

# Running for Office in Milwaukee County

Milwaukee County Election Commission

For Fall, 2010 Election

Fall Primary: September 14, 2010

Fall General: November 2, 2010

Dear Candidate:

The process of running for office in the County of Milwaukee is guided by Wisconsin's election law and the State Government Accountability Board – Elections Division. An important role of the Milwaukee County Election Commission is to provide information and assistance to any person interested in running for public office in the County of Milwaukee.

However, as per Wisconsin state law, any person interested in running for office has the responsibility of understanding and complying with candidate filing and campaign finance reporting requirements. Most information on candidate registration filing requirements, including nomination papers, can be found in Chapter 8 of the Wisconsin State Statutes. Comprehensive instructions on completing a campaign finance report can be found in the State Elections Board instructional booklet (available on their website or through the Election Commission) or in Chapter 11 of the Wisconsin State Statutes.

State law and local ordinances require the completion of several forms when running for office. Each of these forms can be obtained from the Milwaukee County Election Commission by calling (414)278-4060 or visiting our office at the Milwaukee County Courthouse located at 901 North 9<sup>th</sup> Street, Room G-3, Milwaukee, WI 53233.

## **Step 1: File Campaign Registration Statement (Form EB-1)**

Candidates are prohibited from campaign fundraising, incurring campaign expenses or circulating nomination papers until this form has been approved by the Election Commission. This form requires you to:

- Identify the political office you are running for.
- List the bank information for your campaign finance account. *You must open and maintain a separate campaign finance account. You cannot co-mingle personal funds and campaign funds unless you have selected a filing exemption (see instructions on for declaring exemption on the EB-1).*
- Provide the name and contact information for your Campaign Treasurer. *You may act as your own Campaign Treasurer. However, due to the complexity of completing the forms correctly, the Election Commission encourages you to select someone for this position that has a good familiarity with Excel spreadsheets and tracking expenses and revenue.*

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## **Step 2: Collect your Nomination Signatures.**

- You may begin collecting signatures for your Nomination Papers no earlier than June 1, 2010. Completed nomination papers must be submitted to the Milwaukee County Election Commission no later than 5:00 p.m. on July 13, 2010. *You are encouraged to turn in your nomination papers before the deadline so that you can correct any problems, including a shortage of signatures, prior to the filing deadline.*
- Read all instructions relating to the distribution of nomination papers to ensure that each page of your signatures meets circulating requirements. All nomination signatures are reviewed by the Milwaukee County Election Commission and may be challenged by other candidates running for office. If a signer's address is not legible or valid, or the person resides outside of the area represented by the officeholder, the signature will be disqualified. *While it is not required, you are encouraged to collect at least 100 signatures more than the minimum requirement. You are also encouraged to use the "Address Verification" link on the Election Commission's website to verify the addresses included on your nomination papers.*

## **Step 3: Complete the Milwaukee Ethics Board Statement of Economic Interests Filing Requirement.**

- You are required to file a Statement of Economic Interests form with the Milwaukee County Election Commission no later than the date you turn in your nomination signatures. The Election Commission is required to provide a copy of this form to the Milwaukee County Ethics Board.

## **Step 4: Complete All Other Election Commission Filing Requirements**

- You are required to submit the following completed documents no later than July 13, 2010:
  - Declaration of Candidacy (EB-162)
  - Nomination Papers submitted with sufficient signatures.
- These forms are available on-line at the Wisconsin State Election Board's website at <http://gab.wi.gov> or a full packet of forms can be obtained from the Office of the Milwaukee County Election Commission.

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## Step 5: Certification by the Election Commission

- All nomination paper signatures will be reviewed by 5:00 p.m. on Friday, July 16, 2010. In some instances, the Election Commission may ask you to provide a corrective affidavit if errors have been made on a nomination page. If your nomination papers are complete (there are a sufficient number of valid signatures) and all other filing requirements have been met, your nomination papers will be certified as sufficient by the Election Commission and your name will appear on the ballot. If there are not enough valid signatures on your nomination papers or you did not complete all filing requirements, your name will not appear on the ballot.
- If more than two candidates are certified for one office, there will be a primary election for that office. The order of candidate names on the ballot is determined through a random drawing selection process. Notice of the drawing is provided to all candidates and the public is invited to witness this process.

## Step 6: Submit Campaign Finance Reports

1. Unless you have declared exemption (you do not expect to raise or spend over \$1,000 on your campaign or receive a contribution of more than \$100 from any one person), you are required to file campaign finance reports. You will receive a report for completion in the mail prior to each filing due date. Campaign finance schedules and reporting requirements can be complex and require a significant attention to detail and an ability to learn and understand reporting instructions. You are encouraged to select a Treasurer that is reliable and organized. All reports must be complete, accurate and meet full public disclosure requirements.