

VILLAGE OF MUKWONAGO

NOMINATION PAPERS & INFORMATION ON HOW TO RUN FOR LOCAL OFFICE

FOR VILLAGE TRUSTEE, VILLAGE
PRESIDENT OR MUNICIPAL JUDGE

2024 SPRING ELECTION

DIANA DYKSTRA, MMC
VILLAGE CLERK-TREASURER

440 RIVER CREST COURT
MUKWONAGO, WI53149

ddykstra@villageofmukwonago.gov

PHONE (262) 363-6420 X 2103

WWW.VILLAGEOFMUKWONAGO.GOV



DISCLAIMER

As a candidate for office in the Village of Mukwonago, the following general guidelines are provided to assist you with the steps necessary to have your name appear on the ballot.

Please be advised that it is the responsibility of each candidate to become familiar with the election laws and campaign finance requirements that are applicable to his/her campaign. The general information contained in this document is provided in good faith by the Village Clerk-Treasurer; however, it should not be interpreted as legal advice nor does it release the candidate from his/her obligation to comply with the law. For technical questions, it may be advisable for a candidate to consult with his/her private attorney or the Wisconsin Elections Commission for further interpretations.

2024 Spring Election

Election Dates

Primary Election

Tuesday, February 20, 2024

(Only if required)

Spring Election

Tuesday, April 2, 2024

POLLING PLACE

Mukwonago Village Hall
440 River Crest Court, Mukwonago

Polling Hours are 7:00AM to 8:00PM

Current Expiring Terms

Village Trustee (3) Year Term

Eric Brill

Darlene Johnson

Municipal Judge (4) Year Term

Joe Abruzzo

All documents required to run for office are also available on the
Wisconsin Elections Commission website:

<https://elections.wi.gov/candidates>
under Local Candidates and Non-Partisan Offices

Important Information

CAMPAIGN SIGNS

Political signs on behalf of candidates for public office or issues on elections ballots are subject to the following regulations:

- A permit is not needed provided that permission is obtained from the owners or tenants in possession of the property on which election campaign signs are erected. No sign shall be located on public property.
- Each sign must contain a disclaimer as explained below.
- The placement of political and campaign signs may not adversely affect traffic or pedestrian safety. No sign is allowed in the Right of Way.
- Signs shall not be erected more than 30 days prior to an election and should be removed within two days following the election.

DISCLAIMERS ON CAMPAIGN SIGNS & OTHER COMMUNICATION

Every communication that is paid for with political funds, including in-kind contributions, must contain a disclaimer or attribution statement identifying the source of the funds. This includes every printed advertisement, campaign sign, billboard, handbill, sample ballot, television or radio advertisement or other communication paid for with political funds. Disclaimers shall be included on each separate page of a political communication, including letterhead and enclosures. Also, disclaimers should be included on items such as T-shirts and bumper stickers. Abbreviations may not be used for any wording in the disclaimer.

Appropriate Form for Disclaimers

When the communication is paid for by a candidate without a committee, or paid for by an individual, the disclaimer should read: "Paid for by Mary Smith"

When the communication is paid for by the campaign committee of a candidate, the disclaimer should read: "Paid for by Friends of Mary Smith for Mayor, James Jones, Treasurer"

No disclaimer is required on:

- Personal correspondence not reproduced by machine for distribution;
- A single personal item, which is not reproduced or manufactured by machine or other equipment;
- Nomination papers, even if the papers contain biographical information;
- Envelopes which have campaign committee identification printed on them; or
- Pins, buttons, pens, balloons, and similar small items on which a disclaimer cannot be conveniently printed.

ELECTIONEERING

On Election Day, persons are prohibited from electioneering on public property within 100 feet of the entrance to the polling place. Bumper stickers are exempt. The placement of election signs on private property within the 100 foot radius is permissible.

TERMS OF OFFICE

Two Trustees are elected each year for a three-year term. The President is also elected for a three-year term. All newly elected or re-elected officers will assume their offices on third Tuesday in April.

As of 2023, the Village President receives \$7,200 annually; and each Trustee receives \$4,200 annually; the Municipal Judge receives \$14,505 annually.

Regular Village Board meetings are held on the third Wednesday of the month beginning at 6:30 p.m. Committee of the Whole meetings are held on the first Wednesday of each month at 5:30pm. Special meetings are called as necessary.

Trustees are also appointed annually by the President and confirmed by the Board to serve on other Boards, Commissions and Committees as liaisons.

Municipal Judge Candidates – Need to file a Statement of Economic Interest with the State Ethics Board according to Wis. Stats. §19.43(4). The Municipal Judge is elected to a term of four years beginning on May 1st every (4) years.

IMPORTANT DATES

December 1, 2023

Date Candidates can begin to circulate Nomination Papers. *(No signatures obtained prior to December 1st are counted)*

January 2, 2024

Last day to turn in completed Nomination Papers.

January 2, 2024

Declaration of Candidacy due to the Municipal Clerk.

January 2, 2024

Candidate Registration Statement CF1 *(Prior to any revenues or expenditures)*

If the proper paperwork is not received prior to due date, the candidate's name cannot be placed on the ballot for the February Primary or the April Spring Election.

Any additional information or questions should be directed to the Municipal Clerk's office at (262) 363-6420 x2103.

CAMPAIGN REGISTRATION STATEMENT (Form CF-1)

This form must be filed with the Clerk's Office as soon as you decide to become a candidate for village office and before any signatures are gathered or funds are collected or spent. [Wis. Stat. §§11.0202(1)(a), 11.0202(2)(a)] This form must be completed and filed with the filing officer no later than 5p.m. on Tuesday, January 2, 2024.

You do not have to declare a party affiliation. Candidate may use his/her personal checking or savings account as the campaign depository if candidate is eligible for exemption from filing campaign finance reports.

Certification – If someone other than the candidate is serving as the campaign treasurer, that individual must also sign the treasurer's certification section.

Exemption from Filing Campaign Finance Reports – Candidates who do not anticipate contributions, disbursements or incur obligations in an aggregate amount of more than \$2,000 in a calendar year, may sign the "Exemption from Filing Campaign Finance Reports" section on ETHCF-1. The candidate will then be exempt from filing further financial reports. The candidate's contributions do count toward the total receipts of \$2,000 or less in a calendar year.

If during the campaign period the candidate no longer qualifies for exemption, the ETHCF-1 form may be amended. The proper campaign finance documents for reporting can be obtained from the Wisconsin Ethics Commission website, located under the Campaign Finance heading. Candidates not signing the waiver may receive reminders from the Clerk to complete and file the necessary forms.

DECLARATION OF CANDIDACY (Form EL-162)

This form must be filed with the Clerk-Treasurer's Office no later than the deadline for filing nomination papers which is 5:00 p.m. on Tuesday, January 2, 2024, or the candidate's name will not be placed on the ballot. [Wis. Stat. §§8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL §6.04] Notary Service is available at the Clerk's Office.

NOMINATION PAPERS (EL-169)

Nomination Papers may be circulated for signatures beginning on December 1, 2023, only after filing CF-1 (Campaign Registration Statement). Any signatures obtained prior to December 1st will not be counted. **The deadline for filing nomination papers in the Village Clerk's Office is 5:00 p.m. on Tuesday, January 2, 2024. A minimum of 20 and a maximum of 100 signatures must be filed.**

You are encouraged to obtain more than the minimum number of required signatures in case there are signatures which may be disqualified during the verification process.

- Only original nomination papers will be accepted (NO photocopies, faxes or emailed documents).
- Printed Name of Elector must be legible.
- All signers on each nomination paper must have resided for at least 10 days in the jurisdiction or district which the candidate named on the paper will represent, must be at least 18 years of age and a U.S. citizen.
- A person may sign nomination papers for only ONE candidate per open office. Nomination Papers may NOT be left unattended on counters or bulletin boards.

(Wis. Stat. §8.10(2),(3), Wis. Admin. Code GAB §6.04(2))