

VILLAGE OF CAMBRIDGE
CANDIDATE'S HANDBOOK
FOR
ELECTIONS

Revised November 2016

POSITIONS AVAILABLE

An election will be held in the Village of Cambridge on Tuesday, April 4, 2017. The following offices are to be elected to succeed the present incumbents listed. The term for village president and village trustee begins on April 18, 2017. All terms are for two years unless otherwise indicated.

Office Incumbent:

Village President	Steve Struss
Village Trustee	Ted Kumbier
Village Trustee	Dusan "Duke" Mihajlovic
Village Trustee	Kathy Cunningham

There is one position available for Village President. If more than two candidates run, a primary election would be held. The two candidates with the highest number of votes would be put on the April 4, 2017, ballot. If a primary is necessary, the primary would be held on February 21, 2017.

If more than six candidates run for the three positions of trustee, a primary election would be held on February 21, 2017. The six candidates with the highest number of votes will be put on the April 4, 2017, ballot.

NECESSARY FORMS

Each of the following forms must be completed and filed on time for candidates for municipal office, in order for the candidate's name to be placed on the ballot for the Spring Primary and/or the Spring General Election: Campaign Registration Statement, Nomination Papers, and Declaration of Candidacy.

In the Village of Cambridge, candidates for municipal office must file forms and reports with the Village Clerk at 200 Spring Street. Candidates should contact the Village Clerk at 423-3712 with any questions. Normal office hours are Monday, Wednesday and Thursday 7:30 a.m. – 4:00 p.m., Tuesday 9:00 a.m. – 6:00 p.m., and Friday, 7:30 a.m. – 1:00 p.m.

NOMINATION PAPERS

*Prior to announcing your candidacy for office or circulating nomination papers, you must file a Campaign Registration statement in the Village Clerk's Office. The first day for circulating nomination papers is **December 1**, and the deadline for filing nomination papers is typically 5:00 P.M. on the first Tuesday in January. **For 2017, the deadline is Tuesday, January 3, 2017.** (State Statutes 8.10) If all papers are not turned in by the deadline, the candidate's name will not be placed on the ballot.*

Candidates for Village Trustee or Village President need to complete the following forms:

1. **Campaign Registration Statement, Form ETHCF-1.** Candidates should file a campaign registration statement as soon as intent to seek elective office is known, before funds are collected or spent. *All candidates should file a campaign registration statement or amended statement before circulating nomination papers.* The candidates name will not be placed on the ballot if this form is not filed on time.

2. **Nomination Papers, Form EL-169.** Nomination papers may be circulated any time after December 1, and after the candidate has filed a Campaign Registration Statement with the Village Clerk. Signers must include their complete signature, complete address, and date of signing. Each nomination paper must be signed by the Circulator. The instructions for the completion of the nomination papers are on the back of each paper, and should be followed carefully. These papers are due to the Municipal Clerk by **5:00 P.M. on Tuesday, January 3, 2017.**

For the Village of Cambridge, a minimum of 20 signatures are required for municipal offices, up to 100 signatures maximum. It is always a good idea to have more than the minimum, just in case some signatures might be declared invalid.

3. **Declaration of Candidacy, EL-162.**

This form must be filed with the Village Clerk **no later than 5:00 P.M. on the first Tuesday in January, January 3, 2017**, or 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** or person authorized to administer oaths, such as the municipal clerk. *This can, and should however, be handed in whenever it is completed, preferably before you start distributing nomination papers.*

4. **Notification of Noncandidacy, 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, and to avoid an extension of the deadline for filing nomination papers.

Incumbent officeholders who do not intend to seek re-election to the same office *should file the Notification of Noncandidacy no later than 5:00 p.m. on the second Friday preceding the deadline for filing nomination papers, which this year is **December 23, 2016.***

Following the submittal of all of the above forms to the Village Clerk, the forms will be checked for validity. For each election, the municipal clerk will draw the candidates' names by lot for order placement on the ballot.

SIGN RESTRICTIONS **(Mun. Code 17.80.040)**

Political and Campaign Signs. Political and campaign signs **do not** require a permit, provided that they are not located over a public road right-of-way or in, on or over public water. Signs containing a political message as defined in sec. 12.04, Wis. Stats., are subject to the following regulations:

Political signs may be posted no more than sixty (60) days before an election and must be removed within seven days after the election. The sign shall be a maximum of six square feet of display surface in a non-residential area, and eight square feet in a residential area.

CAMPAIGN FINANCING **(State Statutes Chapter 11)**

All Candidates must file a Campaign Registration Form, ETHCF-1. Candidates are exempt from filing a Campaign Finance Report if they meet the following criteria:

1. The candidate anticipates that he/she will not accept contributions, make disbursements, or incur loans and other obligations in an aggregate amount exceeding \$2,000 in a calendar year.
2. The candidate or treasurer signs and dates the request for exemption on the Campaign Registration Statements.

When a candidate is exempt, he/she is not required to file any Campaign Finance Reports. However, the candidate or treasurer is required to keep financial records adequate to meet the requirements of campaign finance law. This means that a record must be kept of all contributions to the committee and of all expenditures.

A candidate who is exempt from filing campaign finance reports may use a personal account as the campaign depository. A separate campaign depository account is not required.

If a decision is made at a later date to exceed the \$2,000 limit on contributions and disbursements the candidate must amend the campaign registration statement immediately.

Please see the directions included with the ETHCF-1. Additional information about Campaign Finance Reporting is available on the Wisconsin Elections Commission's Website, <http://elections.wi.gov>

ELECTION DAY CAMPAIGN RESTRICTIONS
(State Statute 12.03 & 12.04)

1. Persons are prohibited from electioneering on public property within 100 feet of an entrance to a building containing a polling place, or engage in any activity which disrupts voting or interferes with the orderly conduct of the election. This prohibition does not apply to electioneering on private property within 100 feet of an entrance to a polling place. The placement of election signs on private property within the 100 foot radius is permissible.

2. State Statute 12.04 (2) states that any individual may place a sign containing a political message upon residential property owned or occupied by that individual during an election campaign period. The Village Clerk, Election Inspector, or police officer may remove posters or other advertising which is placed in violation of this section.

DISCLAIMERS
(State Statute 11.30)

Every communication which is paid for by political funds must contain a disclaimer or attribution statement identifying the source of the funds paying for the communication. This includes every printed advertisement, billboard, handbill, sample ballot, television or radio advertisement or other communication paid for by political funds. Disclaimers should be included on each separate page of a political communication, including letterhead and enclosures. Disclaimers should also be on items such as T-shirts, bumper stickers and yard signs. The disclaimer **must** use the words "**Paid for by**" (abbreviations should not be used for this language) followed by the name of the committee or group making the payment or assuming responsibility for the communication and the name of the treasurer or other authorized agent. When the communication is being paid for through an in-kind contribution, it must bear the disclaimer of the recipient campaign committee. Abbreviations may not be used for the name of a candidate or campaign committee.

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, nail files and similar small items on which a disclaimer cannot be conveniently printed.
5. Envelopes which have campaign committee identification printed on them.

FORMATS FOR DISCLAIMERS

When a 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 or by a political committee, the disclaimer should read: **"Paid for by Friends of Mary Smith for Mayor, John Jones, Treasurer"** or **"Paid for by the Committee for Voters, John Jones, Treasurer."**

When the communication is an independent expenditure, either supporting or opposing a candidate, the disclaimer should read: **"Paid for by the Committee for Voters, John Jones, Treasurer. Not authorized by any candidate or candidate's agent or committee"**.

FOR MORE INFORMATION and FORMS

Village of Cambridge Clerk's Office
200 Spring Street, Cambridge WI 53523
Phone: 608/423-3712

Wisconsin Election Commission Web Site: <http://elections.wi.gov>
All forms are available on their web site under "Forms"