



State of Wisconsin
Ethics Commission

LOCAL CLERKS – CANDIDATE INFORMATION

DECEMBER 2019

TWO COMMISSIONS: ETHICS AND ELECTIONS

There are up to four major components needed for candidates to get on the ballot:

- Registration as a candidate committee (Ethics Commission)
- Filing nomination papers (or being nominated by caucus) (Elections Commission);
- Filing a Declaration of Candidacy form (Elections Commission); and/or
- Filing a Statement of Economic Interests (Ethics Commission) for Municipal/Multi-Jurisdictional Judges and state-level candidates only.



BASIC INFORMATION

Information on the nomination process and the requirements to get on the ballot can be found on the Elections Commission Website:

- Information for County Partisan Offices is at <https://elections.wi.gov/candidates/local/partisan>.
- Information for local non-partisan offices is at <https://elections.wi.gov/candidates/local/non-partisan>.

Include in your candidate packet: A link to (or copy of) the Ballot Access Checklist for the appropriate type of office. Ballot access checklists can be found via the links above.



REGISTERING A CANDIDATE COMMITTEE

Each candidate and current officeholder must have a committee.

The local filing officer collects the registration form, files it, and makes it available for public inspection.

A candidate committee must be registered as soon as a candidate raises or spends any money (even their own money), submits nomination papers, or accepts nomination by caucus. Candidate committee registration forms must be submitted no later the deadline for filing nomination papers.

Include in your candidate packet: A link to (or copy of) the Campaign Finance Registration Statement:

https://ethics.wi.gov/Resources/CF-1_Registration_Statement.pdf

Wis. STAT. §§ [11.0202\(1\)\(a\)](#), [11.0102\(3\)](#), [11.0304\(1\)](#).



REGISTERING A CANDIDATE COMMITTEE EXEMPT STATUS

If a candidate committee will not exceed \$2,000 in activity in a calendar year, they may register as “exempt.” Exempt committees do not have to file campaign finance reports.

All other committees must file campaign finance reports until the committee is terminated or goes on exempt status.

Include in your candidate packet (for non-exempt committees): A link to the Campaign Finance page for Local Candidates:

<https://ethics.wi.gov/Pages/CampaignFinance/Candidates.aspx>

This page includes links to reporting forms and manuals, plus information on filing deadlines, contribution limits, and attribution statements (also called disclaimers or “paid for by” statements).



DECLARATION OF CANDIDACY

The Declaration of Candidacy (“DOC”) form can be filed at any time before the deadline for submitting nomination papers or the deadline for accepting nomination by caucus.

The DOC is usually combined with a Memorandum Regarding Felony Convictions, although some offices may file the memo separately.

Include in your candidate packet: A link to (or copy of) the EL-162 Declaration of Candidacy form and (if not included), the Memorandum Regarding Felony Convictions. Links:

- <https://elections.wi.gov/candidates/local/partisan>.
- <https://elections.wi.gov/candidates/local/non-partisan>

Please contact the Wisconsin Elections Commission for questions regarding these forms.

<https://elections.wi.gov/>



State of Wisconsin
Ethics Commission

NOMINATION PROCESS

Many local offices are nominated by caucus. If so, the candidate will not have to file nomination papers, only a Declaration of Candidacy.

If nominated by petition, the candidate will have to circulate and submit the required number of signatures.

Include in your candidate packet: A link to (or copy of) the EL-168 Nomination Paper for Partisan Office, or the EL-169 Nomination Paper for Nonpartisan Office. Links:

- <https://elections.wi.gov/forms/EL-168>
- <https://elections.wi.gov/forms/EL-169>

Please contact the Wisconsin Elections Commission for questions regarding the nomination process. <https://elections.wi.gov/>



STATEMENT OF ECONOMIC INTERESTS

Municipal Judge and Multi-Jurisdictional Judge candidates must submit a Statement of Economic Interests (SEI) in order to be placed on the ballot.

SEIs are submitted directly to the Ethics Commission.

- Incumbent Judges can file online at <https://sei.wi.gov>. They should contact Ethics staff if they need help with their username or password.
- In December and January, the Ethics Commission posts a list showing which local judges have filed an SEI here (the link is at the very bottom of the page):
<https://ethics.wi.gov/Pages/Ethics/StatementsOfEconomicInterests.aspx>

Include in your candidate packet (for judges only): A link to (or copy of) the form and instructions available here:

<https://ethics.wi.gov/Pages/Ethics/StatementsOfEconomicInterests.aspx>.

[WIS. STAT. § 19.43\(4\)](#)



WHERE TO GET MORE INFORMATION – ELECTIONS COMMISSION

- Wisconsin Elections Commission website
(<https://elections.wi.gov>)
- Wisconsin Elections Commission staff:
elections@wi.gov
(608) 266-8005
212 E Washington Ave., 3rd Floor,
PO Box 7984
Madison, WI 53707-7984



WHERE TO GET MORE INFORMATION – ETHICS COMMISSION

- [Local Candidate Committee Overview Manual \(2019\)](#)
- [Candidate Committee Overview Page](#)
- Wisconsin Ethics Commission website (<https://ethics.wi.gov>)
- Wisconsin Ethics Commission staff:
campaignfinance@wi.gov or (608)266-8123

101 East Wilson Street, Suite 127
P.O. Box 7125
Madison, WI 53707-7125

