

# SPRING ELECTION CANDIDATE INSTRUCTIONS

As a candidate for a City of Fond du Lac office, you may find the following information helpful as you prepare your election campaign for the Spring Election. This information identifies the main steps you must take to have your name appear on the ballot. Please read **ALL** of the attached **information thoroughly**.

## **ELECTION DATES**

Spring Primary Election (Third Tuesday in February) is required when the number of candidates for council exceeds twice the number to be elected to the office) Nonpartisan Spring Election (First Tuesday in April)

## **IMPORTANT STEPS**

1. A Campaign Registration Statement is to filed with the City Clerk as soon as you decide to become a candidate and **MUST BE FILED BEFORE ACCEPTING ANY CONTRIBUTIONS OR SPENDING OR INCURRING ANY OBLIGATIONS.**
2. Nomination Papers may be obtained from the City Clerk. The first day to circulate nomination papers (obtain signatures) is December 1st. **NO EXCEPTIONS!**
3. The filing deadline is 5:00 p.m., on the first Tuesday in January (or the next day if the first Tuesday is a Holiday) in the Office of the City Clerk. Papers to be filed on or before this date includes:
  - a) Campaign Registration Statement (GAB-1)
  - b) Nomination Papers (GAB-169)
  - c) Declaration of Candidacy (GAB-162)

You are responsible for becoming familiar with the election and campaign finance requirements that apply to your campaign. General information about the election and campaign finance requirements are provided on the attached pages or additional information can be obtained from the Government Accountability Board [gab.wi.gov](http://gab.wi.gov). This information is not to be interpreted as either legal advice or a release from your responsibility to comply with the law.

If you have any questions, call the City Clerk's Office at (920)322-3430.

Sue L. Strands  
City Clerk  
160 South Macy Street  
Fond du Lac, WI 54935

# NOMINATION PAPERS

Each candidate for public office has the responsibility to assure that his or her nomination papers are prepared, circulated, notarized, and filed in compliance with statutory requirements.

## *Preparing your nomination papers*

- ▶ 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 Government Accountability Board 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.

## *Circulating your papers-obtaining signatures*

Number of signatures:

- a. City Council not less than 200 or more than 400.

An elector shall sign his or her own name unless unable to do so because of physical disability.

Only ONE signature per person for the same office is valid. Where an elector is entitled to vote for more than one candidate for the same office, a person may sign the nomination papers of as many candidates for the same office as the person is entitled to vote for at the election.

Use of ditto marks is permissible to show residence and date of signing by the elector on nomination papers.

Legal areas where papers can be circulated:

- a. City Council - within the city limits.

Who may circulate and sign nomination papers:

- a. Qualified elector may circulate nomination papers for a candidate if they are a U.S. Citizen, age 18 or older and not otherwise disqualified as an elector by the Provision of 6.03. of the WI. Stats.
- b. A circulator must sign the paper he or she is circulating.
- c. Person does not need to be a resident of the jurisdiction or district in which they circulate nomination papers.
- d. A candidate may circulate and sign his or her own papers.

### ***Filing your nomination papers***

Nomination papers must be filed with the City Clerk on or before 5:00 p.m. on the first Tuesday in January (or the next day if the Tuesday is a Holiday)

When the nomination papers are filed with the City Clerk, each paper is examined to determine the legality of the circulators and signers and certified that they are correct.

Where any required item of information on a nomination paper is incomplete, the filing officer will accept the information as complete if there has been substantial compliance with the law and content can be determined by the information provided on the nomination paper.

Nomination papers become a matter of public record after they are filed.

When a candidate files nomination papers with the City Clerk, he or she officially becomes a candidate for that elected office and his or her name will appear on the ballot. If the candidate decides after having filed nomination papers, to withdraw as a candidate for elected office, his or her name will still appear on the ballot.

Any information which appears on a nomination paper is entitled to a presumption of validity.