

# TOWN OF LEDGEVIEW



## CANDIDATE HANDBOOK AND INFORMATION REGARDING THE 2021 SPRING ELECTIONS

**PLEASE REVIEW THE INFORMATION IN THIS PACKET.  
IF YOU HAVE QUESTIONS, PLEASE CONTACT THE  
TOWN OF LEDGEVIEW CLERK'S OFFICE.**

CHARLOTTE NAGEL, WCMC  
TOWN CLERK  
3700 DICKINSON ROAD  
DE PERE, WI 54115  
PHONE: (920) 336-3360, EXT. 104  
FAX: (920) 336-8517  
E-MAIL: [cnagel@ledgeviewwisconsin.com](mailto:cnagel@ledgeviewwisconsin.com)  
TOWN WEB SITE ADDRESS: [www.ledgeviewwisconsin.com](http://www.ledgeviewwisconsin.com)

**INFORMATION FOR CANDIDATES OF TOWN OFFICES  
2021 SPRING ELECTION**

**ELECTION DATES:**

Primary Election – **February 16, 2021**  
(Only if required)

Spring Election – **April 6, 2021**

**OFFICES TO BE FILLED:**

**Town Chair  
Town Supervisor  
Town Supervisor  
Town Constable**

**Philip J. Danen  
Cullen Peltier  
Al Cheslock  
Patrick Van Rite**

**POLLING PLACE: (all wards)**

Ledgeview Community Center  
Community Room  
3700 Dickinson Road  
De Pere, WI 54115

**Hours** –7:00 A.M. to 8:00 P.M.

As a candidate for office in the Town of Ledgeview, you may find the following general guidelines helpful. These guidelines identify the main steps to be taken for your name to appear on the election ballot and indicate a number of important campaign points.

The candidate is responsible for becoming familiar with election laws and campaign finance requirements that apply to his/her campaign. Candidates may obtain general information about elections from either the Wisconsin Elections Commission or the Town Clerk, keeping in mind that such information may not be interpreted as either legal advice or a release from the candidate's responsibility to comply with the law. The candidate may also consult his/her private attorney.

**All documents that are required to run for office are available on the Wisconsin Elections Commission website <https://elections.wi.gov/> under the “Candidates” and then “Local Candidates” or through the Town Clerk's Office.**



### **CAMPAIGN REGISTRATION STATEMENT (CF-1)**

Must be filed with the Town Clerk's Office **as soon as you decide to become a candidate** for town office and **before any signatures are gathered or funds are collected or spent.** [§ 11.05, 11.06(7)]

Complete Sections A-G where applicable using the Form Instructions Sheet.

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 – 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 stats must renew each year. Candidates may not claim exemption in the year of their election before the day they appear on the ballot.

If during the campaign period the candidate no longer qualifies for exemption, the GAB-1 form may be amended. The proper campaign finance documents for reporting can be obtained from the Town Clerk. Candidates not signing the waiver will receive a Campaign Finance Report packet and, at the appropriate times, reminders to complete and file the necessary forms.



### **DECLARATION OF CANDIDACY (EL-162)**

Must be filed with the Town Clerk's Office no later than the deadline for filing nomination papers which is **5:00 p.m. on Tuesday, January 5, 2021.** The filing of this form is also a requirement that must be met in order for a candidate's name to be placed on the ballot. [§ 8:05(1)(j), 8:10(5), 8:20(6), 8(21)]



### **NOMINATION PAPERS (EL-169)**

**Nomination Papers may be circulated for signatures beginning December 1, 2020, after filing CF-1 (Campaign Registration Statement). Any signatures obtained prior to December 1 will not be counted.**

**For the position of Town Supervisor, 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. Signatures must be readable. All signers on each nomination paper must have

resided in the Town of Ledgeview for at least 10 consecutive days, 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. The deadline for filing nomination papers in the Town Clerk's Office is 5:00 p.m. on Tuesday, January 5, 2021.** (§8:10) (2.05 Wis. Adm. Code) (2007 only)

#### **IMPORTANT INFORMATION**

**If Forms CF-1 (Campaign Registration Statement), EL-162 (Declaration of Candidacy) and EL-169 (Nomination Papers) are NOT filed by a candidate prior to 5:00 p.m. on Tuesday, January 5, 2021, the candidate's name cannot be placed on the ballot.**

#### **NOTIFICATION OF NONCANDIDACY (EL-163)**

This form notifies the filing officer and the electorate of an incumbent's intent **NOT** to seek re-election to the same office.

**Incumbents who do not intend to seek re-election to the same office should file the Notification of Noncandidacy with the Town Clerk no later than 5:00 p.m. on Monday, December 28, 2020.** If the incumbent does not file this form and does not seek re-election, the deadline for filing signatures with the Town Clerk for that office is extended 72 hours. The deadline is not extended for the incumbent. [§8:10(2)(a)]

#### **ARRANGEMENT OF NAMES ON BALLOT**

The arrangement of names of all local candidates shall be determined by the drawing of lots. Candidates will be notified with a copy of their placement on the ballot.

#### **IF YOU SEEK OFFICE IN THE TOWN OF LEDGEVIEW AS A WRITE-IN CANDIDATE, PLEASE KEEP THE FOLLOWING IN MIND:**

1. Pick up your Campaign Registration Statement (CF-1) from the Town Clerk's Office, any municipal clerk at any time, or at [www.elections.wi.gov](http://www.elections.wi.gov).
2. File your Campaign Registration Statement with the Town Clerk as soon as you decide to become a write-in candidate for town office.
3. Educate your supporters to mark the oval and write your name in the blank space appearing on the ballot under the office, for which you are running, or to mark the oval and attach stickers with your name in the write-in area under the office for which you are running.

#### **CAMPAIGN SIGNS - APPLIES TO ALL CANDIDATES**

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

1. 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.
2. Each sign **must contain a disclaimer** as explained below.

3. No sign shall be located in or over any street right of way and must be at least 15' from the driven portion of road or driveway (behind the telephone poll; between the telephone poll and the front of the house)

### **DISCLAIMERS ON CAMPAIGN SIGNS AND OTHER COMMUNICATIONS**

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.

The appropriate form for disclaimers is set out below.

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 as the example below:

"Paid for by Friends of Mary Smith for Mayor,  
James Jones, Treasurer"

No disclaimer is required on:

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

### **ABSENTEE VOTING**

Electors may vote by absentee ballot in person in the Clerk's Office or by mail. The last day for absentee voting in the Clerk's Office is up to 5:00 p.m. the Friday preceding the election. If a voter wants to vote by mail, they must request an absentee ballot prior to 5:00 p.m. on the Thursday prior to the election. An Application for Absentee Ballot (Form EL-121) must be completed, signed by the elector, and returned to the Town Clerk's Office. Forms are available on the website of the Wisconsin Elections Commission [www.elections.wi.gov](http://www.elections.wi.gov). Faxed and e-mailed absentee ballot applications will be accepted but must be followed with a hard copy mailed on the same day that the faxed or e-mailed application was sent.

Electors may also send a letter requesting an absentee ballot, which must include the date of the election, their name, town address, signature and the address to which the absentee ballot should be mailed. Absentee ballots may also be applied for on-line at [www.myvote.wi.us](http://www.myvote.wi.us).

Upon receipt of the of a properly filed application, the Town Clerk's Office will mail an absentee ballot with instructions to the elector.

In addition, absentee ballots are mailed to electors who have requested to be placed on the permanent absentee ballot listing because they are indefinitely confined due to age, illness, infirmity or disability.

### **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.

### **TERM IN OFFICE**

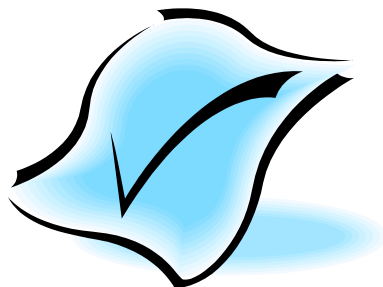
The Town Chairperson, Town Supervisor, and Town Constable term of office is two (2) years. Two Town Supervisors are elected each year. The Town Chairperson and the Town Constables are elected each odd numbered year.

The Town Chairperson receives \$2,000/annually. A Town Supervisors receives \$1,250/annually. The Town Constables are compensated on a per call/per hour/per mileage basis.

### **ADDITIONAL INFORMATION**

Additional information on elections may be obtained from the Clerk's Office; (920) 336-3360 ext. 104, or the Elections Commission in Madison; (608) 261-2028; Website [www.elections.wi.gov](http://www.elections.wi.gov).

## MUNICIPAL CANDIDATE CHECKLIST



Complete and submit a **Campaign Registration Statement (CF-1)** to the Town Clerk as soon as you decide to run for office no later than 5:00pm on Tuesday, January 5, 2021. **However, this must be filed before circulating nomination papers.**



Circulate and submit **Nomination Papers for Nonpartisan Office (EL-169)** to the Town Clerk no later than 5:00pm on Tuesday, January 5, 2021. Nomination papers cannot be circulated before December 1, 2020.



Complete and submit a **Declaration of Candidacy (EL-162)** to the Town Clerk no later than 5:00pm on Tuesday, January 5<sup>th</sup>, 2021.

Incumbents who no longer wish to run for office, need to complete the **Notification of Non-candidacy (EL-163)** no later than 5:00pm on Monday, December 28, 2020.