

# REGISTERING AS A CANDIDATE

## DECLARATION OF CANDIDACY

Complete and submit a **DECLARATION OF CANDIDACY (EL-162)** to the filing officer by **5:00 pm on Tuesday, January 7, 2020**. This form **must** be filed by January 7, 2020, or the candidate's name will not be placed on the ballot. An amended Declaration of Candidacy form must be filed if any information changes after the original is signed and before the candidate assumes office or is defeated.

## NOMINATION PAPERS

Circulate and submit **Nomination Papers for Nonpartisan Office (EL-169)** to the filing officer by 5:00 p.m. on Tuesday, January 7, 2020. Nomination papers may not be circulated before December 1, 2019.

First day to Circulate Nomination Papers                      December 1, 2019

Deadline for Filing Nomination Papers                      January 7, 2020

## THE RANGE OF REQUIRED SIGNATURES ARE AS FOLLOWS:

**Citywide offices = 200 minimum - 400 maximum**

**Aldermanic offices = 20 minimum - 40 maximum**

- **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. No abbreviations or titles are permitted. A nickname is defined as a familiar or shortened forms of proper names, such as "Red", "Skip", or "Lower Taxes", are not permitted. A nickname is a substitute for the candidate's legal name. It is not permissible to add the nickname in quotes between the first and last name. For example, John "Jack" Jones is not acceptable, but Jack Jones is.
- **CANDIDATE'S RESIDENCE** – If a candidate's municipality of residence is different from the candidate's mailing address, both must be given. A P.O. address alone is not sufficient. Indicate if the municipality of residence is a town, village or city.
- **DATE OF ELECTION** – insert the date of the election. If the nomination paper is being circulated for a special nonpartisan election, the date of the special election must be listed.
- **TITLE OF THE OFFICE** – The name of the office must be listed along with any **branch, district or seat number** that clearly identifies the office the candidate is seeking. If necessary, the name of the jurisdiction that identifies the office must also be listed, such as City of Muskego, Alderperson, District 1.
- **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 citywide office the jurisdiction is the City of Muskego. Others may be the county, town, village, aldermanic districts, school district or town sanitary districts as required.

- **SIGNATURES 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's municipality of residence must be listed on the nomination paper along with the mailing address, including any street, fire or rural route number, box number (if rural route) and street or road name. The Street & Number or Rural Route section for each elector's address is split into two lines. The first line is for the street address. The second line is for the municipality for mailing purposes. The Municipality of Residence listed for each signing elector must clearly identify the town, village or city where the elector's voting residence is located. A post office box number alone does not show where the elector actually resides. 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.
- **SIGNATURES 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 address (**including municipality of residence**) must be listed in the certification. After obtaining signatures of electors, the circulator must sign and date the certification.

**The Clerk CANNOT put a candidate's name on the ballot if the candidate's Campaign Finance Registration Statement and Declaration of Candidacy have not been filed by 5:00 p.m. on the last day for circulating nomination papers.**

IF a candidate or circulator has any questions, he or she should contact the filing officer.