

# NOMINATION PAPERS AND INFORMATION REQUIRED FOR 2019

## Candidate Acknowledgment

I have received the following items from the office of the Clerk pertaining to my campaign for the office of \_\_\_\_\_ of the Village of Mount Pleasant, State of Wisconsin. The Spring Election will be held April 2, 2019. A primary, if needed, will be held February 19, 2019.

1. Information Packet for General Election Guidelines
2. Campaign Registration Statement (Form ETHCF-1)
3. Declaration of Candidacy (Form EL-162)
4. Non-Partisan Nomination Papers (Form EL-169)
5. Campaign Finance Report (Form ETHCF-2L), if applicable

Signature \_\_\_\_\_ Date \_\_\_\_\_

# INFORMATION REQUIRED FOR 2019

## SPRING ELECTION

## FOR ELECTED OFFICES

# MOUNT PLEASANT WISCONSIN

Please review the information in this packet. If you have questions, please contact the Clerk's Office.

Clerk's Office  
8811 Campus Drive  
Mount Pleasant, WI 53406  
Hours: 8:00 a.m. to 5:00 p.m.

Phone: (262) 664-7800  
Fax: (262) 664-7801  
E-mail: [skohlhagen@mtpleasantwi.gov](mailto:skohlhagen@mtpleasantwi.gov)

**MOUNT PLEASANT, WISCONSIN  
INFORMATION FOR CANDIDATES FOR ELECTED OFFICES  
2019 Spring Primary and Spring General Election**

**MUNICIPAL ELECTION DATES:**

**Spring Primary February 19, 2019 (if needed)  
Spring General Election April 2, 2019**

**Polling Places (Hours 7 am to 8 pm)**

<b>Ward</b>	<b>Registered voters</b>	<b>County Board District</b>	<b>Polling Place</b>	<b>Polling Place Address</b>
Mount Pleasant - V 1	477	11	Messiah Lutheran	3015 Pritchard Drive
Mount Pleasant - V 2	904	11	Fellowship Baptist Church	5607 Wright Avenue
Mount Pleasant - V 3	696	12	Fellowship Baptist Church	5607 Wright Avenue
Mount Pleasant - V 4	499	12	Fellowship Baptist Church	5607 Wright Avenue
Mount Pleasant - V 5	894	12	Racine Assembly	1325 Airline Road
Mount Pleasant - V 6	904	5	Racine Assembly	1325 Airline Road
Mount Pleasant - V 7	744	12	Racine Assembly	1325 Airline Road
Mount Pleasant - V 8	773	12	Racine Assembly	1325 Airline Rd.
Mount Pleasant - V 9	1227	12	Franksville Park Hall	9614 W. Hwy K
Mount Pleasant - V 10	1237	12	Mount Pleasant Village Hall	8811 Campus Drive
Mount Pleasant - V 11	569	11	Fellowship Baptist Church	5607 Wright Avenue
Mount Pleasant - V 12	731	12	Mount Pleasant Village Hall	8811 Campus Drive
Mount Pleasant - V 13	625	13	Franksville Park Hall	9614 W. Hwy. K
Mount Pleasant - V 14	756	13	Franksville Park Hall	9614 W. Hwy. K
Mount Pleasant - V 15	1069	14	Mount Pleasant Village Hall	8811 Campus Drive
Mount Pleasant - V 16	576	14	Mount Pleasant Village Hall	8811 Campus Drive
Mount Pleasant - V 17	739	11	Messiah Lutheran	3015 Pritchard Drive
Mount Pleasant - V 18	599	11	Messiah Lutheran	3015 Pritchard Drive
Mount Pleasant - V 19	1594	11	Holy Cross Lutheran	3350 Lathrop Avenue
Mount Pleasant - V 20	489	11	Messiah Lutheran	3015 Pritchard Dr
Mount Pleasant - V 21	750	11	Holy Cross Lutheran	3350 Lathrop Avenue
Mount Pleasant - V 22	469	7	Holy Cross Lutheran	3350 Lathrop Avenue
Mount Pleasant - V 23	359	1	Messiah Lutheran	3015 Pritchard Drive

**TO:** Candidates for Municipal Office  
**FROM:** Stephanie Kohlhagen, Clerk  
**RE:** General Election Guidelines

As a candidate for municipal office, you may find the following general guidelines helpful as you prepare your election campaign for the 2019 Spring Election. These guidelines identify the main steps for you to take to qualify for placement on the election ballot.

**A candidate is responsible for becoming familiar with election laws and campaign finance requirements that apply to his/her campaign.**

YOU are responsible to familiarize yourself with the election and campaign finance requirements that apply to your campaign, which you may obtain from either the Wisconsin Statutes or from your private attorney. In addition, you may obtain general information about the election from either myself or the Wisconsin Elections Commission, keeping in mind that the information you receive may not be interpreted as either legal advice or a release from your responsibility to comply with the law. I hope that you find the following information helpful.

If you have any questions, please feel free to contact my office at (262) 664-7800 or the Wisconsin Election Commission at 212 East Washington Ave, Third Floor, PO Box 7984, Madison, WI 53707-7984 – phone (608) 266-8005.

**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 Election: Campaign Registration Statement, Declaration of Candidacy and Nomination Papers.

In Mount Pleasant, candidates for municipal office must file forms and reports with the Clerk's office. The filing officer is the Municipal Clerk, and candidates should contact the Clerk 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 Clerk's Office. The first day for circulating nomination papers is December 1, 2018 and the deadline for filing nomination papers is 5:00 P.M. on Tuesday, January 2, 2019 per State Statute 8.10. If all papers are not turned in by the deadline, the candidate's name will not be placed on the ballot.

Candidates need to complete the following forms:

**CAMPAIGN REGISTRATION STATEMENT (ETHCF-1)**

***This form must be filed with the Clerk's Office as soon as you decide to become a candidate for office and before any funds are collected or spent. [§ 11.05, 11.06(7)]***

Section 1. Complete. You do not have to declare a party affiliation.

Section 2. Complete only if political action committee, party committee, etc.

Section 3. Complete entire section.

Section 4. Complete if applicable.

Section 5. Complete entire section. Candidate may use his/her personal checking or savings account as the campaign depository if he/she is eligible for exemption from filing campaign finance reports. However, it may be advisable to open a separate account for campaign contributions.

Certification. Complete. If someone other than the candidate is serving as the campaign treasurer, that individual must also sign the treasurer's certification section.

**Declaration of Candidacy, EL -162.**

This form must be filed with the 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 his/her name should appear on the official ballot. This form must be sworn to and signed in the presence of notary or person authorized to administer oaths, such as the municipal clerk.

Please note: The candidate's signature must be notarized. Notary service is available in the Clerk's Office.

**Nomination Papers, Form EL-169.** Nomination papers may be circulated any time **after** December 1, 2018. Signers must include their complete signature, complete address, and date of signing. Signatures must be readable. All signers on each nomination paper must have resided for at least 10 days in the jurisdiction or district which the candidate named on the paper will represent, must be at least 18 years of age and a U.S. citizen. A person may sign nomination papers for only one candidate in each position.

Each nomination paper must be signed and numbered by the Circulator. The instruction for the completion of the nomination papers is on the back of each paper, and should be followed carefully. Per State Statutes you will be required to obtain a **minimum of 20 and a maximum of 100 signatures** for each office. It is always a good idea to have more than the minimum, in case some signatures might be disqualified during the verification process.

Circulators are not required to be a Mount Pleasant resident. The deadline for filing nomination papers in the Clerk's Office is 5:00 p.m. January 2, 2019 (§8:10) (2.05 Wis. Adm. Code).

**IMPORTANT INFORMATION**

If Forms ETHCF-1 (Campaign Registration Statement), EL-162 (Declaration of Candidacy) and EL-169 (Nomination Papers) are not filed by a candidate prior to 5:00 p.m. on January 2, 2019 the candidate's name cannot be placed on the ballot for the Spring Election.

### **NOTIFICATION OF NON-CANDIDACY (EL-163)**

The last date for incumbents to file non-candidacy with the Village Clerk is December 21, 2018 at 5:00 pm.

### **ARRANGEMENT OF NAMES ON BALLOT**

The arrangement of names of all local candidates shall be determined by the drawing of lots in the Clerk's Office Tuesday, January 8, 2019 at 10 a.m. for the spring election (or primary if needed). Candidates are welcome to attend the placement drawings. If unable to attend, candidates will be notified by telephone, email or US mail of their placement on the ballot.

### **MEETING NOTICES**

Meeting notices are posted for public view at the Village Hall, outside the Village Hall, Fire Station 8, Department of Public Works Building, in the local news paper and on the Village website. A public copy of the executive summaries will be available for review by the public on the Village Website. Agendas can be found on the Village website online at [www.mtpleasantwi.gov](http://www.mtpleasantwi.gov). Candidates are encouraged to attend board and committee meetings.

### **IF YOU SEEK OFFICE IN MOUNT PLEASANT AS A WRITE-IN CANDIDATE, PLEASE KEEP THE FOLLOWING IN MIND:**

1. Pick up your Campaign Registration Statement (ETCF-1) from the Clerk's Office or any municipal clerk at any time.
2. ***File your Campaign Registration Statement with the Clerk as soon as you decide to become a write-in candidate for elected office.***
3. Educate your supporters to connect the arrow and write your name in the blank space appearing on the ballot under the office, for which you are running, or to connect the arrow and attach stickers with your name in the write-in area under the office for which you are running. If you have any questions, call the Clerk's office at 664-7800.

### **CAMPAIGN SIGNS/TEMPORARY SIGNS:**

Signs are subject to the following regulations:

1. A sign permit is not needed from Mount Pleasant, however, no candidate signs are allowed on Village property.
2. Each sign must contain a disclaimer as explained below.
3. Permission shall be obtained from the owner of the property on which election campaign signs are erected.

#### **Sec. 90-927. Temporary signs:**

**Temporary Sign** means a banner, pennant, poster or advertising display constructed of paper, cloth, canvas, plastic sheet, cardboard, wallboard, plywood or other like materials and that appears to be intended or is determined by the code official to be displayed for a limited period of time.

a) Temporary signs allowed at any time:

1) A property owner may place 6 square feet of temporary signage per 100 feet of street frontage.

2) A property owner may place a sign of 3 S.F. or up to twenty-five percent of the window, whichever is larger, per window on the property at any time.

b) 3 additional square feet of temporary signage per 100 feet per street frontage may be located on the owner's property for a period of thirty (30) days prior and fifteen (15) days after an election involving candidates for a federal, state or local office that represents the district in which the property is located or involves an issue on the ballot of an election within the district where the property is located per issue and per candidate. Where properties are less than 100 feet of frontage, it shall be treated as 100 ft.

e) Under this section (90-927):

- 1) Any street frontage under 100 ft shall be considered 100ft. Additional allowances are per 100ft and not awarded at a ratio.
- 2) Each street frontage of a corner lot or double frontage lot shall be considered separately and are given their own allowances.
- 3) Additional signage allowances are not mutually exclusive, properties that meet multiple conditions that allow for additional signage are allowed additional signage for each.
- 4) Any temporary sign allowances under this Section 90-927 can be subdivided or combined among individual signs, so long as that any one sign does not exceed 12 S.F. in a residential district and 32 S.F. in any other district.
- 5) The lessor of a property is considered the property owner as to the property the lessor holds a right to use exclusive of others (or the sole right to occupy). If there are multiple lessors of a property, then each lessor must have the same rights and duties as the property owner as to the property the lessor leases and has the sole right to occupy and the size of the property must be deemed to be the property that the lessor has the sole right to occupy under the lease.

### **DISCLAIMERS ON CAMPAIGN SIGNS AND OTHER COMMUNICATIONS**

#### **(State Statute §11.30)**

Every communication that 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 that 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, and 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, and Treasurer. Not authorized by any candidate or candidate's agent or committee."**

### **ABSENTEE VOTING**

Electors must be registered voters in order to vote by absentee ballot. Eligible electors may register in the Clerk's Office during normal business hours. Electors may also request the Clerk's Office to mail a registration form to them.

Registered voters may vote by absentee ballot, in person, in the Office up to 5:00 p.m. on the Friday before the election. If a voter wants to vote by mail, they must request an absentee ballot prior to 5:00 p.m. on the 5<sup>th</sup> day prior to the election. An Application for Absentee Ballot (Form EL-121) must be completed, signed by the elector, and returned to the Clerk's Office with a copy of their ID. Forms are available on the Web site of the State Elections Board or from the Clerk's office. Faxed and e-mailed absentee ballot applications will be accepted, but must be followed with a hard copy mailed on the same day that the faxed or e-mailed application was sent. Electors may also send a letter requesting an absentee ballot that must include the date of the election, their name, address, signature, copy of ID and the address to which the absentee ballot should be mailed.

Upon receipt of the Application for an Absentee Ballot form, the Clerk's Office will mail a ballot with instructions to the elector. Ballots may also be e-mailed or faxed to the elector, but must be returned by mail.

Special Voting Deputies are appointed by the Clerk to supervise absentee voting at nursing homes, retirement homes and community-based assisted living facilities. In addition, absentee ballots are mailed to electors who have requested to be placed on the permanent absentee ballot listing if they are indefinitely confined due to age, illness, infirmity or disability.

### **ELECTION DAY CAMPAIGN RESTRICTIONS/ELECTIONEERING**

**(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, is intended to influence or interfere with voting or 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, however permission must still be granted by the owner of the property. The placement of election signs on private property within the 100-foot radius is permissible with permission from owner.
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 Clerk, Election Inspector or a police officer may remove posters or other advertising placed in violation of this section.



## **TERM IN OFFICE**

The Village President's term of office is two years with a \$12,500 annual salary. A Trustee's term is two years with a \$6,500 annual salary. Trustees serve at large, but they will have numbered seats. All newly-elected and re-elected officers will be sworn in within five business days of the election and will take office the third Tuesday in April. Regular Board meetings are held on the second and fourth Mondays of the month beginning at 6:30 p.m. Trustees are also required to serve on various standing committees that meet during the day and attend public hearings as needed. Trustees will be appointed to a rotating term on a committee by the Village President. The Village Clerk Treasurer is a full-time salaried position.

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

Candidates are exempt from filing a Campaign Finance Report (ETCF-25) if they meet the following criteria:

1. The candidate anticipates that he/she will not accept contributions, make disbursements, or incur loans and other obligations in an aggregate amount exceeding \$2,000 in a calendar year.
2. The Candidate anticipates that he/she will not accept any contribution or cumulative contributions from a single source exceeding \$500 in a calendar year or 2 cents times the population, but not more than \$6,000.
3. The candidate or treasurer signs and dates the request for exemption on the Campaign Registration Statements.

The \$500 limit on contributions from a single source does not apply to contributions from a candidate's personal funds for his/her own campaign if the candidate's contributions total \$2,000 or less in a calendar year.

When the candidate is exempt, he/she is not required to file any Campaign Finance Reports. However, 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.

A candidate who is exempt from filing campaign finance reports may use a personal account as the campaign depository. A separate campaign depository account is not required.

If a decision is made at a later date to exceed the \$2,000 limit on contributions and disbursements, or to raise more than \$500 from a single source for the campaign during a calendar year, the candidate must amend the campaign registration statement immediately.

The Campaign Finance Report (ETHCF-25), for contributions of \$2,000 or more, is a ten- page form provided to candidates, upon request, by the Clerk.

## **REVOKING EXEMPTION**

If a decision is made at a later date to exceed the \$2,000 limit on contributions and disbursements or to raise more than \$500 from a single source for the campaign during a calendar year, the committee must amend its campaign registration statement immediately.

The committee is required to file a campaign finance report beginning with the next regular report. The first report must cover all financial activity from the time of registration or from the date of the last financial report before going on exemption. The committee cannot accept a contribution from a single source that exceeds \$500.

### **IN-KIND CONTRIBUTIONS**

An in-kind contribution is any goods, service or property offered to the campaign committee free or at less than the usual cost. For example, if a campaign worker purchases stamps that are used for a mailing and is not reimbursed for the cost of the stamps, the value of the stamps is an in-kind contribution to the campaign committee from that campaign worker. When an individual is paid to work on behalf of a candidate by a political committee or some other individual, the payment for those services is an in-kind contribution to the campaign committee. Consultant services are often provided to a campaign committee in this manner. If a political committee or individual offers to provide food and beverages for a fund-raiser at less than ordinary market price, the difference between the ordinary market price and the cost to the campaign is an in-kind contribution from the political committee or individual.

### **PROHIBITED CONTRIBUTIONS**

Certain contributions are prohibited by Wisconsin law. A committee may not accept the following types of contributions:

1. Anonymous contributions of more than \$10, however the law would suggest that you list the donor;
2. Contributions in cash of more than \$100;
3. Contributions given in the name of someone other than the contributor (these are laundered contributions);
4. Contributions from cooperatives or corporations;
5. Contributions in excess of limits set by law.

### **ADDITIONAL INFORMATION**

We do not provide a registered voter listing to candidates. If you wish to purchase a listing of registered voters, contact the Wisconsin Election Commission 608-261-2028 or Racine County Clerk at (262) 636-3121. There is a fee involved. <https://gabapps.wi.gov/BADGERVoters/default.aspx>

Additional information on elections may be obtained from the Wisconsin Election Commission in Madison; (608) 261-2028; Web site: <http://elections.wi.gov/candidates/local/non-partisan>