



BALLOT ACCESS CHECKLIST FOR 2016 MUNICIPAL CANDIDATES WHERE NOMINATION PAPERS ARE USED

Each of the following forms must be completed and filed on time by candidates for municipal office in order for the candidate's name to be placed on the ballot at the February 16, 2016 Spring Primary and the April 5, 2016 Spring Election.

In the City of West Allis, the filing officer is the City Clerk. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

- Complete and submit a [Campaign Registration Statement \(Form GAB-1\)](#) to the filing officer no later than **5:00 p.m. on Tuesday, January 5, 2016**.
 - New candidates should file a campaign registration statement as soon as intent to seek elective office is known and before funds are collected or spent. Wis. Stat. §§ 11.05(2g), 11.10(1).
 - Continuing candidates should file an amended campaign registration statement indicating the office sought and the new primary and election dates.
 - All candidates should file a campaign registration statement or amended statement **before** circulating nomination papers. A current form must be filed with the filing officer no later than **January 5, 2016**, or the candidate's name will not be placed on the ballot. Wis. Stat. §§ 8.10(5), 8.30(2).

- Circulate and submit [Nomination Paper for Nonpartisan Office \(Form GAB-169\)](#) to the filing officer. Original nomination papers (no photocopies, faxes, or emailed documents) must be received by the filing officer no later than **5:00 p.m. on Tuesday, January 5, 2016**, or the candidate's name will not be placed on the ballot. Nomination papers may not be circulated before December 1, 2015. Wis. Stat. § 8.10(2),(3), Wis. Admin. Code GAB § 6.04(2).

The number of signatures required is as follows:

Citywide offices – 2nd class city	200 – 400
Aldersperson – 2nd class city	20 – 40

- Complete and submit a [Declaration of Candidacy \(Form GAB-162\)](#) to the filing officer no later than **5:00 p.m. on Tuesday, January 5, 2016**. This form must be filed no later than January 5, 2016, or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow, postmarked no later than January 5, 2016. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code GAB § 6.04.

- Municipal candidates:**
Complete and submit a [Statement of Economic Interests](#) to the filing officer at the time of filing nomination papers. The information contained on the statement shall be current as of the date of filing nomination papers. This form must be filed no later than **5:00 p.m. on Tuesday, January 5, 2016**, or the candidate's name will not be placed on the ballot. City of West Allis Revised Municipal Code § 3.4(c).