



VILLAGE OF GREENDALE



6500 NORTHWAY
GREENDALE, WI 53129
414-423-2100
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www.greendale.org

November 19, 2018

Dear Candidate for Municipal Office:

This packet was created to assist you in preparing and running for municipal office. Helpful information can also be found on the Wisconsin Elections Commission website <http://elections.wi.gov>. Please keep in mind that, as a candidate for municipal office, it is your responsibility to know and abide by all state election laws.

The contents and instructions are as follows:

1. "Campaign Registration Statement" Form that should be filed as soon as intent to seek elective office is known, before funds are collected or spent, and before circulating nomination papers. On the back side of this form, under – Exemption from Filing Campaign Finance Reports – you choose your campaign Finance Status. If you will not accept contributions, make disbursements or incur obligations in an aggregate amount of more than \$2,000 in a calendar year, you can mark the first box, for exemption, and you will not be required to file any Financial Forms. This form is required to be signed and submitted along with your "Declaration of Candidacy" form.
2. "Declaration of Candidacy" Form should be filed with us as soon as possible.
3. **Please note that the most common violations of State Election Law are independent expenditures by individuals or groups that have not filed a Campaign Registration Statement and the publication of campaign related literature that does not clearly identify the originator of such literature. Any perceived violations of election laws will be promptly reported to the District Attorney for his review.**
4. "Nomination Papers" for you to get at least 20, but no more than 100 signatures from qualified voters who reside in the Village of Greendale. You may obtain signatures no earlier than Saturday, December 1, 2018. These forms must be returned by no later than 5:00 PM on Wednesday, January 2, 2019.
5. **FOR INCUMBENTS ONLY** – Enclosed with this packet is the form called "Notification of Non-candidacy" that will have to be filled out if you decide not to be a candidate for this office. The Form must be filed in my office by **Friday, December 21, 2018**.

When these steps are completed, you are officially a Candidate and your name will appear on the next Village Ballot. If a Primary is required, it will be on February 19, 2019. The Spring Election will be on April 2, 2019.

We have attached a copy of the Village Ordinance on political signs for your convenience. Please feel free to contact me with any questions you may have.

Sincerely,

Kristen Victory
Clerk-Treasurer