

# NOMINATION PAPERS

## Spring Non-Partisan Use EB-169 Form Fall Partisan Use EB-168 Form

Nomination papers can be obtained from your filing officer or the State Elections Board. All information concerning the candidate must be completed in full (top section of the form) before circulating the papers. Nomination forms may be reproduced. Likewise, the candidate's picture and biographical data may also be included on the nomination papers. No disclaimer or attribution statement is required on nomination papers.

Each candidate has the responsibility to assure that his/her nomination papers are prepared, circulated, signed, certified and filed with the appropriate filing officer in compliance with statutory requirements.

Some school districts, villages, and towns use a caucus to nominate candidates. Caucuses are held between the first Tuesday in January and the last Tuesday in January. Candidates nominated at the caucus do not file nomination papers, but must file a Declaration of Candidacy (EB-162) and a Campaign Registration Statement (EB-1) within 5 days after receiving written notification of nomination.

**Candidate's Legal Name** - The candidate's legal name or a variation of the legal name (i.e., Robert or Bob) are the only names permitted on the nomination papers. No nicknames, abbreviations, or titles are permitted.

**Candidate's Residence** - If a candidate's municipality of residence is different than the candidate's postal mailing address (P.O. Box), both must be given. The candidate's municipality of residence must indicate if it is a town, village, or city.

**Date of Election** - The date of the general election is listed on the nomination papers. If nomination papers are being circulated for a special nonpartisan election the date of the election must be listed.

**Name of Office** - The name of the office sought must be listed along with any branch; district or seat number that clearly identifies the office the candidate is seeking.

**Name of Municipality or Jurisdiction** - The nomination papers must identify the municipality or jurisdiction in which the signing electors are qualified to vote as it relates to the office sought by the candidate. For example, a candidate for county supervisor who lives in the 10<sup>th</sup> district, the jurisdiction is Brown County, Supervisory District #10.

**Signatures of Electors** - Only qualified electors of the jurisdiction or district the candidate seeks office to represent may sign the nomination papers. Each elector signing a nomination paper must list all of the information required. Each elector's municipality of residence must be listed on the nomination paper, along with the post office address, including street name and number, rural route, and/or fire number.

The address listed for each signing elector must clearly identify where the elector's voting residence is located. A post office box number does not show where the elector actually resides. For example, a postal address for an unincorporated town such as “*Greenleaf*” should list the “*Town of Wrightstown*” as the elector’s municipality of residence.

Each elector may sign for only one candidate per office because only one signature per person per office is valid (earliest signature date supersedes all other subsequent signatures). However, whenever an elector is entitled to vote for more than one candidate per office, an elector may sign the nomination papers of as many candidates for the same office as the elector is entitled to vote for in the election.

*Note: A husband may not sign for his wife or vice versa. Ditto marks are acceptable for everything but the signature. A married woman may sign "Mrs. John Brown" or "Mary Brown."*

A signature shall not be counted if:

- The address of the signer is missing or incomplete, unless residency can be determined by the information provided on the nomination paper.
- The date of the signature is missing, unless there is a valid date above and below the signature.
- The circulator did not sign the nomination papers or if the Certification of Circulator was not properly completed.

**Signature of Circulator** - Before circulating any nomination papers, the circulator should carefully read the language of the Certification of Circulator.

Each nomination paper must be personally presented to each elector for signature by the circulator. Nomination papers may not be left unattended on counters or posted on bulletin boards.

Circulators do not have to be electors of the same district or jurisdiction that the candidate is seeking office to represent (i.e., county office-county

resident, district 1 supervisor-district 1 resident, etc.).

The circulator's complete address (including municipality of residence) must be listed in the certification. The circulator must sign and date the Certification of Circulator.

The circulator should review information on the nomination papers prior to submission to the filing officer to make corrections as necessary. The circulator may add missing data and make corrections to illegible or incomplete address information (or dates) before filing them with the appropriate filing officer.

**Filing Deadline** - Nomination papers must be in the physical custody of the appropriate filing officer by 5 p.m. on the date of the official filing deadline. A postmark with the filing “due date” is not sufficient to meet the requirements for the filing deadline.

**Spring Election – “NonPartisan Races”**

Nomination papers may be circulated beginning December 1st of the year prior to the election. The required number of signatures on the nomination papers must be filed with the appropriate filing officer no later than 5:00 p.m. on the first Tuesday in January preceding the spring election.

**Fall Election – “Partisan Races”**

Nomination papers may be circulated beginning June 1st of the year of the election. The required number of signatures on the nomination papers must be filed with the appropriate filing officer no later than 5:00 p.m. on the second Tuesday in July.

Special Elections have different filing deadlines. Check with the appropriate filing officer for all pertinent dates.

In order for a candidate's name to be placed on the ballot, the candidate must file a Campaign Registration Statement (EB-1), a Declaration of Candidacy (EB-162), and Nomination Papers (EB-168 or EB-169) containing the appropriate number of signatures for the office sought no later than the filing deadline.

Candidates for state offices and municipal judges must also file a Statement of Economic Interests with the State Ethics Board by the 3rd business day after the nomination papers filing deadline. There are other provisions, so please check with the State Ethics Board. (Note: Some local governments require ethics and/or economic interest statements—check with the appropriate filing officer about such requirements.)

If any of these required forms are not filed by the deadline, the candidate's name will not be placed on the ballot.

## **Number of Signatures Needed**

### **School Boards**

School District with cities of 39,000-150,000 population	100-200
School District with cities under 39,000 and under population	20-100

### **City Offices**

Citywide Offices (i.e., mayor) 10,000-150,000 population	200-400
Alderman districts	20- 40

<b><u>Village Offices</u></b>	20-100
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<b><u>Town Offices</u></b>	20-100
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### **County Offices**

Constitutional Officers	500-1000
<i>Clerk of Courts</i>	
<i>County Clerk</i>	
<i>Register of Deeds</i>	
<i>Sheriff</i>	
<i>Treasurer</i>	
County Supervisor	100-200
County Executive	500-1000
District Attorney	500-1000
State Senator	400-800
Representative to the Assembly	200-400
Supreme Court Justice	2000-4000
Court of Appeals Judge	1000-2000
Circuit Court Judge	200-400
Statewide Office (i.e., Governor)	2000-4000
U.S. Senator	2000-4000
Representative in Congress	1000-2000

**Challenging Nomination Papers** - Nomination papers may be challenged within 3 business days of the deadline for filing the papers. The challenge must contain a sworn statement and supporting evidence establishing an insufficiency in a candidate's nomination papers and must be filed with the proper filing officer.