



**COUNTY OF MANITOWOC  
COUNTY CLERK**

1010 South 8<sup>th</sup> St., Ste. 115  
Manitowoc, WI 54220-5399

**Jamie J. Aulik**  
**Manitowoc County Clerk**

Telephone: (920) 683-4004  
Fax: (920) 683-4007

Fishing/Hunting: 683-4003 • Marriage Licenses: 683-4005 • Information: 683-4000

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Dear Candidate:

Thank you for choosing to participate in your county government by running for an elected office. By the design of the Founders, we are reminded with each election where the real power lies with respect to our democratic form of government – with the people.

I have attached forms and information to this email, which I hope will prove to be useful over the course of the coming months. Included in the attachments is information to guide you through the election processes along with forms that will need to be completed with our office.

As a candidate for public office, it is **your** responsibility to correctly fill out the appropriate forms and turn them in on time. All of the forms that need to be turned in have instruction sheets. I will be flexible when it comes time to turn them in if you tried to fill them out as best as possible. However, missing deadlines for filing candidate forms for ballot access will not be tolerated and will lead to your name not appearing on the ballot.

A special note for one of the forms that tends to cause confusion: on the bottom of Page 2 of the form GAB-1 Campaign Registration Statement, if you plan on spending very little money or none at all, check the top box and sign and date. However, if your campaign spends more than \$1,000 in a calendar year, or your campaign receives cumulative contributions of more than \$100 from a single source during the calendar year (except for contributions by the candidate) **you must file accurate and timely campaign finance reports with our office.** If that is the case, check the bottom box, sign and date. If you fall into the category that you have to file campaign finance reports and your campaign misses a deadline (dates are included in the packet), I will refer the matter to the District Attorney. No extensions are granted because in Wisconsin, election law is a serious matter. Furthermore, campaign finance reports need to be timely because on many of the deadline dates, members of the public and local media inquire on who has filed and they also review campaign finance reports.

I believe that public service is an honorable pursuit and I have a high degree of appreciation for your willingness to serve the people of Manitowoc County. If you have any questions regarding the elections process, forms, campaign finance law, deadlines, sign laws, or anything else, do not hesitate to contact our office. If we don't know the answer, we'll find it – that's our job.

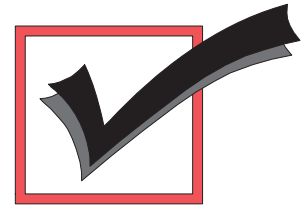
Best of luck in the coming months.

Respectfully,

A handwritten signature in black ink, appearing to read "Jamie J. Aulik", is written over the word "Respectfully,".

Jamie J. Aulik  
Manitowoc County Clerk  
(920) 683-4004  
jamieaulik@co.manitowoc.wi.us

# BALLOT ACCESS CHECKLIST



## FOR 2010 PARTISAN COUNTY CANDIDATES

Each of the following forms must be completed and filed on time by a candidate for county office in order for the candidate's name to be placed on the ballot for the September 14, 2010 Partisan Primary and November 2, 2010 General Election.

The filing officer for partisan county candidates is the county clerk, except in Milwaukee County where the filing officer is the Milwaukee County Board of Election Commissioners. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

- Complete and submit a ***Campaign Registration Statement (Form GAB-1)*** to the filing officer no later than **5:00 p.m., on Tuesday, July 13, 2010**.
  - *New candidates* should file a campaign registration statement as soon as intent to seek elective office is known and before funds are collected or spent. §§11.05(2g), 11.10(1), Wis. Stats.
  - *Continuing candidates* should file an amended campaign registration statement indicating the office sought and the new primary and election dates.
  - **All** candidates should file a campaign registration statement or amended statement ***before*** circulating nomination papers. A current form must be filed with the filing officer by July 13, 2010, or the candidate's name will not be placed on the ballot. §§8.15(4)(b), 8.30(2), Wis. Stats.

- Circulate and submit ***Nomination Paper for Partisan Office (Form GAB-168)*** to the filing officer no later than **5:00 p.m., on Tuesday, July 13, 2010**. Nomination papers may not be circulated before June 1, 2010. §8.15(1), Wis. Stats.

The number of signatures required are as follows:

In counties with population over 100,000	500 - 1,000
In counties with population 100,000 or less	200 - 400

- Complete and submit a ***Declaration of Candidacy (Form GAB-162)*** to the filing officer no later than **5:00 p.m., on Tuesday, July 13, 2010**. This form must be filed by July 13, 2010, or the candidate's name will not be placed on the ballot. §§8.15(4)(b), 8.21, 8.30(4), Wis. Stats.

**Prepared by:** GOVERNMENT ACCOUNTABILITY BOARD STAFF, P.O. Box 7984, Madison, WI 53707-7984, (608) 266-8005  
<http://gab.wi.gov> email: [gab@wi.gov](mailto:gab@wi.gov).





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**Contribution Limits for Countywide Offices**

There are no limits on a candidate donating their own money to their campaign committee.

Manitowoc County Census Estimate, 2006 = **80,641**

Maximum Contribution from an Individual (11.26(1)(d), Stats.):  
Countywide District formula = .01 times the district population  
Countywide Office = **\$806.41**

Maximum Contributions from a PAC or Other Candidate Committees (11.26(2)(e), Stats.):  
Countywide District formula = .0075 times the district population  
Countywide Office = **\$604.81**

Limitations on PAC, Political Committees, and Other Candidate Committees:

**45% LIMIT - Total Contributions a Candidate May Receive from All Committees Excluding Political Party Committees - 11.26(9)(b), Stats.** This is the maximum amount of contributions a candidate may receive from all PACs and candidate personal campaign committees per campaign period.

**65% LIMIT - Total Contributions a Candidate May Receive From All Committees Including Political Party Committees - 11.26(9)(b), Stats.** This is the maximum amount of contributions a candidate may receive from all political committees including political party and legislative campaign committees per campaign period. (Check with filing officer.)

*If you have any questions, do not hesitate to contact  
the Office of the County Clerk – (920) 683-4003.*

# CAMPAIGN REGISTRATION STATEMENT

## STATE OF WISCONSIN

### GAB-1

FOR OFFICE USE ONLY
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IF A CANDIDATE DOES NOT FILE THIS STATEMENT BY THE DEADLINE FOR FILING NOMINATION PAPERS,  
THE CANDIDATE'S NAME WILL NOT BE PLACED ON THE BALLOT.

**NOTICE:** ANY CHANGE OF INFORMATION ON THIS REGISTRATION STATEMENT MUST BE FILED WITHIN 10 DAYS.

IS THIS AN AMENDMENT?     Yes                       No

#### 1. CANDIDATE AND CANDIDATE COMMITTEE INFORMATION

Name of Candidate	Party Affiliation	Office Sought (include district or branch number)
Residence Address (number and street)	Primary Date	Candidate Telephone Number (residence)
City, State and Zip Code	Election Date	Candidate Telephone Number (employment)
Campaign Committee Name (if any)    Check One: <input type="checkbox"/> Personal Campaign Committee <input type="checkbox"/> Support Committee		Candidate Email Address
Campaign Committee Address (if different than above) - Number, Street, City, State and Zip Code		Committee Email Address
Telephone Number (if different than above)		

#### 2. POLITICAL COMMITTEE INFORMATION

(For use ONLY by Political Action Committees, Political Party Committees, Political Groups, etc.)

Name of Committee	
Address - Number, Street, City, State and Zip Code	
Telephone Number	Committee Email Address
Sponsoring Organization - Name and Complete Address	
Acronym (if any)	

**Type of Committee:**

- A.  Special Interest Committee (PAC)
  - Resident Committee                       Nonresident Committee
  - Incorporated Labor Organization - Attach Information Required by s.11.05(3)(n), Stats.
- B.  Political Party Committee
  - National     State     County     Other \_\_\_\_\_
- C.  Legislative Campaign Committee – Attach Statement Required by s.11.05(3)(o), Stats.
- D.  Political Group (Referendum) \_\_\_\_\_                       Support                       Oppose
 

Name of Referendum
- E.  Recall Committee \_\_\_\_\_                       Support Recall                       Oppose Recall
 

Name of Officer Subject to Recall

- Attach Statement Required by s.9.10(2)(d)
- F.  Independent Committee - Also, Complete Oath of Independent Expenditures, Form GAB-6
- G.  Individual - Also, Complete Oath of Independent Expenditures, Form GAB-6

**3. COMMITTEE TREASURER** (Campaign finance correspondence is mailed to this address.)

Treasurer's Name	Telephone Number (residence)	
Address (number and street)	Telephone Number (employment)	
City, State and Zip Code	Treasurer Email Address	

**4. PRINCIPAL OFFICERS OF COMMITTEE AND OTHER CUSTODIANS OF BOOKS AND ACCOUNTS**

Attach additional listing if necessary. Indicate which officers or committee members are authorized to fill a vacancy in nomination due to death of candidate by an asterisk(\*). This provision only applies to independent and local nonpartisan candidates. s.8.35, Stats.

NAME	MAILING ADDRESS	Email Address	Phone #	POSITION

**5. DEPOSITORY INFORMATION**

Name of Financial Institution	Account Number (Attach list of any additional accounts and deposit boxes, location, type and number, i.e., savings, checking, money market, etc.)
Address (number and street)	City, State and Zip Code

**CERTIFICATION**

**TREASURER**

I, \_\_\_\_\_ (print full name) certify the information in this statement is true, correct and complete.

Signature \_\_\_\_\_, Treasurer \_\_\_\_\_  
Date \_\_\_\_\_

**CANDIDATE**

I, \_\_\_\_\_ (print full name) certify the information in this statement is true, correct and complete, and that this is the only committee authorized to act on my behalf.

Signature \_\_\_\_\_, Candidate \_\_\_\_\_  
Date \_\_\_\_\_

**+++ EXEMPTION FROM FILING CAMPAIGN FINANCE REPORTS §11.05(2r), Wis. Stats. +++**

You may be eligible for an exemption from filing campaign finance reports. Consult the Campaign Finance Instruction and Bookkeeping Manual to determine if the registrant qualifies for exemption.

- This registrant is eligible for exemption. This registrant will not accept contributions, make disbursements or incur obligations in an aggregate amount of more than \$1,000 in a calendar year or accept any contribution or cumulative contributions of more than \$100 from a single source during the calendar year, except contributions by a candidate to his or her campaign of \$1,000 or less in a calendar year.
- This registrant is no longer eligible to claim exemption.

\_\_\_\_\_  
Signature of Candidate or Treasurer

\_\_\_\_\_  
Date

THE INFORMATION ON THIS FORM IS REQUIRED BY §§9.10(2)(d), 11.05, 11.06(7), WIS. STATS. FAILURE TO PROVIDE THE INFORMATION MAY SUBJECT YOU TO THE PENALTIES OF §§8.30(2), 11.60, 11.61, 11.66, WIS. STATS.

# DECLARATION OF CANDIDACY

(See instructions for preparation on back)

Is this an amendment?  Yes  No

I, \_\_\_\_\_, being duly sworn, state that  
(Candidate's name)

I am a candidate for the office of \_\_\_\_\_  
(Official name of office - Include district, branch or seat number)

representing \_\_\_\_\_  
(Name of political party or statement of principle - five words or less)

and I meet or will meet at the time I assume office the applicable age, citizenship, residency and voting qualification requirements, if any, prescribed by the constitutions and laws of the United States and the State of Wisconsin, and that I will otherwise qualify for office, if nominated and elected.

I have not been convicted of a felony in any court within the United States for which I have not been pardoned.<sup>1</sup>

My present municipality of residence for voting purposes is:

\_\_\_\_\_  
(Candidate's address for voting purposes - Include the number, street, and municipality where the candidate resides.)

My name as I wish it to appear on the official ballot is as follows:

\_\_\_\_\_  
(Any combination of first name, middle name or initials with surname. A nickname may replace a legal name.)

\_\_\_\_\_  
(Signature of candidate)

STATE OF WISCONSIN )  
 ) ss.  
 County of \_\_\_\_\_ )  
(County of notarization)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Signature of person authorized to administer oaths)

**NOTARY SEAL  
 NOT REQUIRED**

My commission expires \_\_\_\_\_ or  is permanent.

Notary Public or \_\_\_\_\_  
(Official title if not a notary)

GAB-162 (Rev. 7/2009) The information on this form is required by §8.21, Stats., Art. XIII, Sec. 3, Wis. Const., and must be filed with the filing officer in order to have a candidate's name placed on the ballot. §§8.05 (1)(j), 8.10 (5), 8.15 (4)(b), 8.17 (2), 8.20 (6), 120.06 (6)(b), Wis. Stats.

This form is prescribed by the **GOVERNMENT ACCOUNTABILITY BOARD**, 212 East Washington Avenue, 3<sup>rd</sup> Floor, P.O. Box 7984, Madison, WI 53707-7984

<sup>1</sup> A 1996 constitutional amendment bars any candidate convicted of a misdemeanor which violates the public trust from running for or holding a public office. However, the legislature has not defined which misdemeanors violate the public trust. A candidate convicted of any misdemeanor is not barred from running for or holding a public office until the legislature defines which misdemeanors apply.

## Instructions for Completing the Declaration of Candidacy

All candidates seeking ballot status for election to any office in the State of Wisconsin must properly complete and file a **Declaration of Candidacy**. This form must be **ON FILE** with the proper filing officer no later than the deadline for filing nomination papers or the candidate's name will not appear on the ballot. A facsimile will be accepted if the FAX copy is received by the filing officer no later than the filing deadline **and** the signed original declaration is received by the filing officer with a postmark no later than the filing deadline.

### **Information to be provided by the candidate:**

- Type or print your name on the first line.
- The title of the office and **any district, branch, or seat number** for which you are seeking election must be inserted on the second line. *For legislative offices insert the title and district number, for district attorneys insert the title and the county, for circuit court offices insert the title, county and branch number, and for municipal and school board offices insert the title and any district or seat number.*
- Type or print the political party affiliation or principle supported by you in five words or less on the third line. *Nonpartisan candidates may leave this line blank.*
- **Felony convictions: Your name cannot appear on the ballot if you have been convicted of a felony in any court in the United States for which you have not been pardoned. Please see footnote on page 1 for further information with respect to convictions for misdemeanors involving a violation of public trust. These restrictions only apply to candidates for state and local office.**
- Your current municipality of residence for voting purposes must be inserted on the fourth line. This must include the street and number, or post office address, and **the name of the municipality of residence** (town, village, or city). If your address changes before the election, an amended Declaration of Candidacy must be filed with the filing officer. s.8.21, Stats. *Federal candidates do not have to provide this information.*
- Type or print your name on the fifth line as you want it to be printed on the official ballot. You may use your 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.

This form must be sworn to and signed in the presence of a notary public or other person authorized to administer oaths, such as a county or municipal clerk.

### **Information to be provided by the person administering the oath:**

- The county of notarization.
- The date the Declaration of Candidacy was signed and the oath administered.
- The signature and title of the person administering the oath. If signed by a notary public, the date the notary’s commission expires must be listed. *The notary seal is not required.*

All candidates for offices using the nomination paper process and all school district candidates must file this form with the appropriate filing officer no later than the deadline for filing nomination papers. §§ 8.10 (5), 8.15 (4)(b), 8.17 (2), 8.20 (6), 8.50 (3)(a), 120.06 (6)(b), Wis. Stats.

Candidates nominated for local office at a caucus must file this form with their municipal clerk within 5 days of receiving notice of nomination. § 8.05 (l)(j), Wis. Stats.

# NOMINATION PAPER FOR PARTISAN OFFICE

Candidate's name; no titles may be used.		Street, fire, or rural route number; box number (if rural route); and name of street or road		Name of municipality for <u>voting</u> purposes <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
Name of municipality for <u>mailing</u> purposes	State <b>WI</b>	zip code	Type of election <input type="checkbox"/> general <input type="checkbox"/> special	Election date	Name of Party or Statement of Principle (5 words or less)
Title of office		District or Jurisdiction <input type="checkbox"/> District number _____ <input type="checkbox"/> Jurisdiction (county) _____		Name of jurisdiction or district in which candidate seeks office	

I, the undersigned, request that the candidate, whose name and address are listed above, be placed on the ballot at the election described above as a candidate representing the party or statement of principle indicated above, so that voters will have the opportunity to vote for  him or  her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

THE MUNICIPALITY USED FOR MAILING PURPOSES, WHEN DIFFERENT THAN MUNICIPALITY OF RESIDENCE, IS NOT SUFFICIENT. THE NAME OF THE MUNICIPALITY OF RESIDENCE MUST ALWAYS BE LISTED.			
SIGNATURES OF ELECTORS	STREET & NUMBER OR RURAL ROUTE Rural address must also include box or fire no.	MUNICIPALITY OF RESIDENCE Indicate Town, Village, or City	DATE OF SIGNING
1.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
2.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
3.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
4.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
5.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
6.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
7.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
8.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
9.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
10.		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	

### CERTIFICATION OF CIRCULATOR

I, \_\_\_\_\_, certify:  
(Name of circulator)

I reside at \_\_\_\_\_  
(Circulator's residence - Include number, street, and municipality.)

I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under §12.13(3)(a), Wis. Stats.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of circulator)

## INSTRUCTIONS FOR PREPARING NOMINATION PAPERS FOR PARTISAN OFFICE

This is a sample nomination paper form. It conforms to the statutory requirements for nomination papers for partisan office. All information concerning the candidate must be completed in full before circulating this form to obtain signatures of electors. All information concerning the signing electors and the circulator must be completed in full before filing with the appropriate filing officer. This form may be reproduced in any way. A candidate's picture and biographical data may also be added to this form. The Government Accountability Board has determined that no disclaimer or other attribution statement is required on nomination papers.

**Page Numbers** – Number each page consecutively, beginning with “1”, before submitting to the filing officer. A space for page numbers has been provided in the lower right-hand corner of the form.

**Candidate's Name** - Insert the candidate's name. 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.

**Candidate's Residence** - If a candidate's municipality of residence is different from the municipality used for mailing purposes, both must be given. Indicate if the municipality of residence is a town, village, or city.

**Date of Election** - Insert the date of the election. If the nomination paper is being circulated for a general election, the date is the Tuesday after the first Monday in November of an even-numbered year. If the election is a special partisan election, the date of the special election must be listed.

**Party or Statement of Principle** – Insert the name of the party the candidate represents. Independent candidates may provide a Statement of Principle, not to exceed 5 words.

**Title of Office** - The name of the office must be listed **along with the jurisdiction or district number** that clearly identifies the office the candidate is seeking, for example, Representative to the Assembly – 1<sup>st</sup> district or Dane County District Attorney.

**Name of Jurisdiction** - The nomination papers must also indicate the municipality or jurisdiction in which the signing electors are qualified to vote, as it relates to the office sought by the candidate named on the nomination paper. For example, for a statewide office the jurisdiction is the State of Wisconsin. Other examples are 1<sup>st</sup> Congressional District, 24<sup>th</sup> Assembly District or Brown County.

**Signatures of Electors** - Only qualified electors of the jurisdiction or the district the candidate seeks to represent may sign the nomination papers. Each elector's municipality of residence must be listed on the nomination paper along with the mailing address, including any street, fire or rural route number, box number (if rural route) and street or road name. The Street & Number or Rural Route section for each elector's address is split into two lines. The first line is for the street address. The second line is for the municipality for mailing purposes. The Municipality of Residence listed for each signing elector must clearly identify the town, village or city where the elector's voting residence is located. A post office box number alone does not show where the elector actually resides. The date the elector signed the nomination paper, including month, day and year, must be indicated. Ditto marks that follow correct and complete address or date information are acceptable. The circulator may add any missing or illegible address or date information before the papers are filed with the filing officer.

**Signature of Circulator** - The circulator should carefully read the language of the *Certification of Circulator*. THE CIRCULATOR MUST PERSONALLY PRESENT THE NOMINATION PAPER TO EACH SIGNER. **THE NOMINATION PAPER MAY NOT BE LEFT UNATTENDED ON COUNTERS OR POSTED ON BULLETIN BOARDS.** The circulator's complete address (**including municipality of residence**) must be listed in the certification. After obtaining signatures of electors, the circulator must sign and date the certification.

**Other Instructions** - Candidates and circulators should review GAB 2.05, 2.07, Wis. Adm. Code.

- Nomination papers must be in the physical custody of the appropriate filing officer by the filing deadline. A postmark on the filing deadline is **NOT** sufficient. Nomination papers **CANNOT** be faxed to the filing officer.
- Nomination papers with the required number of signatures must be filed with the appropriate filing officer **no later than 5:00 p.m.** on the second Tuesday in July (or the next day if the second Tuesday is a holiday) before the general election. Special elections may have different filing deadlines. Check with the filing officer.
- In order for a candidate's name to be placed on the ballot, a candidate must file a *Campaign Registration Statement* (EB-1), a *Declaration of Candidacy* (EB-162), and *Nomination Papers* (EB-168) containing the appropriate number of signatures for the office sought no later than the filing deadline. §8.15(6), Wis. Stats. Candidates for state office and municipal judge must also file a statement of economic interests with the Government Accountability Board by the third business day after the nomination paper filing deadline. §19.43, Wis. Stats. If any one of these required forms is not filed by the deadline, the candidate's name will not be placed on the ballot. §8.30, Wis. Stats.
- If a candidate or circulator has any questions, he or she should contact the filing officer.