

**BALLOT ACCESS CHECKLIST  
FOR 2016 MUNICIPAL CANDIDATES  
WHERE NOMINATION PAPERS ARE USED**



Each of the following forms must be completed and filed on time by candidates for municipal office in order for the candidate's name to be placed on the ballot at the February 16, 2016 Spring Primary and the April 5, 2016 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.** Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

**Complete and submit a Campaign Registration Statement (GAB-1)** to the filing officer no later than **5 p.m. on Tuesday, January 5, 2016.**

- New candidates should file a campaign registration statement as soon as intent to seek elective office is known and before funds are collected or spent. Wis. Stat. §§ 11.05(2g), 11.10(1).
- Continuing candidates should file an amended campaign registration statement indicating the office sought and the new primary and election dates.
- All candidates should file a campaign registration statement or amended statement **before** circulating nomination papers. A current form must be filed with the filing officer no later than **January 5, 2016**, or the candidate's name will not be placed on the ballot. Wis. Stat. §§ 8.10(5), 8.30(2).

**Circulate and submit Nomination Paper for Nonpartisan Office (GAB-169)** to the filing officer. Original nomination papers (no photocopies, faxes, or emailed documents) must be received by the filing officer no later than **5 p.m. on Tuesday, January 5, 2016**, or the candidate's name will not be placed on the ballot. Nomination papers may not be circulated before December 1, 2015. Wis. Stat. § 8.10(2),(3), Wis. Admin. Code GAB § 6.04(2).

The number of signatures required is as follows:

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

**Complete and submit a Declaration of Candidacy (GAB-162)** to the filing officer no later than **5 p.m. on Tuesday, January 5, 2016.** This form must be filed no later than January 5, 2016, 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 5, 2016. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code GAB § 6.04.

**Municipal judge candidates:**

**Complete and submit a Statement of Economic Interests (GAB-904)** to the Government Accountability Board (G.A.B.), 212 East Washington Avenue, 3<sup>rd</sup> Floor, P.O. Box 7984, Madison, WI, 53707-7984, no later than **4:30 p.m. on Friday, January 8, 2016.** If this statement is not filed with the G.A.B. by January 8, 2016, the candidate's name will not appear on the ballot. Faxed forms are acceptable. Wis. Stat. §§ 8.10(5), 8.30(3), 19.43(4). Before December 1, 2015, the G.A.B. will mail *Statement of Economic Interests* forms to each incumbent whose office is up for election. Any time after December 1, 2015, a candidate may print the *Statement of Economic Interests* form and instructions from the G.A.B. website (<http://gab.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 (GAB-904)**. The ordinance may also provide that failure to timely file a Statement of Economic Interests 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.