



COUNTY OF MANITOWOC

COUNTY CLERK

1010 South 8th St., Ste. 115
Manitowoc, WI 54220

Jessica Backus
Manitowoc County Clerk

Telephone: (920) 683-4004
Email: jessicabackus@co.manitowoc.wi.us

Dear Candidate:

Thank you for your interest in serving your county government by running for elected office.

Attached is an elections packet, which we hope will prove to be a useful resource over the course of the coming months. Included in the packet is information to help guide you through the election process, and forms that will need to be completed and filed with our office.

As a candidate for public office, it is **your** responsibility to correctly fill out the appropriate forms and turn them in on time. All election forms have instruction sheets. We will be flexible when it comes time to turning them in if you tried to fill them out as best as possible. However, missing deadlines will not be tolerated, and may result in disqualification from having your name on the ballot. No extensions are granted because in Wisconsin, election law is a serious matter. Furthermore, on many of the deadline dates, members of the public and local media inquire about who has filed, and potentially review campaign finance reports.

Public service is an honorable pursuit and we are appreciative of your willingness to serve the people of Manitowoc County. If you have any questions regarding the elections process, forms, campaign finance law, sign laws, deadlines, or anything else, do not hesitate to contact our office. If we don't know the answer, we will find it.

Good luck in the coming months.

Respectfully,

Jessica Backus
Manitowoc County Clerk

BALLOT ACCESS CHECKLIST

FOR 2020 PARTISAN COUNTY CANDIDATES



Each of the following forms must be completed and filed on time by a candidate for county office in order for the candidate's name to be placed on the ballot for the **August 11, 2020 Partisan Primary** and **November 3, 2020 General Election** in Wisconsin.

The filing officer for partisan county candidates is the county clerk, except in Milwaukee County where the filing officer is the Milwaukee County Board of Election Commissioners. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

- Complete and submit a Registration Statement** (Form [CF-1](#)) to the filing officer no later than **5:00 p.m., on Monday, June 1, 2020**. A Registration Statement should be filed or amended before campaign funds are collected or spent and prior to submitting nomination papers.
 - New candidates
File a **Registration Statement** (Form [CF-1](#)) before campaign funds are collected or spent or before submitting nomination papers. Wis. Stat. §§ 11.0202(1)(a), 11.0101(1).
 - Continuing candidates
Amend your current registration, indicating the office sought and the new primary and election dates before funds are collected or spent or before submitting nomination papers. Wis. Stat. §§ 11.0202(1)(a), 11.0101(1).

- Complete and Submit a Declaration of Candidacy** (Form [EL-162](#)) to the filing officer. The Declaration of Candidacy must be received by the filing officer no later than **5 p.m., on Monday, June 1, 2020**, 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 June 1, 2020. Wis. Stat. §§ 8.15(4)(b), 8.21, 8.30(4), ch. EL § 6.04, Wis. Adm. Code.

- Circulate and Submit Nomination Paper Signatures** on form [EL-168](#), and submit them to the filing officer no later than **5:00 p.m., on Monday, June 1, 2020**. Nomination papers may not be circulated before April 15, 2020. Original nomination papers (no photocopies, faxes or emailed documents) must be received by the filing officer no later than 5 p.m. on Monday, June 1, 2020 or the candidate's name will not be placed on the ballot. Wis. Stat. § 8.15(1), Wis. Admin. Code EL 6.04(2).

The number of signatures required are as follows:

In counties with population over 100,000	500 - 1,000
In counties with population 100,000 or less	200 - 400

Important Note Regarding Statements of Economic Interests:

A county may enact an ordinance establishing a code of ethics for public officials that may require a candidate for county office 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

STATE OF WISCONSIN

Note: An amended registration statement must be filed within 10 days of any changes in information.

1. Is this an Amendment? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please enter your committee number:	Committee Number
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SECTION A: GENERAL INFORMATION

A1. Candidate Committee/Committee/Conduit Name		A2. Registrant Type (Choose One)			
A3. Email		A4. Phone		<input type="checkbox"/> Candidate <input type="checkbox"/> Referendum <input type="checkbox"/> Recall <input type="checkbox"/> Conduit <input type="checkbox"/> Political Action (PAC) <input type="checkbox"/> Independent Expenditure (IEC) <input type="checkbox"/> Political Party <input type="checkbox"/> Legislative Campaign Committee	
A5. Mailing Address			A6. City		A7. State
Depository Institution Information					
A9. Institution Name		A10. Street Address		A11. City	
A12. State		A13. Zip			
Treasurer/Administrator Information					
A14. Name			A15. Email		A16. Phone
A17. Mailing Address			A18. City		A19. State
A20. Zip					
Other Officers (Optional)					
<i>Independent and local non-partisan candidates: Indicate by an asterisk (*) which officers are authorized to fill a vacancy in nomination due to death of candidate.</i>					
A21. Name		A22. Title		A23. Email	
A24. Phone		A25. Name		A26. Title	
A27. Email		A28. Phone			
Filing Exemption				A29. Exemption Affirmation	
<i>Registrants that will not accept contributions, make disbursements, or incur obligations in an aggregate amount of more than \$2,000 in a calendar year are eligible for exemption from filing campaign finance reports. Exempt status is effective only for the calendar year in which it is granted. Registrants wishing to remain on exempt status must renew each year. Candidates may not claim exemption in the year of their election before the day they appear on the ballot.</i>				<input type="checkbox"/> Yes, this registrant is eligible for exemption <input type="checkbox"/> No, this registrant is not eligible for exemption	

SECTION B: CANDIDATE COMMITTEES

B1. Office Sought (include District/Branch)		B2. Political Party		B3. Election Date	
Candidate Information					
B4. Name			B5. Email		B6. Phone
B7. Mailing Address			B8. City		B9. State
B10. Zip			B11. Is this your only registered candidate committee in Wisconsin?		
<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>			<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) Only complete B12 if you responded "No" to B11.					

SECTION C: RECALL COMMITTEES

C1. Name of Official Subject to Recall		C2. Office of Official Subject to Recall		C3. <input type="checkbox"/> Support <input type="checkbox"/> Oppose	
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CAMPAIGN FINANCE REGISTRATION STATEMENT

STATE OF WISCONSIN

Note: An amended registration statement must be filed within 10 days of any changes in information.

SECTION D: PAC, IEC, AND CONDUITS

D1. Sponsoring Organization	D2. Email	D3. Phone		
D4. Mailing Address	D5. City	D6. State	D7. Zip	

SECTION E: POLITICAL PARTY & LEGISLATIVE CAMPAIGN COMMITTEES

E1. Political Party (Name candidates appear under on a ballot)		E2. Does the Committee have a Segregated Fund? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Segregated Fund Depository Institution Information (if applicable)				
E3. Institution Name	E4. Street Address	E5. City	E6. State	E7. Zip

SECTION F: REFERENDA COMMITTEES

F1. Nature of Referendum (if applicable)	F2. <input type="checkbox"/> Support <input type="checkbox"/> Oppose
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SECTION G: CERTIFICATION

Accurate Information

I certify that I am an authorized representative of the registrant 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, as well as the requirement to register within 10 days of meeting the requirements to register under Chapter 11 of Wisconsin Statutes.

Records Retention

I further acknowledge the requirement to maintain the records of the registrant in an organized and legible manner for three years from the date of the most recent election in which this registrant participated.

Ongoing Compliance

This registrant shall continue to maintain its registration and comply with all applicable reporting requirements under Chapter 11 of Wisconsin Statutes.

Treasurer/Administrator

G1. Printed Name	G2. Signature	G3. Date
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Candidate (if applicable)

G4. Printed Name	G5. Signature	G6. Date
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FORM INSTRUCTIONS

CAMPAIGN FINANCE REGISTRATION STATEMENT (CF-1)

Note: Use of this form is required by the Ethics Commission for registration of a political committee or conduit under Chapter 11 of Wisconsin Statute. Completion of this form is mandatory for committees that file on paper. It is not the Commission's intention to use any personally identifiable information from this form for any other purpose.

Item 1. Is this an amendment? Check the appropriate box. If "Yes" is checked, enter the committee ID number if you have one. If "No" is checked, proceed directly to Section A.

Section A: General Information. All candidates, committees, and conduits must complete section A.

Item A1: Committee/Conduit Name. All committees and conduits must have a name. It is not required that the name include the candidate or organization's name, but it is recommended, e.g., Friends of John Smith. A political party committee wishing to operate under the same name as a state political party committee must receive authorization from that state party (WIS. STAT. § 11.0101(26)(a)1).

Depository Institution Information. All committees and conduits must designate a depository institution. While it is recommended that all committees 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 and may intermingle personal and campaign funds (WIS. STAT. § 11.0201(2)(b)).

Treasurer/Administrator Information. Each committee must appoint a treasurer and each conduit must appoint an administrator. Any adult may serve as a treasurer or administrator. A candidate may serve as his or her own treasurer. If a candidate is serving as their own treasurer, this section may be left blank.

Section B: Candidate Committees. Candidate committees must complete section B. No other committee type should complete section B.

Section C: Recall Committees. Recall committees must complete section C. No other committee type should complete section C.

Section D: PAC, IEC, and Conduits. Political action committees, independent expenditure committees, and conduits must complete section D. No other committee type should complete section B. All fields in section D refer to the sponsoring organization's contact information.

Section E: Political Party and Legislative Campaign Committees. Only political party committees and legislative campaign committees should complete section E.

Item E2. A political party or a legislative campaign committee may establish a segregated fund for purposes other than making contributions to a candidate committee or making disbursements for express advocacy (WIS. STAT. § 11.1104(6)). It is recommended that the committee maintain the segregated fund in a depository account separate from the primary account, but it is not required.

Items E3 - E7. If the segregated fund is maintained with the same depository institution as the primary account, write "Same as primary account." in E3.

Section F: Referendum Committees. Only referenda committees should complete section F.

Section G: Certification. All committees and conduits must complete section G.

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 } _____ (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.

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.

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).

INSTRUCTIONS FOR PREPARING NOMINATION PAPERS FOR PARTISAN OFFICE

This is a sample nomination paper form. It conforms to the statutory requirements for nomination papers for partisan 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 campaign information 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 to the filing officer for review before circulation. Federal and state candidates file with the Wisconsin Elections Commission. County candidates file with the County Clerk.

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 that 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 Residence – 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 general election, the date is the Tuesday after the first Monday in November of an even-numbered year. If the election is a special partisan election, the date of the special election must be listed.

Party or Statement of Principle – Insert the name of the party the candidate represents. Independent candidates may provide a Statement of Principle, not to exceed 5 words.

Title of Office - The name of the office must be listed **along with the jurisdiction or district number** that clearly identifies the office the candidate is seeking, for example, Representative to the Assembly – 1st district or Dane County District Attorney.

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. Other examples are 1st Congressional District, 24th Assembly District or Brown County.

Signatures and Printed Names 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/emailed 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 June 1st (or the next day if June 1st is a holiday or weekend) before the general election. Nomination papers may not be circulated before April 15. Special elections may have different circulation time frames and 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-168) containing the appropriate number of signatures for the office sought no later than the filing deadline. Wis. Stat. § 8.15(6). 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.



COUNTY OF MANITOWOC

COUNTY CLERK

1010 South 8th St., Ste. 115
Manitowoc, WI 54220

Jessica Backus
Manitowoc County Clerk

Telephone: (920) 683-4004
Email: jessicabackus@co.manitowoc.wi.us

To: Candidates for County Office
From: Jessica Backus, County Clerk
Re: Guidelines for complying with campaign finance law

The following information is provided as a guide for complying with campaign finance laws. A candidate should file a CF-1 with the County Clerk's office, "as soon as the candidate forms the intent to run for office"; certainly before spending any money and before circulating nomination papers.

1) Campaign Finance Forms

a) Campaign Finance Overview – Local Candidates Manual:

Review and follow the guidance of the manual to complete the following forms.

b) CF-1 Campaign Finance Committee/Conduit Registration Statement:

At minimum, every candidate running for county office must fill out and file a CF-1 Campaign Finance Committee/Conduit Registration Statement with the County Clerk's office, even if no expenditures are made or expected to be made. If the CF-1 is not filed on or before the filing deadline, ballot access will be denied.

i. Required Sections: A, B, G

i) Section A: General Information

- (a) A1-A8 Fill out all committee/conduit information. If the candidate does not have a committee/conduit then this information will be the candidate's information.
- (b) A9-A13 Depository (Bank) Information is **REQUIRED FOR ALL CANDIDATES.**
- (c) A14-A20 Treasurer/Administrator Information: If the candidate is his or her own treasurer, write "Self" for the Treasurer's Name – no further information is required. If someone other than the candidate is the treasurer, fill in all information.
- (d) A21-A28 If there are no other officers, no further information is required.
- (e) A29 Read filing exemption information, then check appropriate Exemption Affirmation box.

ii) Section B: Candidate Committees

- (a) B1 & B3 Fill in Office Sought and correct Election Date.
- (b) B2 Political Party: If running for County Executive or County Board, write, "Nonpartisan". If running for a County Constitutional office (Clerk, Circuit Court, Coroner, Register of Deeds, Sheriff, Treasurer), indicate political party.
- (c) B4-B10 Candidate's information.
- (d) B11 Read Second Candidate Committee information, then check appropriate box.

iii) Section G: Certification

- (a) If someone other than the candidate is treasurer, both will sign and date the form: G1-G3 by the treasurer and G4-G6 by the candidate.
- (b) If the candidate is his or her own treasurer, sign and date the candidate block G4-G6.

If you are not EXEMPT, print off the Campaign Finance Checklist and all the required documents.

c) **ETHCF-2L Campaign Finance Report for Local Committees:**

- i. A candidate is not subject to this requirement if they are eligible for exemption from filing campaign finance reports as defined above.
- ii. This report is filed if a candidate or committee has not claimed exemption for filing campaign finance reports.
 - i) **Disqualification from exemption:** If and when a candidate has claimed exemption, but then exceed the limits for exemption, they must:
 - (a) Resubmit their CF-1 as an amended form with the County Clerk as soon as practical.
 - (b) Reconstruct their next campaign finance report so that it includes contributions and expenditures for the entire calendar year.
 - ii) **Filling out the ETHCF-2L:**
 - (a) Form must be filled out completely. If a blank or sheet doesn't apply, still fill in '0', print, and submit the sheet (except for Termination Page).
 - (b) **Cover Page:** summarizes activity on subsequent pages and provides year-to-date totals (YTD). **Numbers must add up.** Original signature must be on file in the County Clerk's office.
 - (c) **Schedules 1a, 1b, and 1c:** These are contributions from individuals (including self), other committees, and other income and commercial loans, respectively.
 - (d) **Schedules 2a and 2b:** These are expenditures. 2b will usually not be used because county candidate committees usually will not make disbursements to other committees.
 - (e) **Schedule 3a and 3b:** Incurred Obligations and Loans. It is highly encouraged that if a candidate spends their own money on their campaign, they count their contributions as a loan in Schedule 3b. Items that are listed in Schedule 3b are recoverable at the end of the campaign, items listed solely in Schedule 1a are not, and any residual funds at the end of the campaign must be disposed of according to WI campaign finance law (e.g. charity or common school fund).
 - (f) **Notes on the ETHCF-2L:**
 - (i) **In-Kind Contributions/Expenditures:** These are items that are donated to the campaign. They can be buttons, food for a fundraiser, loaned office equipment, etc. They must be counted both in Schedules 1a and 2a and noted as being in-kind.
 - (ii) **Conduit:** you will know if you receive a conduit contribution because a conduit notification will accompany the contribution.

d) **CF-2NA Campaign Finance Report-Statement of No Activity:**

This is filed with the County Clerk only if the candidate or committee is required to file campaign finance reports and the committee or candidate did NOT receive contributions or other income, make disbursements, or incur obligations during the campaign finance reporting period, and the cash balance remains the same as previously reported.

e) **Campaign Finance Checklist:**

All reports must be filed according to the reporting periods and deadlines listed on the Campaign Finance Report schedule.

- i. ETIS-4 Checklist for 2020 County Supervisor Candidates (Spring Election)
- ii. ETIS-19 Checklist for 2020 Multi-Jurisdictional Municipal Judge Candidates (Spring Election)
- iii. ETIS-17 Checklist for 2020 Partisan County Candidates (Fall Election)

2) **Campaign Contribution Limits:**

Reference page 7 and 8 of the Campaign Finance Overview-Local Candidate Committee Manual.

a) Candidate contributions to own campaign

i. Unlimited.

b) County Offices/Local Candidates – Limits listed below.

i. Individual Limits: Greater of \$500 or \$0.02 times the district population of Manitowoc County, not to exceed \$6,000.

ii. Candidate Committee Limits: Greater of \$500 or \$0.02 times the district population of Manitowoc County, not to exceed \$6,000.

iii. Political Action Committees (PACs) or Other Persons Limits: Greater of \$500 or \$0.02 times the district population of Manitowoc County, not to exceed \$5,000.

iv. Corporation/Union: \$0; Illegal

c) Anonymous Contributions

i. May not exceed \$10 and must appear on campaign finance report (if applicable).

Contribution Limits for County Offices/Local Candidates

Manitowoc County Census 2010 = **81,442**

Maximum Contribution from an Individual (§11.1101):

Countywide District formula = .02 times the district population

Countywide Office = **\$1,628.84**

Maximum Contribution from a Candidate Committee (§11.1101):

Countywide District formula = .02 times the district population

Countywide Office = **\$1,628.84**

Maximum Contributions from a PAC or Other Persons (§11.1101):

Countywide District formula = .02 times the district population

Countywide Office = **\$1,628.84**

If you have any questions, do not hesitate to contact the Office of the County Clerk – (920) 683-4003.



COUNTY OF MANITOWOC

COUNTY CLERK

1010 South 8th St., Ste. 115
Manitowoc, WI 54220

Jessica Backus
Manitowoc County Clerk

Telephone: (920) 683-4004
Email: jessicabackus@co.manitowoc.wi.us

To: Candidates for Elected Office
From: Jessica Backus, County Clerk
Re: Guidelines for disclaimers/attributes and political signage

The following information is provided as a guide for complying with election laws regarding disclaimers/attributes and political signage.

Disclaimers/Attributes: Everything communicated on behalf of a campaign must have a disclaimer.

Wis. Stat. 11.1303 states that, "Every printed advertisement, billboard, handbill, sample ballot, television or radio advertisement or other communication containing express advocacy which is paid for by any contribution or disbursement shall clearly identify its source." Disclaimers must be on the communications before they are displayed or given out. This also includes t-shirts, bumper stickers, and yard signs.

Format and Examples:

Registered Committees:

- a. A committee should identify itself as the source of a communication by the words "Paid for by" followed by the name of the committee. The attribution may also include the name of the committee's treasurer or other authorized agent of the committee. Whether a committee directly pays for a communication or accepts a communication as an in-kind contribution, the committee is responsible for the communication and should be listed in the attribution (§ 11.1303(2)(b)).
- b. The attribution must be readable, legible, and readily accessible (§ 11.1303(2)(g)).
- c. A candidate committee may not use an abbreviation to identify the committee (§11.1303(2)(e)).

EXAMPLE: Paid for by Mary Smith for County Supervisor

- d. When a committee places a communication for express advocacy in coordination with a candidate committee, both the committee making the payment and the committee accepting the communication as an in-kind contribution should be listed in the attribution (§ 11.1303(2)(b)).

EXAMPLE: Paid for by Citizens for Government, Authorized by Mary Smith for County Supervisor

- e. When a committee places a communication for express advocacy that is not in coordination with a candidate, that committee should include the words "Not authorized by any candidate or candidate's agent or committee" in the attribution (§ 11.1303(2)(d)).

EXAMPLE: Paid for by Citizens for Government, Not Authorized by Any Candidate or Candidate's Agent or Committee

Other Persons:

- a. Communications for express advocacy costing more than \$2,500 and paid for by any person other than a committee shall identify its source by the words "Paid for by" followed by the name of the person (§ 11.1303(2)(c)).
- b. The communication should also include the words "Not authorized by any candidate or candidate's agent or committee" in the attribution (§ 11.1303(2)(d)).
- c. The attribution must be readable, legible, and readily accessible (§ 11.1303(2)(g)).

EXAMPLE: Paid for by John Smith, Not Authorized by Any Candidate or Candidate's Agent or Committee

EXCEPTIONS: Disclaimers are not required on small items where it cannot be conveniently printed, such as pins, buttons, pens, balloons, nail files, and similar small items. This also includes text messages, social media communications, and certain small advertisements on mobile phones.

Political Signs: Signs must have a disclaimer before being displayed.

- a. Signs are prohibited from being located in the transportation right-of-way. A right-of-way consists, but is not entirely inclusive of the following areas: The area between the sidewalk and a street, certain distances off of roads, certain distances off of county/state/federal highways, and bridges.
- b. No signs may be placed on government-owned buildings, grounds, or structures.
- c. Signs must be removed within 15 days following the applicable election.
- d. Size Limitations:
 1. Manitowoc County, excluding the City of Manitowoc and the City of Two Rivers:
 - i. No size regulations.
 2. City of Manitowoc and City of Two Rivers:
 - i. Signs shall not exceed 11 square feet unless affixed to a permanent structure (e.g. a house, garage, billboard – NOT a fence). It shall not extend beyond the perimeter of the structure, nor obstruct a window, door, fire escape, ventilation shaft, or other area which is required by building codes to remain unobstructed.
 - ii. No sign shall obstruct, impede, or in any other form interfere with traffic or pedestrian safety.
 - iii. Any sign with electrical, mechanical, or audio auxiliary must comply with the provisions located in applicable city ordinances.
 - iv. City of Manitowoc only – a sign cannot exceed 16 square feet in a non-residential zoning district, but the 11 square-foot rule applies in a residential zoning district.



Wisconsin Elections Commission

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MEMORANDUM

TO: Wisconsin County Clerks and the Milwaukee County Elections Commission
Wisconsin Municipal Clerks and the Milwaukee City Election Commission

FROM: Elections Commission Staff

DATE: September 13, 2019

SUBJECT: Effect of Constitutional Amendment Barring Convicted Felons from Running for or Holding Elective Office in Wisconsin

In November 1996, the electors of the State of Wisconsin ratified a constitutional amendment which bars any person, who has been convicted of a felony for which they have not been pardoned, or who has been convicted of a misdemeanor involving a violation of public trust for which they have not been pardoned, from holding a state or local office. As a result of the adoption of this constitutional amendment, which took effect on November 5, 1996, local election officials may need to address a number of questions relating to convicted felons who seek to run for office or who are elected to office.

The constitutional amendment deals with two different types of crimes. The first involves felony convictions. Any person convicted of a felony in any federal or state court in the United States is barred from running for state or local office in Wisconsin, unless that person has been pardoned.

The second involves misdemeanor convictions involving a violation of public trust. The term, “misdemeanor involving a violation of public trust,” has not been defined by state law. Filing officers do not have to worry about individuals convicted of that category of crime until the term has been defined. At the present time, there is no such thing as a misdemeanor involving a violation of public trust.

The Declaration of Candidacy form (EL-162) reflects this constitutional change. Any person seeking to be a candidate for state or local office must file a Declaration of Candidacy. That declaration contains a sworn statement that the person has not been convicted of any felony for which they have not been pardoned, or any misdemeanor involving a violation of public trust for which they have not been pardoned. Any person who falsely signs this statement could be convicted of a violation of Wis. Stat. § 12.13(3)(a), (am). If a person seeking to become a candidate advises you that they have been convicted of a felony, your best approach is to advise

Wisconsin Elections Commissioners

Dean Knudson, chair | Marge Bostelmann | Julie M. Glancey | Ann S. Jacobs | Jodi Jensen | Mark L. Thomsen

Administrator
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them that they cannot be a candidate and discourage them from filing ballot access documents, including nomination papers, a Declaration of Candidacy and Campaign Registration Statement.

If it is brought to your attention that a person who is a convicted felon has filed ballot access documents, the matter needs to be resolved in consultation with your municipal or county attorney. It is the position of the Wisconsin Elections Commission that you should only act on information that has been presented to you, in the form of a sworn complaint, alleging that a person has been convicted of a felony and evidence is provided in support of that allegation. Your municipal attorney can assist you in verifying the basis of the complaint.

Once it has been determined that a candidate or an elected official has been convicted of a felony, your municipal attorney can assist you in removing the person's name from the ballot or take appropriate steps to have the person removed from office. A formal notice should be sent to the candidate or elected official informing that person of the filing officer's decision to remove his or her name from the ballot.

This change to Wisconsin law regarding candidate qualifications and the qualifications of elected public officials does not require the municipal clerk to verify that every elected official or candidate for elected public office has not been convicted of a felony for which they have not been pardoned. The clerk should rely on the sworn statement of the candidate on the Declaration of Candidacy. No action should be taken unless there is evidence, in the form of a sworn complaint, setting forth allegations which establish that a candidate or elected official has been convicted of a felony for which they have not been pardoned.