Green Bay Area Public School District

2027 SCHOOL BOARD ELECTION: NOTICE OF DISTRICT-SPECIFIC INSTRUCTIONS FOR THE ELECTRONIC FILING OF DOCUMENTS WHEN FILING CHALLENGES, RESPONSES, AND REBUTTALS UNDER CHAPTER EL 2 OF THE WISCONSIN ADMINISTRATIVE CODE

Chapter EL 2 of the Wisconsin Administrative Code establishes the procedures that govern challenges to the validity and sufficiency of Declarations of Candidacy and, if applicable, candidate nomination papers. Accordingly, any challenge to a candidate's filings, any response to a challenge, and any rebuttal to a response that is filed with the office of the School District clerk under Chapter EL 2, including any associated documents (such as a legal brief or affidavit(s)), must conform to additional requirements set forth in Chapter EL 2 regarding form, content, manner, and timing of submission. Chapter EL 2 further governs how challenges are decided and how a party aggrieved by the filing officer's adjudication of a challenge may appeal the decision.

I. Electronic Filing Is Authorized and Sometimes Required under Chapter EL 2 of the Wisconsin Administrative Code.

Challenges and Responses. Using the instructions provided below, challenges, candidate responses to challenges, and any associated documents (e.g., a legal brief or affidavit(s)) **may** be filed electronically at any time up to the applicable filing deadline. However, if any such filing occurs on a Saturday, Sunday, or legal holiday or at another time that is outside of the established hours for paper filing at the School District's designated filing office, then the filing generally **must** be submitted electronically, either by electronic mail (email) or by facsimile transmission.

Rebuttal Materials. Per Chapter EL 2, a challenger **must** always file any rebuttal brief and any rebuttal affidavit(s) electronically, either by electronic mail (email) or by facsimile transmission. This electronic filing requirement related to a challenger's rebuttal materials applies regardless of the date and time of filing. The filing officer is prohibited from accepting rebuttal materials filed as paper copies. *See section EL 2.07(3)(g) and section EL 2.08(2)(g).*

II. District-Specific Instructions for Electronic Filing under Chapter EL 2

Sections EL 2.07(3)(c)1 and EL 2.08(2)(c)1 of the Wisconsin Administrative Code state that "the filing officer will make instructions for filing challenges electronically publicly available" and that "challenges that are filed electronically shall conform to those instructions." The following District-specific instructions for filing documents electronically under Chapter EL 2 apply to challenge, response, and rebuttal filings:

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Instructions for Electronically Filing Challenge-Related Documents under Ch. EL 2

OPTION 1 (preferred): Filing as attachments by electronic mail:

1. The filer shall attach a complete copy of the relevant document(s) in **PDF format** to an email that clearly identifies the filer.
2. If different from the sending email address, the filer shall identify an email address that the filing officer may use for further communication with the party.
3. The filer shall send the email and its attachment(s) to **all** of the following email addresses:
   - ***jmknill@gbaps.org***
   - ***kllehr@gbaps.org***

OPTION 2: Filing by facsimile transmission with notification by electronic mail:

1. The filer shall send a complete copy of the relevant document(s) as a facsimile transmission to the following transmission number: ***[INSERT DISTRICT FAX NUMBER]***
2. No later than immediately upon completing the facsimile transmission, the filer shall send an **email** that (1) clearly identifies the filer; (2) states that the filer has made a filing by facsimile transmission; and (3) if different from the sending email address, identifies an email address that the filing officer may use for further communication with the party. Such email notification shall be sent to **all** of the following email addresses:
   - ***jmknill@gbaps.org***
   - ***kllehr@gbaps.org***

Any document which is filed electronically by electronic mail or by facsimile transmission under the above instructions shall be considered received at the time generated and reported by the **receiving** equipment/system used by the filing office.

In the event of a discrepancy regarding transmission or receipt between the filer and the intended recipients of an electronic filing, the burden of establishing that the filing was properly submitted by electronic mail or by facsimile transmission shall be upon the person who files the document. Accordingly, any person making such a filing is advised to retain proof of accurate and successful transmission according to the instructions provided above.

Failure to follow the applicable instructions and deadlines for electronic filing constitutes an insufficient filing that, unless otherwise required by law, will not be considered by the filing officer.

III. Filing Deadlines for Challenges, Candidate Responses, and Challenger Rebuttals

The following filing deadlines related to challenges that are made under Chapter EL 2 apply when the school board office that the challenged candidate is seeking (as identified on the candidate's Declaration of Candidacy) has a final ballot-access filing deadline of 5:00 p.m. on Tuesday, January 5, 2027:

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Condition: The final ballot-access filing deadline for candidates for the office to which the challenge relates is 5:00 p.m. on Tuesday, January 5, 2027.**	
Deadline to file a **challenge** to a candidate's ballot-access document(s) under Chapter EL 2:	5:00 p.m. on Friday, January 8, 2027 *See* EL 2.07(3)(b) and EL 2.08(2)(b)
Deadline for a challenged candidate to file a **response** and any supporting documents:	5:00 p.m. on the 3rd calendar day (including any Saturday, Sunday, or legal holiday) after the date the challenge was **filed** *See* EL 2.07(3)(f) and EL 2.08(2)(f)
Deadline for a challenger to file **rebuttal** materials to a candidate's response: *(Note: The opportunity for rebuttal applies only if the candidate has filed response materials.)*	The **earlier** of the following: 1. Within 24 hours of the filing officer's **transmission** to the challenger of the candidate's response and/or any correcting affidavits; **or** 2. 10 a.m. on Tuesday, January 12, 2027 *See* EL 2.07(3)(g) and EL 2.08(2)(g)

** **IMPORTANT INFORMATION ABOUT THE DEADLINES IDENTIFIED IN THE TABLE ABOVE:**

The filing deadlines identified in the table above will apply to all school board offices to be contested at the 2027 Spring Election **except** for any school board office within a single ballot contest where the ballot contest is subject to a special 72-hour extension of the 2027 ballot-access filing deadline. Such special extensions occur only when an incumbent holding a school board office assigned to the relevant ballot contest fails to file for ballot access as a candidate for re-election **and** such incumbent also did **not** give adequate prior notice of their noncandidacy, as provided under state law. The District will give separate notice of any such 72-hour extension and of the modified challenge-related filing deadlines that would then apply to the affected office(s).

Additional information about school board elections in the District is available on the District website gbaps.org or by contacting Kinsey Lehr, kllehr@gbaps.org, 920-448-2100 .

This notice has been prepared for public availability on ***[DATE OF NOTICE]***, by:
Kinsey Lehr, acting on behalf of the School District Clerk"