TOWN OF BURLINGTON
Candidacy Packets for the 2027 Spring Election

This packet incudes the following:

- 2027 Ballot Access Checklist
- Campaign Registration Statement (Form CF-1)
- Declaration of Candidacy (Form EL-162)
- Non-Partisan Nomination Papers (Form EL-169)
- General Information
- Improperly placed signs brochure

Important Election Dates:

December 1, 2026 – First day to circulate nomination papers
December 28, 2026 – Last day to submit Notification of Non-Candidacy to Clerk's office
January 5, 2027 – All papers and forms due in Clerk's office by 5:00PM
January 6, 2027 – Clerk draws for ballot placement
February 16, 2027 – Spring Primary, if needed
April 6, 2027 – Spring Election

CANDIDACY INFORMATION:

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

Prior to announcing your candidacy for office or circulating nomination papers, you must file a Campaign Finance Registration Statement in the Clerk's Office.

The first day for circulating nomination papers is December 1st. The deadline for filing nomination papers is 5:00 P.M. January 5, 2027. (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.

Required Forms:

1. **Campaign Finance Registration Statement, Form CF-1L**. Candidates should file a Campaign Finance Registration Statement as soon as intent to seek elective office is known, before funds are collected or spent. All candidates shall file a Campaign Finance 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 beginning December 1st, and after the candidate has filed a Campaign Registration Statement with the Clerk. Signers must include their complete signature, printed name (must be legible), 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. A minimum of 20 signatures is required.

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 Clerk no later than the deadline for filing nomination papers 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.

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

The drawing will take place at the Town Hall on January 6, 2027 at 1:00PM.

CAMPAIGN FINANCING (State Statutes Chapter 11) Candidates are exempt from filing a Campaign Finance Report (GAB-2L) 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 $2,500 in a calendar year.

2. The Candidate anticipates that he/she will not accept any contribution or cumulative contributions from a single source exceeding $500 in a calendar year.

3. The candidate or treasurer signs and dates the request for exemption on the Campaign Finance Registration Statement.

The $500 limit on contributions from a single source does not apply to contributions from a candidate's personal funds for his/her own campaign if the candidate's contributions total $2,500 or less in a calendar year.

When the 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 later to exceed the $2,500 limit on contributions and disbursements, or to raise more than $500 from a single source for the campaign during a calendar year, the candidate must amend the Campaign Finance Registration Statement immediately.

Additional information on Campaign Finance can be found on the Wisconsin Ethics Commission website at www.ethics.wi.gov (Campaign Finance).

ELECTION DAY CAMPAIGN RESTRICTIONS
(State Statute 12.03 & 12.04)

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.

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

TOWN INFORMATION

www.TownofBurlingtonwi.gov

Population: 6,449

Voter information can be found here: **https://badgervoters.wi.gov/**

Meetings

Town Board meetings are held the 2nd Thursday of every month. Special meetings are scheduled occasionally along with a few annual meetings.

Other meetings:
Third Tuesday in April is the Annual TOWN meeting
Board of Review – TBD
Public Hearing on Budget/Special Town - November