

**CITY OF ST. FRANCIS**

**CANDIDATES HANDBOOK**

**FOR ELECTIONS**

## 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 Primary and/or the spring General Election: Campaign Registration Statement, Nomination Papers, and Declaration of Candidacy.

In the City of St. Francis, candidates for municipal office must file forms and reports with the filing officer. The filing officer is the City Clerk, and candidates should contact the City Clerk (414) 481-2300 with any questions.

## NOMINATION PAPERS

Prior to announcing your candidacy for office or circulation of nomination papers, you must file a Campaign Registration Statement in the City Clerk's Office. The first day for circulating nomination papers is December 1, and the deadline for filing nomination papers is 5:00 PM on the first Tuesday in January. (State Statutes 8.10) *If all papers are not turned in by the deadline, the candidate's name will not be placed on the ballot.*

Candidates for Mayor, Judge, or Alderperson need to complete the following forms:

1. **Campaign Finance Registration Statement, Form CF-1.** Candidates should file a campaign finance registration statement as soon as the intent to seek elective office is known, before funds are collected or spent. All candidates should file a campaign registration statement or amended statement before circulating nomination papers. The candidate's name will not be placed on the ballot if this form is not filed on time.
2. **Nomination Papers, Form EL-169.** Nomination papers may be circulated any time after December 1, and after the candidate has filed a Campaign Registration Statement with the City Clerk. Signers must include their complete signature, legible printed name, complete address including checking the City box and printing St. Francis, WI 53235, and date of signing. **Each nomination paper must be signed by the Circulator.** The instructions for the completion of the nomination papers are on the back of each paper, and should be followed carefully.

For the City of St. Francis, 20-40 signatures are required for the office of Alderperson, and 50-100 signatures are required for the office of Mayor or Judge. It is always a good idea to have more than the minimum, just in case some signatures might be declared invalid.

3. **Declaration of Candidacy, EL-162.** This form must be filed with the City 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 their name should appear on the official ballot. This form must be sworn to and signed in the presence of a notary or person authorized to administer oaths, such as the Municipal Clerk.
4. **Notification of Noncandidacy, EL-163.** The purpose of this form is to notify the filing officer and the electorate of an incumbent office holder's intent NOT to seek reelection to the same office, and to avoid an extension of the deadline for filing nomination papers. Incumbent office holders who do not intend to seek re-election to the same office should file the Notification of Noncandidacy no later than 5:00 PM on the second Friday preceding the deadline for filing nomination papers. Please file Non-candidacy papers by **Thursday, DECEMBER 23, 2021.**

Following the submittal of all of the above forms to the City Clerk, the forms will be checked for validity. For each election, the Municipal Clerk will draw the candidates' names by lot for order placement on the ballot.

## **SIGN RESTRICTIONS (Mun. Code Chapter 380)**

**Political and Campaign Signs.** Political and campaign signs do not require a permit. Signs containing a political message as defined in sec. 12.04, Stats. are subject to the following regulations:

Signs identifying or promoting candidates for public office may be erected without authorization by the building inspector, but will need permission of the property owner, to be removed 2 weeks following the election to which the sign relates. In Residence Districts, such signs may not exceed 9 square feet in area. This would not apply to a sign, which is affixed to a permanent structure and does not extend beyond the perimeter of the structure if the sign does not obstruct a window, door, fire escape, ventilation shaft or other area which is required by an applicable building code to remain unobstructed. In order to ensure traffic and pedestrian safety, no sign identifying or promoting candidates for public office may be placed within 5 feet of the sidewalk or front property line. No such signs may have an electrical, mechanical, or audio auxiliary.

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

Candidates are exempt from filing a Campaign Finance Report (CF-1) if they meet the following criteria:

- 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 including their own monies.
- The candidate or treasurer signs and dates the request for exemption on the Campaign Finance Registration Statement.

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.

The maximum an individual may donate is \$500. If an individual contributes more than \$200 total in a calendar year, the report must list the individual's occupation. Every contribution must include the name and address of the contributor. There is an exception for anonymous contributions of no more than \$10. A committee must itemize every disbursement exceeding \$20.

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, the candidate must amend the campaign registration statement immediately.

The Campaign Finance Report (ETHCF-2L), for contributions of \$2,000 or more, is a sixteen page form provided to candidates by the City Clerk or can be found at <https://ethics.wi.gov>

## **FINANCIAL RECORDS DURING EXEMPTION**

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.

The maximum an individual may donate is \$500. If an individual contributes more than \$200 total in a calendar year, the report must list the individual's occupation. Every contribution must include the name and address of the contributor. There is an exception for anonymous contributions of no more than \$10. A committee must itemize every disbursement exceeding \$20.

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.

## **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 the 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 as 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:

- Anonymous contributions of more than \$10.
- Contributions given in the name of someone other than the contributor (these are laundered contributions)
- Contributions from cooperatives or corporations
- Contributions in excess of limits set by law.

## **ELECTION DAY CAMPAIGN RESTRICTIONS (State Statute 12.03 & 12.04)**

Persons are prohibited from electioneering on public property within 100 feet of an entrance to a building contain a polling place, or engage in any activity, which disrupts voting or interferes with 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. The placement of election signs on private property with the 100-foot radius is permissible.

State Statute 12.04(2) state 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 City Clerk, Election Inspector, or police officer may remove posters or other advertising, which is placed violation of this section.

## **DISCLAIMERS (State Statute 11.30)**

Every communication which 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:

- Personal correspondence not reproduced by machine for distribution.
- A single personal item, which is not reproduced or manufactured by machine or other equipment.
- Nominations papers even if the papers contain biographical information.
- Pins, buttons, pens, balloons, nail files, and similar small items on which a disclaimer cannot be conveniently printed.
- Envelopes which 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 for Mary Smith for Mayor, John Jones, Treasurer”** or **“Paid for by the committee for voters, John Jones, 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”**.