



Candidate Guidelines

Spring Elections 2024

County Board Supervisor

Regi Waligora, County Clerk

Kenosha County Administration Building
1010 56th Street | Kenosha, Wisconsin | 53140
countyclerk@kenoshacounty.org
262-653-2552

IMPORTANT

All required forms must be in the physical custody of the County Clerk by the filing deadline. It is not sufficient if the papers are postmarked or faxed by the deadline. The candidate's name will not appear on the ballot if the above forms are not filed in the County Clerk's office by the deadlines indicated. Ballot position drawings will take place in the County Clerk's office unless otherwise noted.

The information contained in this booklet is a guideline for candidates. Additional information may be obtained from the State of Wisconsin Elections Commission <http://elections.wi.gov/> (608) 266-8005 and Wisconsin State Statutes Chapters 8 through 12 <http://www.legis.state.wi.us>

Qualifications for Office

All candidates must meet the residency requirements established for the office to which they are seeking election.

County Board Supervisor

A qualified elector* of the county supervisory district and residing in the district at the time of election.

**A qualified elector is defined in Wis. Stat. § 6.02, as a U.S. citizen, 18 years of age or older, who has resided in the election district for at least 10 consecutive days before an election at which he or she offers to vote and who is not disqualified by virtue of one or more of the impediments described in Wis. Stat. § 6.03.*

Note: No person may hold any state or local elected office in Wisconsin if the person has been convicted of a felony in any court in the United States unless the person has been pardoned of the conviction. Additionally, no person may have their name placed on the ballot for any state or local elective office in Wisconsin if the person has been convicted of a felony in any court in the United States unless the person has been pardoned of the conviction (Wis. Const. Art. XIII, § 3(3)). Any person who falsely signs this statement could be convicted of a violation of Wis. Stat. § 12.13(3)(a), (am).

When should a candidate file papers to run for office?

Campaign finance law requires a candidate to register as soon as the intent to be a candidate is known. Therefore, a candidate should register before engaging in campaign activity and before accepting contributions or making disbursements. A candidate who engages in campaign activity or accepts contributions or makes disbursements before registering, is in violation of campaign finance law and may be subject to a civil forfeiture.

Required Forms

Each of the following forms must be completed and filed timely in the Office of the County Clerk, 1010 56th St., Kenosha for the candidate's name to be placed on the ballot.

Campaign Registration Statement, Form CF-1.

Candidates should file a campaign registration statement as soon as intent to seek elective office is known, before accepting any contributions and before spending (or incurring an obligation to spend) any funds, including the candidates own money. However, a person may make expenditures to set up a campaign depository or for rental of a postal box. Exempt candidates using a personal account as the campaign depository must provide account information using this form.

Declaration Of Candidacy, EL-162.

This form must be filed with the County Clerk no later than the deadline for filing nomination papers or the candidate's name will not appear on the ballot. The candidate must indicate how their name should appear on the official ballot. This form must be sworn to and signed in the presence of a notary or person authorized to administer oaths. Notaries are available in the Clerk's office. (Please follow instructions on the back of the form.)

Nomination Papers, Form EL-169.

The first day to circulate nomination papers is December 1, 2023. Follow instructions on the back of the form. Nomination papers must contain all required information.

Nomination Papers

Number of signatures required:

- County Board Supervisor - minimum 100, maximum 200

It is recommended that the candidate submit nomination papers with several signatures in excess of the minimum required in case some signatures are invalid.

Persons circulating nomination papers must personally obtain each signature. They must know the signers are qualified to vote in the district in which the candidate is seeking office and certify each paper with a date and signature.

Statement Of Economic Interest

Kenosha County requires all candidates for Kenosha County elected office to file a Statement of Economic Interest (KCMC Chapter 19). The filing deadline for this form is no later than 5:00 p.m., on the last day for the filing of nomination papers.

Notification of Non-candidacy, EL-163

The purpose of this form is to notify the filing officer and the electorate of an incumbent officeholder's intent NOT to seek re-election to the same office, and to avoid an extension of the deadline for filing nomination papers. This form should be filed no later than 5:00 p.m. on the second Friday preceding the deadline for filing nomination papers.

Political Campaign Signs

- Candidate signs may be displayed in front, side, and rear yards (in accordance with the Zoning Ordinance)
- Signs must be removed seven (7) days after the election.
- Political signs are not permitted on the parkway and must be at least one (1) foot inside the sidewalk.
- Political signs shall not exceed 32 square feet in sign area.
- Signs on public property must be more than 100 feet away from an entrance to any polling place, during polling hours on election day. The law does not apply to private property (State Statute 12.03).
- The Police, Sheriff, and any State, County or City Department are authorized to remove any signs in violation of the law.

Campaigning

No person may engage in electioneering (campaigning) during polling hours on any public property on election day within 100 feet of an entrance to a polling place. Electioneering means any activity which is intended to influence voting at an election. The law does not apply to activity on private property (Wisconsin Statutes 12.03).

Use of Government Materials by Candidate

According to Wisconsin State Statutes, Section 11.33, candidates who are running for re-election, may not use public funds for the cost of materials or distribution for 50 or more pieces of substantially identical material distributed after the first day authorized by law for circulation of nomination papers as a candidate.

For example: Business cards, envelopes, letterhead, paid for by Kenosha County may not be used after December 1, if used while campaigning for office.

Voter Lists

Data is available for purchase from the Statewide Voter Registration System through the new BADGER Voters website: <https://badgervoters.wi.gov>

Campaign Financing

All candidates or candidate committees must adhere to contribution limits. See *Campaign Contribution Limits* included in the packet.

Filing Campaign Finance Reports

Candidates or candidate committees accepting contributions, making disbursements or incurring obligations in an aggregate amount of more than \$2,500 in a calendar year, must file campaign finance reports (**ETHCF-2L**).

Exemption From Filing Campaign Finance Reports

Candidates and candidate committees are **exempt** from filing campaign finance reports if they do not accept contributions, make disbursements or incur obligations in an aggregate amount of more than \$2,500 in a calendar year. Exempt candidates must still adhere to contribution limits and are required to keep adequate financial records to meet the requirements of campaign finance law. Records must be kept of all contributions to the candidate or candidate committee, and of all expenditures. A personal account may be used by exempt candidates as a campaign depository. This account information should be provided using form **CF-1**.

Revoking Exemption From Filing Campaign Finance Reports

If a decision is made at a later date to exceed the \$2,500 limit on contributions or disbursements during a calendar year, the candidate or candidate committee must amend its campaign registration statement immediately, by checking the box: "No, this registrant is not eligible for exemption."

The candidate or candidate committee is then required to file campaign finance reports beginning with the next regular report. The first report must cover all financial activity from January 1 of the current year, through the cutoff date of the required report.

Campaign Finance Report Dates (Non-Exempt Candidates Only)

If a candidate is required to file campaign finance reports, prior to report due dates the candidate and treasurer will be sent a notice from the clerk, accompanied by reporting forms. See *Campaign Finance Reporting Schedule* included in the packet.