



Candidate Guidelines

Aldersperson

SPRING ELECTIONS 2024



2024 Spring Election Calendar

Friday, December 1, 2023	First Day to Circulate Nomination Papers.	Wis. Stats. 8.05(3)(a), (4)(b), 8.10(2)(a) – December 1
Friday, December 22, 2023	Deadline (5:00 p.m.) for incumbents not seeking reelection to file Notification of Noncandidacy (EL-163) with the City Clerk. Failure to notify will extend nomination paper deadline 72 hours.	Wis. Stats. 8.10(2)(a), 120.06(6)(b) – 2nd Friday preceding the deadline for nomination papers
Tuesday, January 2, 2024	Deadline (5:00 p.m.) for candidates to file nomination papers, declarations of candidacy, and campaign registration statements for the 2024 Spring Election with the City Clerk.	Wis. Stats. 8.05(3)(a), (4)(b), 8.10(2)(a), (5), 8.21 – 1st Tuesday in January
Wednesday, January 3, 2024	Deadline (4:30 p.m.) to file City of Kenosha Statement of Economic Interest with the City Clerk.	City of Kenosha Code of General Ordinances 29.04 C. The next working day following the last day for the filing of nomination papers
Friday, January 5, 2024	Deadline for the City Clerk to accept challenges to nomination papers.	Wis. Stats. 8.07, EL 2.07 – within 3 calendar days of the deadline to file nomination papers
Tuesday, January 9, 2024	Deadline for City Clerk to draw names of candidates by lot for placement on the Spring Primary ballot or the Spring Election ballot when no primary is required.	Wis. Stats. 5.58(1b)(bm), (cm), (1c), (1g)(c), (2), (2m) 5.60(1) (ag), (b), (3)(b), (4)(c), (5)(ar), (6) (a) – 2 nd Tuesday in January
Tuesday, February 20, 2024	Spring Primary , when required.	Wis. Stats. 5.02(22) – 3rd Tuesday in February
Monday, February 26, 2024	City Clerk draws names of successful candidates from the Spring Primary election by lot for placement on the Spring Election ballot.	Wis. Stats. 5.60(1)(b), (5), (6) – 3rd day after completion of the canvass
Tuesday, April 2, 2024	Spring Election	Wis. Stats. 5.02(21) – 1st Tuesday in April
Tuesday, April 16, 2024	Organizational meeting, term of office begins.	City of Kenosha Code of General Ordinances 1.03 C. Third Tuesday of April following a regular City Election
Monday, April 20, 2026	Term of office ends.	The day before a new Common Council is sworn in at the 2026 organizational meeting. City of Kenosha Code of General Ordinances Section 1.01 A. term of office is two (2) years

The information contained in this booklet is a guideline for candidates. Additional information may be obtained from the State of Wisconsin Elections Commission [Elections.WI.gov/](https://www.elections.wi.gov/) (608) 266-8005 and Wisconsin State Statutes Chapters 8 through 12 [Docs.Legis.Wisconsin.Gov/Statutes/Prefaces/Toc](https://docs.legis.wisconsin.gov/Statutes/Prefaces/Toc)

Important

All required forms must be in the physical custody of the City Clerk by the filing deadline. It is not sufficient if the papers are postmarked or faxed by the deadline. The candidate's name will not appear on the ballot if the above forms are not filed in the City Clerk's office by the deadlines indicated. Ballot position drawings will take place in the City Clerk's office, unless otherwise noted.

Qualifications for Office

All candidates must meet the residency requirements established for the office to which they are seeking election.

Aldersperson

A qualified elector* of the city and aldermanic district, and residing in the district at the time of election.

**A qualified elector is defined in Wis. Stat. § 6.02, as a U.S. citizen, 18 years of age or older, who has resided in the election district for at least 28 consecutive days before an election at which they offer to vote and who is not disqualified by virtue of one or more of the impediments described in Wis. Stat. § 6.03.*

No person may hold any state or locally elected office in Wisconsin if the person has been convicted of a felony in any court in the United States; unless the person has been pardoned of the conviction. No person may have their name placed on the ballot for any state or locally elected office in Wisconsin if the person has been convicted of a felony in any court in the United States; unless the person has been pardoned of the conviction (Wis. Const. Art. XIII, § 3(3)). Any person who falsely signs this statement could be convicted of a violation of Wis. Stat. § 12.13(3)(a), (am).

When should a candidate file papers to run for office?

Campaign finance law requires a candidate to register as soon as the intent to be a candidate is known. A candidate must register before engaging in campaign activity, accepting contributions or making disbursements. A candidate who engages in campaign activity, accepts contributions, or makes disbursements before registering is in violation of campaign finance law and may be subject to a civil forfeiture.

Required Forms

Each of the following forms must be completed and filed timely in the office of the City Clerk, 625 52nd Street—Room 105, for the candidate's name to be placed on the ballot.

Campaign Registration Statement, Form CF-1

Candidates should file a campaign registration statement, **as soon as intent to seek elective office is known**, before accepting any contributions and before spending (or incurring an obligation to spend) any funds. However, a person may make expenditures to set up a campaign depository or for rental of a postal box. Exempt candidates who are using a personal account as their campaign depository, must provide account information using this form.

Declaration of Candidacy, EL-162

This form must be filed with the City Clerk no later than the deadline for filing nomination papers. If this form is not received, the candidate's name will not appear on the ballot. The candidate must indicate how their name should appear on the official ballot. This form must be sworn to and signed in the presence of a notary public or a person authorized to administer oaths. Notaries are available in the Clerk's office. Please follow instructions on back of form.

Nomination Papers, Form EL-169

The first day to circulate nomination papers is December 1 of the year preceding the election and they are ***due by the first Tuesday in January***. Follow the instructions on the back of the form. Nomination papers must contain all the information required.

Nomination Papers

Number of signatures required:

- Alderpersons – minimum 20, maximum 40*

It is recommended that the candidate submits nomination papers with an excess number of signatures of the minimum required in cases of invalid signatures.

Persons circulating nomination papers must personally obtain each signature. They must know the signers are qualified to vote in the district in which the candidate is seeking office, and certify each paper with a date and signature. *(Wis. Stats. 8.10(3)(j))

Statement Of Economic Interest

The City of Kenosha requires all candidates for a City of Kenosha elected office to file a Statement of Economic Interest. (City Ord. XXIX) The filing deadline for this form is 4:30 PM, following the next working day after the last day for the filing of nomination papers.

Notification of Non-candidacy, EL-163

The purpose of this form is to notify the filing officer and the electorate of an incumbent officeholder's intent **NOT** to seek re-election to the same office. This avoids an extension of the deadline for filing nomination papers. This form should be filed no later than 5:00 PM on the second Friday preceding the deadline for filing nomination papers.

Political Campaign Signs

- Candidate signs may be displayed in front, side, and rear yards (in accordance with the Zoning Ordinance).
- Signs must be removed seven (7) days after the election.
- Political signs are not permitted on the parkway and must be at least one (1) foot inside the sidewalk.
- Political signs shall not exceed 32 square feet in sign area.
- Signs on public property must be more than 100 feet away from an entrance to any polling place, during polling hours, on election day. The law does not apply to private property (Wis. Stats. 12.03).
- The Police and/or any City Department are authorized to remove any signs in violation of the law.

Am I required to have an attribution or disclaimer statement?

Any ad or other communication containing express advocacy, that is paid for by a committee, or for which a committee assumes responsibility, must have the disclaimer on it. The disclaimer must be readable, legible, and readily accessible. Specifications are identified here in WIS. ADMIN. CODE RULE ETH 1.96. The Ethics Commission has adopted this rule which provides guidance on how to comply with this requirement. Additional information regarding Attributions/Disclaimers can be viewed here:

[Ethics.wi.gov/Pages/CampaignFinance/AttributionRequirements.aspx](https://www.ethics.wi.gov/Pages/CampaignFinance/AttributionRequirements.aspx)

Campaigning

No person may engage in electioneering (campaigning) during polling hours on any public property within 100 feet of an entrance to a polling place on election day. Electioneering means any activity which is intended to influence voting at an election. The law does not apply to activity on private property (Wisconsin Statutes 12.03).

Use of Government Materials by Candidate

According to Wisconsin State Statutes, Section 11.1205, candidates who are running for re-election, may not use public funds for the cost of materials or distribution of 50 or more pieces of substantially identical material distributed after the first day authorized by law for circulation of nomination papers as a candidate. **Business cards, envelopes, and letterhead paid for by the City may not be used after December 1 if used while campaigning for office.**

Voter Lists

Data is available for purchase from the Statewide Voter Registration System through the new BADGER Voters website: BadgerVoters.WI.gov
Do not contact the City Clerk's office for voter lists.

Campaign Financing

All candidates or candidate committees must adhere to contribution limits (see next page).

Filing Campaign Finance Reports

Candidates or candidate committees accepting contributions, making disbursements or incurring obligations in an aggregate amount of more than \$2,500 in a calendar year, must file campaign finance reports (**ETHCF-2L**).

Exemption From Filing Campaign Finance Reports

Candidates and candidate committees are **exempt** from filing campaign finance reports if they do not accept contributions, make disbursements, or incur obligations in an aggregate amount of more than \$2,500 in a calendar year. Exempt candidates must still adhere to contribution limits and are required to keep adequate financial records to meet the requirements of campaign finance law. The candidate or candidate committee must keep record of all contributions and expenditures. A personal account may be used by exempt candidates as a campaign depository. This account information should be provided using form CF-1.

Am I exempt from campaign finance reporting? Exempt status is available under Wis. Stat. §11.0104. The statutory threshold is "any committee which does not anticipate accepting or making contributions, making disbursements, or incurring obligations, and any conduit which does not anticipate accepting or releasing contributions, in an aggregate amount exceeding \$2,500 in a calendar year." Some believe that the threshold means that you have to have more than \$2,500 of each type of transaction. For example, you could remain on exempt status if you had \$1,000 in contributions, \$500 in disbursements, and \$250 in incurred obligations. When asked, Commission staff advises that it is a \$2,500 aggregate total across the categories. So, the total of contributions, disbursements, and incurred obligations cannot exceed \$2,500. For example, a committee that has \$1,500 in contributions, \$1,000 in disbursements, and \$100 in incurred obligations, would exceed the threshold. That committee would no longer be eligible to be exempt. Resources, forms and compliance information can be accessed here: Ethics.wi.gov/Pages/CampaignFinance/Candidates.aspx#Forms

Revoking Exemption From Filing Campaign Finance Reports

If a decision is made at a later date to exceed the \$2,500 limit on contributions or disbursements during a calendar year. That candidate or candidate committee must amend its campaign registration statement immediately by checking the box, "This registrant is no longer eligible to claim exemption."

The candidate or candidate committee is then required to file campaign finance reports beginning with the next regular report. The first report must cover all financial activity from January 1st of the current year, through the reporting schedule end date of the required report.

Campaign Finance Report Dates (Non-Exempt Candidates Only)

If a candidate is required to file campaign finance reports, prior to report due dates, the candidate and treasurer will be sent a notice from the clerk, accompanied by reporting forms.

Report Name	Filing Deadline	Reporting Schedule
January Continuing 2024	1/16/2024	7/1/2023 – 12/31/2023
Spring Pre-Primary 2024	2/12/2024	1/1/2024 – 2/5/2024
Spring Pre-Election 2024	3/25/2024	2/6/2024 – 3/18/2024
July Continuing 2024	7/15/2024	3/19/2024 – 6/30/2024

Campaign Contribution Limits (Non-Exempt Candidates Only)

Loans from individuals to a candidate count against the individual contribution limits listed in the tables. Contributions accepted by a candidate from all other sources are limited.

These figures only apply to candidates who have not signed an exemption from filing financial reports (Wis. Stats. Section 11).

Figures are Cumulative for Primary & Spring Elections

Contribution Limits – Alderperson City of Kenosha

Self – Limit on contributions from personal funds or funds held jointly with a spouse	No Limit
Individual – Limit on contribution from one (1) individual	\$500.00
Candidate Committee	\$500.00
PAC or Other Candidate Committee – Limit on contributions from a Political Action Committee or other candidate committee	\$400.00

[Docs.Legis.Wisconsin.Gov/Statutes/Statutes/11/xi/1101](https://docs.legis.wisconsin.gov/statutes/statutes/11/xi/1101)

Wisconsin Ethics Commission
Wisconsin Department of Administration Building
101 E. Wilson Street, Suite 127
Madison, WI
(608) 266-8123

Email: CampaignFinance@wi.gov

Ethics.WI.Gov/Pages/CampaignFinance/CampaignFinance.aspx



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