

2026 TRUSTEE CANDIDATE PACKET

A forward-thinking community



Thank you for your interest in running for elected office in the Village of Mount Pleasant. As a candidate for municipal office, you may find the following guidelines helpful as you prepare for the 2026 Spring Election. These guidelines identify the main steps to qualify for placement on the ballot.

You are responsible for familiarizing 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 the Village of Mount Pleasant website or from the Wisconsin Elections Commission and/or the Wisconsin Ethics Commission. Keep in mind that the information you receive may not be interpreted as legal advice or a release from your responsibility to comply with the law.

Municipal Office on the Ballot
Village Trustee Seat 2
Village Trustee Seat 4
Village Trustee Seat 6

Important Dates	
December 1, 2025	First day to circulate nomination papers
December 26, 2025	5 p.m. deadline for incumbents not seeking re-election to file Notice of Non- Candidacy (EL-163)
January 6, 2026	Nomination Papers, Declaration of Candidacy, and Campaign Registration Statement due in City Clerk’s Office by 5:00 p.m.
February 17, 2026	Spring Primary, if needed
April 7, 2026	Spring Election

Necessary Forms:

The following forms must be completed and filed by 5 p.m. on January 6 in order for the candidate’s name to be placed on the ballot for the Spring Primary and/or the Spring Election:

- Campaign Registration Statement – ETHCF-1
- Declaration of Candidacy – EL162
- Nomination Papers – EL169

Campaign Finance Registration Statement, Form CF-1

This form should be filed with the Village Clerk's Office prior to announcing your candidacy for office, or no later than the deadline for filing nomination papers. All candidates should file a campaign registration statement as soon as intent to seek elective office is known and before funds are collected or spent – see State Statute 11.05(2g) and 11.10(1). The campaign registration statement must be signed by both the candidate and the campaign treasurer if a treasurer has been appointed.

Declaration of Candidacy, Form EL162

This form must be filed with the Village Clerk no later than the deadline for filing nomination papers or the candidate's name will not appear on the ballot. The declaration of candidacy must include the candidate's name in the form it is to appear on the official ballot. A candidate may use their full legal name or any combination of first name, middle name, initials, or nickname with last name. No abbreviations or titles are permitted. 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.

Nomination Papers, Form EL169

Nomination papers may be circulated beginning December 1, and **after** the candidate has filed a Campaign Registration Statement with the Village Clerk. The deadline for filing nomination papers is 5:00 pm on the first Tuesday in January. This deadline is extended to the first Wednesday in January if the first Tuesday of January is a holiday (§8.10). For the Village of Mount Pleasant, a minimum of 20 signatures are required for the office of President or Trustee.

Signatures of qualified electors on nomination papers must be obtained between December 1, 2025, and 5:00 pm on January 6, 2026. Please pay careful attention to the signatures you obtain on your nomination papers. All electors signing your nomination papers must live within the Village of Mount Pleasant. Those signing do not need to be registered voters but must be eligible to vote. It is to your advantage to check that the addresses on your nomination papers are located in the Village of Mount Pleasant. Signatures for addresses outside the Village of Mount Pleasant are invalid and will not be counted.

Signers must give their complete address (house number, street, and municipality – no Post Office boxes), and must list the municipality of residence. Signers must date their signature, including the year. In order for a signature to be valid, state law requires the signer to legibly print their name in a space provided next to their signature.

Although the person signing the nomination papers must reside within the Village of Mount Pleasant, the person circulating the nomination papers does not need to live in the municipality. Circulators are only required to be U.S. citizens, age 18 or older on the date of circulation, and not otherwise disqualified as an elector by the provisions in State Statute 6.03.

The circulator must certify the nomination papers after obtaining the signatures. Signatures dated after the date listed by the circulator are invalid and will not be counted. Nomination papers must be numbered.

Notification of Non-Candidacy, Form EL163

The notification of non-candidacy form is to notify the Village Clerk's Office and the electorate of an incumbent officeholder's intent to not seek re-election to the same office. Incumbent office holders who do not intend to seek re-election to the same office should file the notification of non-candidacy no later than 5:00 pm on December 26, 2025.

If an incumbent not seeking re-election files the notification timely, the nomination paper deadline is unchanged. If the incumbent has a change of mind after filing the notification of non-candidacy, they can run for re-election by filing the appropriate ballot access papers by January 6, 2026. Failure to notify will extend the nomination paper deadline 72 hours for that office.

Additional Information

Following the submittal of all of the above forms to the Village Clerk's office, the forms will be checked for validity. You are strongly urged to obtain more than the minimum number of signatures required for ballot status; in case a deficiency is found with some signatures. For each election candidates' names are drawn by lot for order placement on the ballot.

In order for the candidate's name to be placed on the ballot, the forms must be submitted/completed **ON TIME**. If a potential candidate does not submit all necessary forms and an adequate number of nomination signatures by the deadline, his or her name will not be placed on the ballot. The date and time in which names will be drawn for ballot order will be sent to all candidates in case they wish to attend.

The Village President's term of office is two years with a \$13,263 annual salary. A Trustee's term is two years with a \$6,754 annual salary. Trustees serve at large, but do 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. 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.

Regular Village Board meetings are held on the second and fourth Mondays of the month immediately following the Committee of the Whole meeting but not before 6:00 p.m. Meeting notices are posted for public view inside and outside Village Hall, Fire Station 8, Department of Public Works Building, and on the Village website. Agendas can be found on the Village website online at www.mtpleasantwi.gov. Candidates are encouraged to attend board and committee meetings.

Campaign Finance – [Chapter § 11](#) of the Wisconsin Statutes

All candidates are required to keep financial records, but not everyone is required to file reports with the Village Clerk's Office. You may claim exemption from filing financial reports if the candidate anticipates that he/she will not accept or make contributions, make disbursements, or incur loans and other obligations in an aggregate amount exceeding \$2,000 in a calendar year.

If you are exempt from financial reporting, indicate this on the Campaign Finance Registration Statement. During the campaign, you may find you no longer meet the exemption limits. If this occurs, you must complete and file an amended Campaign Finance Registration Statement with the Village Clerk's Office.

Additional information on Campaign Finance can be found on the Wisconsin Ethics Commission website at www.ethics.wi.gov.

Financial Records Kept During Exemption

When candidates are exempt, they are not required to file any campaign finance reports. However, the candidate or treasurer is required to keep an adequate record of all contributions and all expenditures.

Maintaining these records is especially important in the event of an unexpected large contributions or expenses exceeding \$2,000. The information is then readily available for the candidate to immediately amend their campaign registration statement.

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, but the candidate must provide the account number whichever account will be used.

Disclaimers

[Wisconsin 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 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 not reproduced or manufactured by machine or other equipment
- Nomination papers, even if the papers contain biographical information
- Pins, buttons, pens, balloons (small items on which disclaimer cannot be conveniently printed)
- 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, Treasurer.”

Campaign Signs

It is a violation of Mount Pleasant’s code of ordinances to place campaign signs in the public right-of-way. The public right-of-way includes the street and the terrace (area between the sidewalk and the street). When sidewalks are not present, the terrace extends 15 feet from the curb into the adjoining property.

Signs should not be placed in the median strip of boulevards or displayed on posts, trees, or other supports in any public street.

[Mount Pleasant Municipal Code 90-440.70\(b\)\(1\)\(2\)](#)

Additional temporary signs during election season. Up to three additional square feet of temporary signage is allowed per 100 feet per lot frontage per ballot issue and per candidate for election during the periods of 30 days before and 15 days after an election involving:

- Candidates for federal, state or local office representing the area in which the subject property is located.
- A ballot issue on the ballot of a federal, state, or local election affecting voters of the area in which the subject property is located.

[Mount Pleasant Municipal Code 90-440.10 \(c\)\(d\)](#)

- **Interpretation and administration.** The regulation of this division must be interpreted and administered in a manner consistent with the First Amendment guarantee of free speech.
- **Content neutrality.** Any sign allowed under this chapter may contain, in lieu of any other message or copy, any lawful noncommercial message, as long as the sign complies with all size, height, location and other applicable regulations of this division

Election Day Campaign Restrictions

[Wisconsin Statute 12.03 & 12.04](#)

State Statute 12.03 prohibits electioneering on public property within 100 feet of any entrance to a building that serves as a polling place. This prohibition does not apply to private property within 100 feet of an entrance to a polling place. All polling places, even those located at private businesses, are considered public property on Election Day.

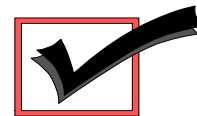
Voter Lists

Lists of voters or absentee ballot requestors can be obtained from the [Wisconsin Elections Commission](#)

Helpful Online Resources

- Village of Mount Pleasant Website: [Village of Mount Pleasant](#)
- Village Clerk's Office: clerk@mtpleasantwi.gov
- Wisconsin Elections Commission: [Wisconsin Elections Commission](#)
- Wisconsin Ethics Commission: [Wisconsin Ethics Commission](#)
- My Vote WI: [MyVote Wisconsin](#)

**2026 Ballot Access Checklist:
Municipalities Where Nomination Papers are Used**



Each of the following forms must be completed and filed on time by a candidate for municipal office in order for the candidate's name to be placed on the ballot at the **February 17, 2026 Spring Primary** and the **April 7, 2026 Spring Election**.

In the City of Milwaukee, the filing officer is the Milwaukee City Election Commission. In all other municipalities, the filing officer is the municipal clerk (town, village or city). Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

- Register your Campaign Committee** A current registration (CF-1L) must be filed prior to raising or spending any funds, and no later than **5:00 p.m. on January 6, 2026** or the candidate's name will not be placed on the ballot. For questions, please contact the Ethics Commission: ethics@wi.gov | 608-266-8123.
- Complete and Submit a Declaration of Candidacy (Form EL-162)** to the filing officer no later than **5:00 p.m. on Tuesday, January 6, 2026** 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 6, 2026. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04.
- 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 6, 2026** or the candidate's name will not be placed on the ballot. Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2025. Wis. Stat. § 8.10(2), Wis. Admin. Code EL § 6.04(2).

The number of signatures required is as follows:

All village and town offices:		20 - 100
1 st Class Cities:	Citywide offices	1,500 - 3,000
	Aldersperson elected to district	200 - 400
2 nd and 3 rd Class Cities:	Citywide offices	200 - 400
	Aldersperson elected at large	100 - 200
	Aldersperson elected to district	20 - 40
4 th Class Cities:	Citywide offices	50 - 100
	Aldersperson elected to district	20 - 40

- Municipal Judge Candidates:**
Complete and submit a Statement of Economic Interests (SEI) to the Ethics Commission using the website (<https://sei.wi.gov>). Incumbent candidates will receive a filing notice around December 1, 2025, and new candidates will receive an email notice within one or two days of registering their committee. The SEI must be received no later than 4:30 p.m. on Friday, January 9, 2026, or the candidate's name will not appear on the ballot. Wis. Stat. §§ 8.10(5), 8.30(3), 19.43(4). Candidates may also print the SEI form and instructions from the Ethics Commission website (<https://ethics.wi.gov>), and return those forms by email or fax. For more information, please contact the Ethics Commission at 608-266-8123 or ethics@wi.gov.

Important Note Regarding Statements of Economic Interests:

A municipality may enact an ordinance establishing a code of ethics for public officials that may require a candidate for municipal office, *in addition to the office of Municipal Judge*, to file a **Statement of Economic Interests (SEI)**. The ordinance may also provide that failure to timely file an SEI will prevent the candidate's name from being placed on the ballot. Wis. Stat. § 19.59(1m),(3)(b). Please contact the filing officer to learn if this requirement applies to you.



**CAMPAIGN FINANCE REGISTRATION STATEMENT —
LOCAL CANDIDATE COMMITTEE
STATE OF WISCONSIN**

***CAUTION:** A personal telephone number that is identified as a confidential telephone number on page 3 of this form should **not** be entered on page 1 of this form. Do **not** enter any personal telephone numbers of the candidate, the candidate committee treasurer, and any other custodian of books and accounts on page 1 of this form.

1. Is this an Amendment? No Yes

SECTION A: GENERAL INFORMATION

A1. Committee Name (Required for all Candidates - must be included in disclaimer on all communications)				
A2. Committee Email		A3. Committee Phone (Do not enter a confidential phone number)		
A4. Mailing Address		A5. City	A6. State	A7. Zip
Depository Institution Information				
A8. Institution Name	A9. Street Address	A10. City	A11. State	A12. Zip
Treasurer/Administrator Information				
A13. Name		A14. Treasurer Email	A15. Treasurer Phone (*See Caution)	
A16. Mailing Address		A17. City	A18. State	A19. Zip
Other Officers (Optional)				
A20. Name	A21. Title	A22. Email	A23. Phone (* See Caution above)	
A24. Name	A25. Title	A26. Email	A27. Phone (* See Caution above)	
Filing Exemption <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>			A28. Exemption Affirmation <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

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

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. Do not leave this section blank.

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.



CAMPAIGN FINANCE REGISTRATION STATEMENT —
LOCAL CANDIDATE COMMITTEE—CONFIDENTIAL PHONE CONTACTS
STATE OF WISCONSIN

All information on pages 1 and 2 of this form is available to the public. Pursuant to 2023 Wisconsin Act 120, candidates, treasurers, and any other custodian of books and accounts (such as an assistant treasurer) are required to provide a personal telephone number. This page provides you the space to provide those required telephone numbers. Personal telephone numbers are confidential and are not subject to the right of inspection and copying under Wis. STAT. § 19.35(1). *See* Wis. STAT. § 11.0203(bd). However, a personal email address provided is subject to the right of inspection and copying under Wis. STAT. § 19.35(1) and may be disclosed.

Failure to provide a valid email may result in failure to receive filing reminders and notifications from the filing officer. Failure to receive a form or notice from a filing officer does not exempt a committee from a reporting requirement under this chapter (Wis. STAT. §11.0103(b)). The candidate committee is required to report any change in information previously submitted in a registration statement within 10 days following the change. Wis. STAT. § 11.0203(3).

Candidate Information	
Name	Personal Phone Number

Treasurer Information	
Name	Personal Phone Number

Other Custodians' Information	
Name	Personal Phone Number
Name	Personal Phone Number
Name	Personal Phone Number

Declaration of Candidacy

(See instructions for preparation on back)

FOR OFFICE USE ONLY

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 _____
Official name of office - Include district, branch or seat number

representing _____
If partisan election, name of political party or statement of principle - five words or less (Candidates for nonpartisan office may leave blank.)

and I meet or will meet at the time I assume office 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.¹

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

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

}

ss.

County of _____
(County where oath administered)

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.

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

The information on this form is required by Wis. Stat. § 8.21, Art. XIII, Sec. 3, Wis. Const., and must be filed with the filing officer in order to have a candidate's name placed on the ballot. Wis. Stats. §§ 8.05 (1)(j), 8.10 (5), 8.15 (4)(b), 8.20 (6), 120.06 (6)(b), 887.01.

¹ 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. Page 10

Declaration of Candidacy

(See instructions for preparation on back)

FOR OFFICE USE ONLY

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 _____
Official name of office - Include district, branch or seat number

representing _____
If partisan election, name of political party or statement of principle - five words or less (Candidates for nonpartisan office may leave blank.)

and I meet or will meet at the time I assume office 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.¹

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 } _____ (Signature of candidate)
County of _____ } ss.
(County where oath administered)

Subscribed and sworn to before me this _____ day of _____, _____.

(Signature of person authorized to administer oaths)

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

Notary Public or other official _____
(Official title, if not a notary)

If Notary Public: My commission expires _____ or is permanent.

The information on this form is required by Wis. Stat. § 8.21, Art. XIII, Sec. 3, Wis. Const., and must be filed with the filing officer in order to have a candidate's name placed on the ballot. Wis. Stats. §§ 8.05 (1)(j), 8.10 (5), 8.15 (4)(b), 8.20 (6), 120.06 (6)(b), 887.01.

EL-162 | Rev. 2019-08 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984
608-266-8005 | web: elections.wi.gov | email: elections@wi.gov

¹ 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. Page 11

Instructions for Completing the Declaration of Candidacy

All candidates seeking ballot status for election to any office in the State of Wisconsin must properly complete and file a **Declaration of Candidacy**. This form must be **ON FILE** with the proper filing officer 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 filing officer no later than the filing deadline **and** the signed original declaration is received by the filing officer 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 district, branch, or seat number** for which you are seeking election must be inserted on the second line. *For legislative offices insert the title and district number, for district attorneys insert the title and the county, for circuit court offices insert the title, county and branch number, and for municipal and school board offices insert the title and any district or seat number.*
- Type or print the political party affiliation or principle supported by you in five words or less on the third line. *Nonpartisan candidates may leave this line blank.*
- **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 filing officer. Wis. Stat. § 8.21. *Federal candidates are not required to provide this information, however an address for contact purposes is helpful.*
- 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 legal 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. 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 or municipal clerk. Wis. Stat. §§ 8.21(2), 887.01(1).

Information to be provided by the person administering the oath:

- The county where the 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 notary seal is required and the date the notary's commission expires must be listed.

All candidates for offices using the nomination paper process must file this form (*and all school district candidates must file the EL-162sd*) with the appropriate filing officer 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). Candidates nominated for local office at a caucus must file this form with their municipal clerk within 5 days of receiving notice of nomination. Wis. Stat. § 8.05 (l)(j).

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required) ; no titles may be used.		Candidate's residential address (required) <i>No P.O. box addresses</i> Street, fire, or rural route number; box number (if rural route); and name of street or road		Candidate's municipality for <u>voting</u> purposes (required) <input type="checkbox"/> Town <input type="checkbox"/> Village _____ <input type="checkbox"/> City _____ (name of municipality)	
Candidate's mailing address, including municipality for mailing purposes (required) if different than residential address or voting municipality)		State (required) WI	Zip code	Type of election (required) <input type="checkbox"/> spring <input type="checkbox"/> special	
Election date (required) <i>Do not use primary date.</i> Mo/Day/Year		Title of office (required)		Branch, district or seat number (required) if applicable <input type="checkbox"/> Branch <input type="checkbox"/> District <input type="checkbox"/> Seat	
				Name of jurisdiction or district in which candidate seeks office (required)	

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for him or her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.

Signatures of Electors	Printed Name of Electors	Residential Address <i>(No P.O. Box Addresses)</i> Street and Number or Rural Route <i>(Rural address must also include box or fire no.)</i>	Municipality of Residence Check the type and write the name of your municipality for voting purposes. <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	Date of Signing Mo/Day/Year
1.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
2.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
3.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
4.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
5.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
6.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
7.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
8.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
9.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
10.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	

CERTIFICATION OF CIRCULATOR

I, _____, certify: I reside at _____.

(Name of circulator) (Circulator's residential address - **Include number, street, and municipality.**)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

(Date)

(Signature of circulator)

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required) ; no titles may be used.		Candidate's residential address (required) <i>No P.O. box addresses</i> Street, fire, or rural route number; box number (if rural route); and name of street or road		Candidate's municipality for <u>voting</u> purposes (required) <input type="checkbox"/> Town <input type="checkbox"/> Village _____ <input type="checkbox"/> City _____ (name of municipality)	
Candidate's mailing address, including municipality for mailing purposes (required) if different than residential address or voting municipality)		State (required) WI	Zip code	Type of election (required) <input type="checkbox"/> spring <input type="checkbox"/> special	
Election date (required) <i>Do not use primary date.</i> <u>Mo/Day/Year</u>		Title of office (required)		Branch, district or seat number (required) if applicable <input type="checkbox"/> Branch <input type="checkbox"/> District <input type="checkbox"/> Seat	
				Name of jurisdiction or district in which candidate seeks office (required)	

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for him or her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.

Signatures of Electors	Printed Name of Electors	Residential Address <i>(No P.O. Box Addresses)</i> Street and Number or Rural Route <i>(Rural address must also include box or fire no.)</i>	Municipality of Residence Check the type and write the name of your municipality for voting purposes. <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	Date of Signing Mo/Day/Year
1.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
2.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
3.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
4.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
5.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
6.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
7.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
8.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
9.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
10.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	

CERTIFICATION OF CIRCULATOR

I, _____ certify: I reside at _____.

(Name of circulator) (Circulator's residential address - Include number, street, and municipality.)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

(Date) (Signature of circulator)

INSTRUCTIONS FOR PREPARING NOMINATION PAPERS FOR NONPARTISAN OFFICE

This is a sample nomination paper form. It conforms to the statutory requirements for nomination papers for nonpartisan office. **All information concerning the candidate must be completed in full before circulating this form to obtain signatures of electors. All information concerning the signing electors and the circulator must be completed in full before filing with the appropriate filing officer.** This form may be reproduced in any way. A candidate's picture and biographical data may also be added to this form. The Wisconsin Elections Commission has determined that no disclaimer or other attribution statement is required on nomination papers. Candidates are advised to send a sample of their completed form the filing officer for review before circulation.

Page Numbers – Number each page consecutively, beginning with “1”, before submitting to the filing officer. A space for page numbers has been provided in the lower right-hand corner of the form.

Candidate's Name - Insert the candidate's name. A candidate may use his or her full legal name, or any combination of first name, middle name, and initials or nickname with last name. 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.

Candidate's Address – Insert the candidate's residential address (*no P.O. Box addresses*) and the municipality for voting purposes. Indicate if the municipality of residence is a town, village, or city. If a candidate's mailing address is different from the residential address or voting municipality, a complete mailing address must also be given.

Date of Election - Insert the date of the election. If the nomination paper is being circulated for a spring election, the date is the first Tuesday in April. If the election is a special nonpartisan election, the date of the special election must be listed.

Title of Office - The name of the office must be listed **along with any branch, district, or seat number** (if applicable) that clearly identifies the office the candidate is seeking. If necessary, the name of the jurisdiction that identifies the office, such as Dane County Circuit Court Judge, Branch 3, must also be listed.

Name of Jurisdiction - The nomination papers must also indicate the municipality or jurisdiction in which the signing electors are qualified to vote, as it relates to the office sought by the candidate named on the nomination paper. For example, for a statewide office the jurisdiction is the State of Wisconsin. Others may be the county, town, village, city, aldermanic district, school district, or town sanitary district, as required.

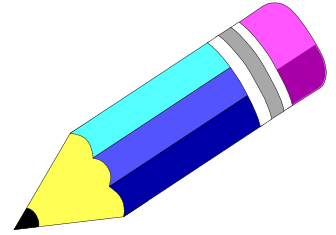
Signatures and Printed Name of Electors - Only qualified electors of the jurisdiction or the district the candidate seeks to represent may sign the nomination papers. Each signer must also legibly print their name. Each elector must provide their **residential address (no P.O. Box addresses)**, including any street, fire or rural route number, box number (if rural route) and street or road name, and municipality of residence. A post office box number alone does not show where the elector actually resides. The name of the Municipality of Residence must be listed for each signing elector and must clearly identify the town, village or city where the elector's voting residence is located. The date the elector signed the nomination paper, including month, day and year, must be indicated. Ditto marks that follow correct and complete address or date information are acceptable. The circulator may add any missing or illegible address or date information before the papers are filed with the filing officer.

Signature of Circulator - The circulator should carefully read the language of the *Certification of Circulator*. **THE CIRCULATOR MUST PERSONALLY PRESENT THE NOMINATION PAPER TO EACH SIGNER. THE NOMINATION PAPER MAY NOT BE LEFT UNATTENDED ON COUNTERS OR POSTED ON BULLETIN BOARDS.** The circulator's complete residential address including municipality of residence must be listed in the certification. **After obtaining signatures of electors, the circulator must sign and date the certification.**

Other Instructions - Candidates and circulators should review Ch. Wisconsin Elections Commission §§ 2.05, 2.07, Wis. Adm. Code.

- **Original nomination papers must be in the physical custody of the appropriate filing officer by the filing deadline.** A postmark on the filing deadline is not sufficient. Nomination papers CANNOT be faxed to the filing officer. Ch. Wisconsin Elections Commission § 6.04(2), Wis. Adm. Code.
- Nomination papers with the required number of signatures must be filed with the appropriate filing officer **no later than 5:00 p.m.** on the first Tuesday in January (or the next day if the first Tuesday is a holiday) before the spring election. Special elections may have different filing deadlines. Check with the filing officer.
- **In order for a candidate's name to be placed on the ballot, a candidate must file a Campaign Registration Statement (ETHCF-1), a Declaration of Candidacy (EL-162), and Nomination Papers (EL-169) containing the appropriate number of signatures for the office sought no later than the filing deadline.** Wis. Stat. § 8.10(3). Candidates for state office and municipal judge must also file a statement of economic interests with the Wisconsin Ethics Commission by the third business day after the nomination paper filing deadline. Wis. Stat. § 19.43. If any one of these required forms is not filed by the deadline, the candidate's name will not be placed on the ballot. Wis. Stat. § 8.30.
- If a candidate or circulator has any questions, he or she should contact the filing officer.

CAMPAIGN FINANCE CHECKLIST FOR 2026 MUNICIPAL AND SCHOOL DISTRICT CANDIDATES



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

Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

For municipal offices, the filing officer is the municipal clerk. For school district offices, the filing officer is the school district clerk. For City of Milwaukee offices, the filing officer is the City of Milwaukee Election Commission.

If NOT claiming the exemption from reporting requirements:

- Obtain a copy of the ***Campaign Finance Overview – Local Candidates Manual*** (Revised 2023) 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 15, 2026**, if registered before January 1, 2026. This report covers activity from July 1, 2025, or the date of registration (whichever is later), through December 31, 2025.
- Complete and submit a ***Pre-Primary Campaign Finance Report (Form CF-2L)*** to the filing officer no later than **February 9, 2026**, if a primary is held. This report covers activity from January 1, 2026, through February 2, 2026.
- Complete and submit a ***Pre-Election Campaign Finance Report (Form CF-2L)*** to the filing officer, no later than **March 30, 2026**. This report covers activity from February 3, 2026, through March 23, 2026, if a primary is held, **or** January 1, 2026, through March 23, 2026, 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, 2026**. This report covers activity from March 24, 2026, through June 30, 2026.

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