. Email</b>		<b>A3. Phone</b>		
<b>A4. Mailing Address</b>		<b>A5. City</b>	<b>A6. State</b>	<b>A7. Zip</b>
<b>Depository Institution Information</b>				
<b>A8. Institution Name</b>	<b>A9. Street Address</b>		<b>A10. City</b>	<b>A11. State</b> <b>A12. Zip</b>
<b>Treasurer/Administrator Information</b>				
<b>A13. Name</b>		<b>A14. Email</b>	<b>A15. Phone</b>	
<b>A16. Mailing Address</b>		<b>A17. City</b>	<b>A18. State</b>	<b>A19. Zip</b>
<b>Other Officers (Optional)</b>				
<b>A20. Name</b>	<b>A21. Title</b>	<b>A22. Email</b>	<b>A23. Phone</b>	
<b>A24. Name</b>	<b>A25. Title</b>	<b>A26. Email</b>	<b>A27. Phone</b>	
<b>Filing Exemption</b> <i>Registrants which do not anticipate accepting or making contributions, making disbursements, or incurring obligations in an aggregate amount exceeding \$2,500 in a calendar year may claim an exemption from filing campaign finance reports. This exemption applies until the registrant exceeds the \$2,500 aggregate activity threshold, amends its registration, or is terminated.</i>			<b>A28. Exemption Affirmation</b> <input type="checkbox"/> Yes, this registrant is eligible for exemption. <input type="checkbox"/> No, this registrant is not eligible for exemption.	

**SECTION B: CANDIDATE INFORMATION**

<b>B1. Office Sought (include District/Branch)</b>		<b>B2. Political Party</b>	<b>B3. Election Date</b>
<b>Candidate Information</b>			
<b>B4. Name</b>		<b>B5. Email</b>	<b>B6. Phone</b>
<b>B7. Mailing Address</b>		<b>B8. City</b>	<b>B9. State</b> <b>B10. Zip</b>
<b>Second Candidate Committee</b> <i>An individual who holds a state or local elective office may establish a second candidate committee to pursue another state or local office.</i>		<b>B11. Is this your only registered candidate committee in Wisconsin?</b> Yes, this is my only candidate committee in Wisconsin. <input type="checkbox"/> No, this is my second candidate committee in Wisconsin.	
<b>B12. Other Office Held or Sought (include District/Branch)</b> Only complete B12 if you responded "No" to B11.			

## SECTION C: CERTIFICATION

### Accurate Information

- ☐ I certify that I am an authorized representative of the candidate committee and that to my knowledge all of the information contained within this registration is true, correct, and complete.

### Timely Amendments

- ☐ I am aware of the requirement to amend this registration statement within 10 days of any change of information contained within, including any change to the candidate committee's eligibility for exemption from campaign finance reporting.

### Records Retention

- ☐ I acknowledge the requirement to maintain the records of the candidate committee in an organized and legible manner for three years from the close of the most recent contribution limit period (June 30 following the April election, December 31 following the November election).

### Continuing Compliance

- ☐ I acknowledge that I am required to continue to comply with all applicable requirements under Chapter 11 of the Wisconsin Statutes until this registration is terminated. I understand that I am not released from any liability simply because the election date has passed.

### Treasurer

C1. Printed Name	C2. Signature	C3. Date

### Candidate

C4. Printed Name	C5. Signature	C6. Date

## Form Instructions

Candidates must complete all sections A, B, and C.

**Item 1. Is this an amendment?** Have you registered with this local clerk to run for office in a prior election?

**Item A1: Committee Name.** All candidates are required to register a committee. It is not required that the name include the candidate's name, but it is recommended. This committee name is required to be part of the disclaimer on all communications with express advocacy: 'Paid for by ...'

**A28: Exemption.** Candidates claiming exemption may not have more than \$2,500 of activity, in the aggregate per year. In a calendar year, if you raise \$1,600 and spend \$1,000 you have \$2,600 of aggregate activity and are not eligible to claim exemption.

**Depository Institution Information.** All candidates must designate a depository institution. While it is recommended that all candidates have a designated campaign depository account, candidates who will serve as their own treasurer may designate a single personal account to serve as the committee depository account while claiming a filing exemption and may intermingle personal and campaign funds (Wis. STAT. § 11.0201(2)(b)).

**Treasurer Information.** Each committee must appoint a treasurer. Any adult may serve as a treasurer. A candidate may serve as his or her own treasurer. If you are serving as your own treasurer, please write "Self" or "Candidate." A candidate serving as their own treasurer does not need to provide their name, address and contact information here because that information will already be provided in section B.

## Section B: Candidate Information

**B1.** Be sure to include the name of the county, municipality, or school district. There are 72 counties with county supervisors, 100's of school boards, and 1000's of municipal boards.

**B2.** Party - "N/A" or "None" for nonpartisan offices (April). Democrat, Republican, Constitution, Green, Independent, or other ballot status party for partisan (fall) primary/election.

**Section C: Certification.** All candidates must complete section C. If the candidate is serving as their own treasurer, they would only need to sign once, as either the candidate or treasurer.

# Declaration of Candidacy

## School Board Candidates

(See instructions for preparation on back)

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 School Board Member \_\_\_\_\_  
Include seat number or name of apportioned area, if applicable

and, at the time of filing this document, I will meet 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.<sup>1</sup>

***My present address, including my municipality of residence for voting purposes is:***

				Town of <input type="checkbox"/> Village of <input type="checkbox"/> City of <input type="checkbox"/>
House or fire no.	Street Name	Mailing Municipality and State	Zip code	Municipality of Residence for Voting

***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 \_\_\_\_\_  
(County where oath administered)

}

SS.

(Signature of candidate)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(Signature of person authorized to administer oaths)

☐ Notary Public or ☐ other official \_\_\_\_\_  
(Official title, if not a notary)

If Notary Public: My commission expires \_\_\_\_\_ or ☐ is permanent.  
(date commission expires)

**NOTARY SEAL  
REQUIRED, IF OATH  
ADMINISTERED BY  
NOTARY PUBLIC**

<sup>1</sup> 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 school district office in the State of Wisconsin must properly complete and file a **Declaration of Candidacy**. This form must be **ON FILE** with the proper school district clerk 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 school district clerk no later than the filing deadline **and** the signed original declaration is received by the school district clerk 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 seat number or apportioned district** for which you are seeking election must be inserted on the second line.
- **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 School District Clerk. Wis. Stat. §.8.21.
- 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, former surname, or any combination of first name, middle name, and initials, surname 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 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.

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, municipal or school district clerk. Wis. Stat. §§ 8.21(2), 887.01(1).

### ***Information to be provided by the person administering the oath:***

- The county where oath was administered.
- 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, and *the notary seal is required*.

All school district candidates must file this form with the appropriate school district clerk no later than the deadline for filing nomination papers. Wis. Stats. §§ 8.10 (5), 8.15 (4)(b), 8.20 (6), 8.21, 8.50 (3)(a), 120.06 (6)(b).