



CALEDONIA

VILLAGE OF CALEDONIA

CHECKLIST FOR 2016 MUNICIPAL CANDIDATES

VILLAGE OF CALEDONIA
6922 Nicholson Road
Caledonia, Wisconsin 53108
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www.caledoniawi.com

ELECTION DATES: **Primary** **February 16, 2016**
 Election **April 5, 2016**

1. A packet with the necessary forms is attached. Please read the information on the back of each form.
2. **Declaration of Candidacy (EB-162)** must be filed with the Clerk by **5:00 p.m., TUESDAY, JANUARY 5, 2016**, or the candidate's name will not be placed on the ballot.
3. **Declaration of Noncandidacy by 5:00 p.m. on Friday, December 28, 2015.** (failure to notify will extend nomination paper deadline 72 hours for that office.)
4. Candidates should file a **Campaign Registration Statement (EB-1)** as soon as he/she intends to seek elective office but **no later than 5:00 p.m., on Tuesday, January 5, 2016**. This form must be filed **BEFORE** circulating nomination papers and **BEFORE** campaign funds are collected or spent.
5. **DECEMBER 1, 2015** is the first day candidates **may circulate Nomination Papers** for the 2016 Spring Election. The number of signatures required for Village offices is not less than 20 and not more than 100.
6. **Nomination Papers for Nonpartisan Office (EB-169)** must be filed with the Clerk by **5:00 p.m., TUESDAY, JANUARY 5, 2016**. The number of signatures required for Village offices is 20 to 100.
7. Candidates are exempt from filing campaign finance reports by signing the back of form EB-1, indicating they do not intend to make disbursements or incur obligations of more than \$1,000 or accept any contribution of more than \$100 from a single source. **The EB-1 must be amended and filed with the Clerk if the candidate extends the campaign finance limits set forth in Wis. Stats. Sections 8.10(5), 8.30(2), and 120.06(6)(b).**
8. Information regarding sign placement and post office policies are also included with this packet. All campaign signs, literature, announcements, etc. **must have a disclaimer printed on them.**
9. **FRIDAY, JANUARY 8, 2016 Last day (4:30 p.m.)** for all **judicial candidates** to file Statement of Economic Interests with Government Accountability Board.

Please note that the Village Hall will be **CLOSED FOR THE HOLIDAYS** on the following dates:
Thursday - 12/24/15, Friday - 12/25/15, Thursday - 12/31/2015 and Friday - 1/1/2016.

If you have any questions regarding these forms or while conducting your campaign, please contact me. My office number is 835-6415.

Karie Torkilsen, Village Clerk