



TOWN OF LISBON
Office of the Town Clerk
W234N8676 Woodside Rd
Lisbon, Wisconsin 53089

MEMORANDUM

Date: November 21, 2022

To: Candidates for Municipal Office ~ Town Chairperson and Supervisors #2 & #4

Re: Spring Primary - Tuesday, February 21, 2023 (If Needed)
Spring Election - Tuesday, April 4, 2023

Attached are the following forms for candidates running for municipal office:

1. Notice of 2023 Spring Election
2. Ballot Access Checklist for 2023 Municipal Candidates
3. Campaign Finance Checklist for 2023 Municipal Candidates
4. Declaration of Candidacy
5. Notification of Non-Candidacy
6. Nomination Papers (x6) for Nonpartisan Office
7. Campaign Registration Statement
8. Campaign Finance Overview – Local Candidates
9. Wis. Stats. Ch. 8 "Nominations, Primaries, Elections"
10. Wis. Administrative Code Ch. EL-6 "Procedure"
11. Wis. Stats. Ch. 12 "Prohibited Election Practices"
12. Lisbon Ordinance re: Political Campaign Signs
13. County Memo re: signs in right-of-way

IMPORTANT DATES TO REMEMBER:

Thursday, December 1, 2022	First day to circulate nomination papers
Friday, December 23, 2022	Last day to file notification of non-candidacy
Tuesday, January 3, 2023	Last day for candidates to file Nomination Papers, Declaration of Candidacy and Campaign Finance Registration Statement. (5:00 p.m.)

Enclosed in this packet are the necessary documents you need to run for local office. The "Ballot Access Checklist" provides the dates for filing the various forms. Failure to file the required documents on or before the deadline will result in not being placed on the ballot. The number of signatures required for all town-wide offices is **20 - 100**. As all signatures need to be verified by the Clerk, please refrain from obtaining more than the maximum required amount of signatures.

Instructions for filling out various forms are located on the back of them. Included in this packet are six copies of the "Nomination Paper for Nonpartisan Office" form. A minimum of 20 valid signatures are required for elected Town offices. It is strongly suggested you obtain a few more than the minimum amount just in case some names must be stricken. Please note that it is illegal to have nomination papers left on counters in stores or other businesses. *The circulator must sign the affidavit that he or she did circulate and obtain each name **AFTER** everyone else has signed the form; pre-signing and/or pre-dating the form is not permissible.*

Every candidate is required to complete and file the "Campaign Finance Registration Statement" regardless of amount collected, spent, or incurred for the campaign. **An incumbent candidate should answer the question "Is This an Amendment" at the top of the form as "YES."**

Please note on Item 5 - Campaign Depository - Personal accounts are permitted if you do not receive a total of and/or spend more than \$1,000 during a calendar year, nor receive more than \$100 from a single source, excluding candidate's own money.

Also please note on Item 6 - Exemption from Filing Campaign Finance Reports - If you do not anticipate receiving a total of and/or spending more than \$1,000 or receiving \$100 from a single source, you can claim exemption and will not have to file continuing reports. If your situation changes, a new "Campaign Finance Registration Statement" must be filled out and filed. Please be sure that all election related materials distributed include a disclaimer, see Item 12 in the packet for examples.

Additional information may be found on the "Candidates" landing page of the Wisconsin Elections Commission website at <https://elections.wi.gov/candidates>.

If you have any questions, please feel free to visit Town Hall, email me at ekatch@lisbonwi.gov, call me at (262)246-6100 ext. 1004, or contact the Wisconsin Elections Commission at the following address:

Wisconsin Elections Commission
212 E. Washington Avenue, Third Floor
PO Box 7984
Madison, WI 53707-7984
Phone: 608-266-8005
Fax: 608-267-0500
Website: www.elections.wi.gov
Email: elections@wi.gov

Sincerely,



Elisa Cappozzo Katch, WCMC
Lisbon Municipal Clerk