

How to Run For Office 101

Village of Mukwonago
Diana Dykstra, MMC
Village Clerk-Treasurer



What offices can I run for?

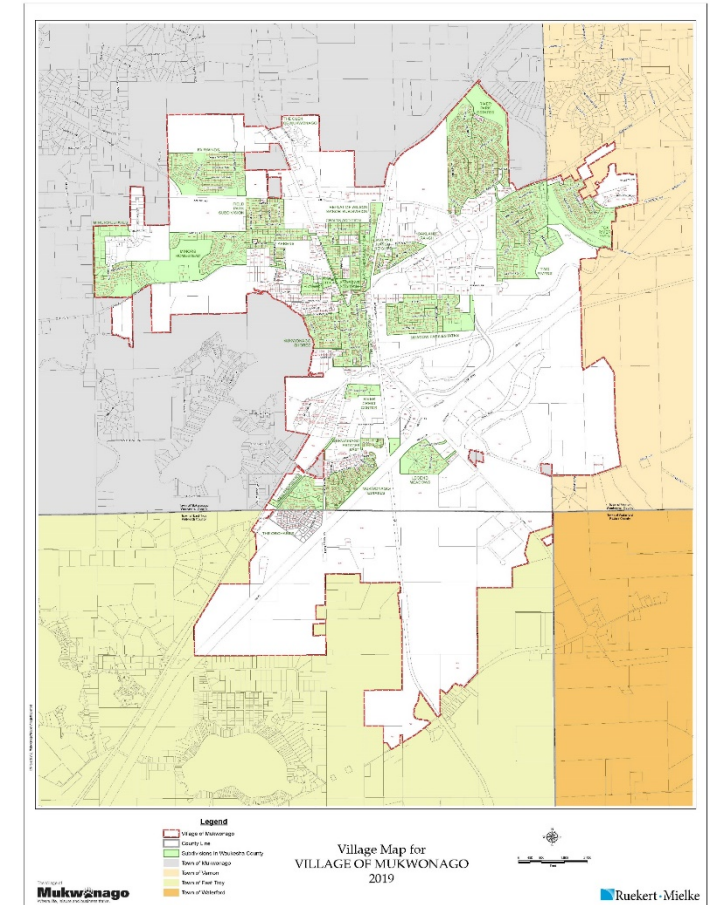
Village of Mukwonago has (6) Trustees and (1) Village President each elected to a three year term.

Two Trustees are elected each year for a three-year term, and the Village President is elected for a three-year term. All newly elected or re-elected officers assume their offices on the third Tuesday in April. The Village President earns \$7,200 annually and each Trustee received \$4,200 annually

In addition to the Village Board a Municipal Judge is elected to a (4) year term beginning May 1 every (4) years, and is paid \$14,795 annually.

Elections are held on a nonpartisan basis in April of each year, preceded by a February primary, if there are more than double the candidates running for the seats available.

The Board regularly meets on third Wednesday of each month at 6:30 p.m. in the Mukwonago Village Hall chambers. The Committee of the Whole meetings the first Wednesday of each month at 5:30pm. Special meetings are also held when required. Village Board meetings are live stream on our web site at www.villageofmukwonago.com

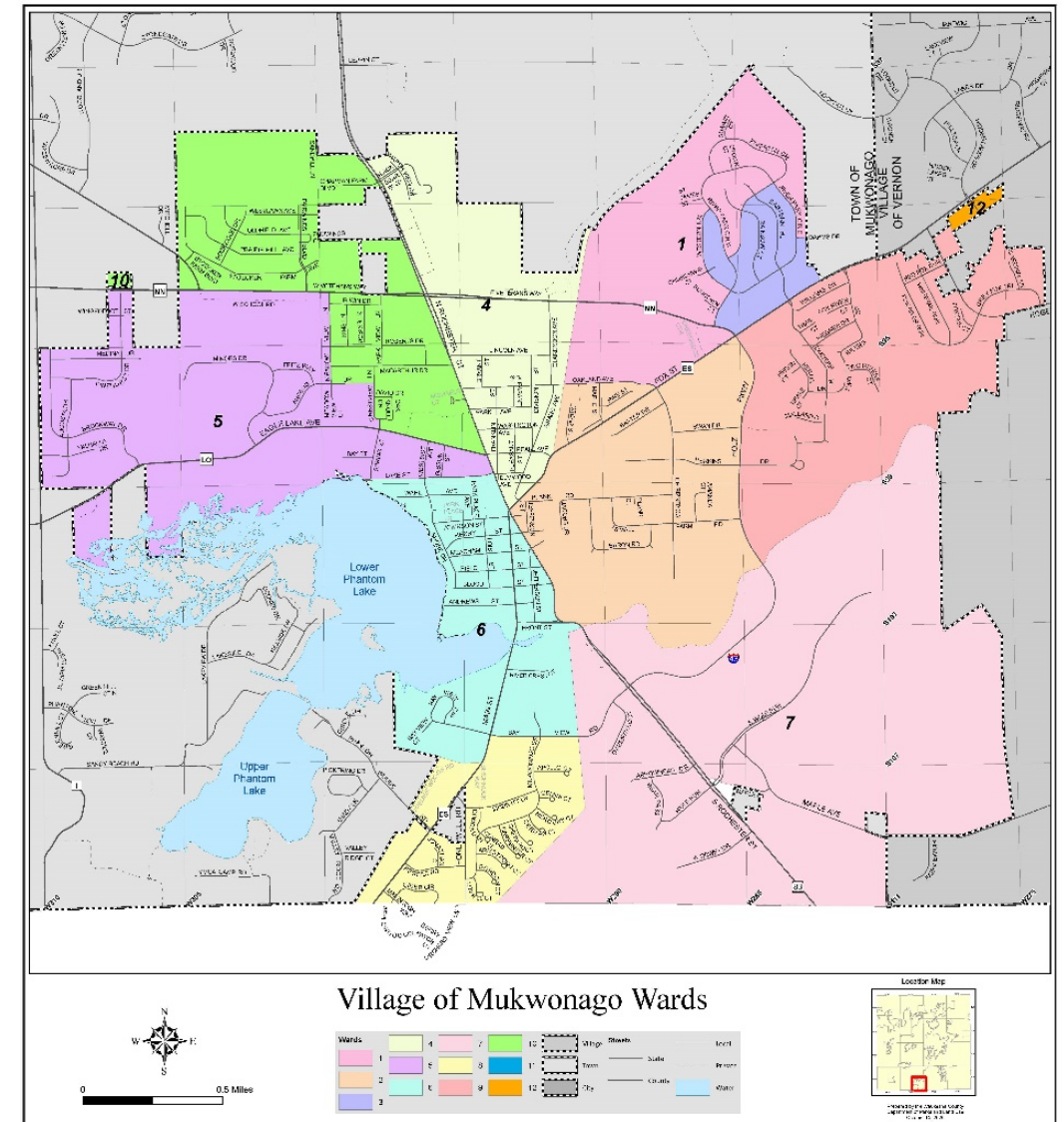


The Village is situated in both Walworth and Waukesha Counties.

The Village elects its members At-Large, which means they represent the entire Village with no specific districts.

There are 12 wards. Wards are created when property is annexed, and districts overlap. Even though there are no districts, wards are the smallest districting group that represent legislative representation or school districts.

Village of Mukwonago is predominantly in Waukesha County. Ward 11 and 12 are entirely in Walworth County. There are currently about 117 registered voters in Walworth County and about 5,327 voters in Waukesha County.



Appointments to Committees

Appointments to the Village's Boards, Committees, or Commissions are made by the Village President subject to confirmation by the Village Board.

Standing Committees of the Village are:

- Finance
- Health & Recreation
- Public Works
- Personnel
- Judicial
- Protective Services

In addition to the Standing Committees there are Sub-Committees and Ad-hoc Committees that may be formed for a specific purpose or by Ordinance.

Examples are:

Joint Protective Services (for the Joint Village-Town Fire Department) or the Downtown Development Committee.

What type of commitment would I have to make?

It should be emphasized that regular attendance at meetings is critical to the effective operation of any board, committee, or commission. Such attendance ensures a steady flow of communication and keeps everyone abreast of current topics under discussion.

Time spent reading and preparing for meetings can be dependent upon each member. Average size of an agenda packet can normally run between 200-500 pages.

Agendas are distributed electronically, and each Trustee is provided a laptop to read and review their materials.

How do I get started?

The Clerk's office has a candidate packet available for anyone interested in running for office.

There are (3) documents that are required.

1. Declaration of Candidacy
2. Registration Statement
3. Nomination Papers

Documents will also be available on our web site at:

<https://villageofmukwonago.com/clerk/elections-voting/>

Nomination Papers for Non-Partisan Office EL-169

This is a form you circulate around the village. You can not leave these forms unattended on a table. Residents may sign up to the number of candidates that can be voted for. (Example: Two Trustees up for election, a resident can sign two nomination papers)

A minimum of 20 Signatures and Maximum of 100. You may not circulate prior to December 1, 2020.

Signatures are required to be turned in by 5pm January 4, 2022.

NOMINATION PAPER FOR NONPARTISAN OFFICE				
Candidate's name (required); no titles may be used.		Candidate's residential address (required) <i>No P.O. box addresses</i> Street, fire, or rural route number; box number (if rural route); and name of street or road		Candidate's municipality for voting purposes (required) <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City (name of municipality)
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality)		State (required) WI	Zip code	Type of election (required) <input type="checkbox"/> spring <input type="checkbox"/> special
Title of office (required)		Branch, district or seat number (required if applicable) <input type="checkbox"/> Branch <input type="checkbox"/> District <input type="checkbox"/> Seat		Election date (required) <i>Do not use primary date.</i> <u>Mo/Day/Year</u>
Name of jurisdiction or district in which candidate seeks office (required)				

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for ☐ him or ☐ her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.				
Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes.	Date of Signing Mo/Day/Year
1.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
2.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
3.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
4.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
5.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
6.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
7.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
8.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
9.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
10.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	

CERTIFICATION OF CIRCULATOR	
I, _____ (Name of circulator)	certify: I reside at _____ (Circulator's residential address - Include number, street, and municipality.)
I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).	

_____ (Date)	_____ (Signature of circulator)	Page No.
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Declaration of Candidacy EL-162

Due by 5:00PM January 4, 2022

This form is your official
declaration of Candidacy and
how you want your name listed
on the ballot.

Notary Public is available in our
office by appointment.

Declaration of Candidacy (See instructions for preparation on back)				FOR OFFICE USE ONLY	
Is this an amendment? <input type="checkbox"/> Yes (if you have already filed a DOC for this election) <input type="checkbox"/> No (if this is the first DOC you have filed for this election)					
I, _____, being duly sworn, state that <small>Candidate's name</small>					
I am a candidate for the office of _____ <small>Official name of office - include district, branch or seat number</small>					
representing _____ <small>If partisan election, name of political party or statement of principle - five words or less (Candidates for nonpartisan office may leave blank.)</small>					
and I meet or will meet at the time I assume office the applicable age, citizenship, residency and voting qualification requirements, if any, prescribed by the constitutions and laws of the United States and the State of Wisconsin, and that I will otherwise qualify for office, if nominated and elected.					
I have not been convicted of a felony in any court within the United States for which I have not been pardoned. ¹					
My present address, including my municipality of residence for voting purposes is:					
House or fire no.	Street Name	Mailing Municipality and State	Zip code	Town of <input type="checkbox"/> Village of <input type="checkbox"/> City of <input type="checkbox"/>	
Municipality of Residence for Voting					
My name as I wish it to appear on the official ballot is as follows:					
_____ <small>(Any combination of first name, middle name or initials with surname. A nickname may replace a legal name.)</small>					
STATE OF WISCONSIN } County of _____ <small>(County where oath administered)</small>				_____ <small>(Signature of candidate)</small>	
Subscribed and sworn to before me this _____ day of _____, _____.				NOTARY SEAL REQUIRED, IF OATH ADMINISTERED BY NOTARY PUBLIC	
_____ <small>(Signature of person authorized to administer oaths)</small>					
<input type="checkbox"/> Notary Public or <input type="checkbox"/> other official _____ <small>(Official title, if not a notary)</small>					
If Notary Public: My commission expires _____ or <input type="checkbox"/> is permanent.					
The information on this form is required by Wis. Stat. § 8.21, Art. XIII, Sec. 3, Wis. Const., and must be filed with the filing officer in order to have a candidate's name placed on the ballot. Wis. Stats. §§ 8.05 (1)(j), 8.10 (5), 8.15 (4)(b), 8.20 (6), 120.06 (6)(b), 887.01.					
EL-162 Rev. 2019-08 Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 608-266-8005 web: elections.wi.gov email: elections@wi.gov					
<small>1. A 1996 constitutional amendment bars any candidate convicted of a misdemeanor which violates the public trust from running for or holding a public office. However, the legislature has not defined which misdemeanors violate the public trust. A candidate convicted of any misdemeanor is not barred from running for or holding a public office until the legislature defines which misdemeanors apply.</small>					



CAMPAIGN FINANCE REGISTRATION STATEMENT
STATE OF WISCONSIN

Note: An amended registration statement must be filed within 10 days of any changes in information.

1. Is this an Amendment? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please enter your committee number:		Committee Number	
SECTION A: GENERAL INFORMATION			
A1. Candidate Committee/Committee/Conduit Name		A2. Registrant Type (Choose One) <input type="checkbox"/> Candidate <input type="checkbox"/> Referendum <input type="checkbox"/> Recall <input type="checkbox"/> Conduit <input type="checkbox"/> Political Action (PAC) <input type="checkbox"/> Independent Expenditure (IFC) <input type="checkbox"/> Political Party <input type="checkbox"/> Legislative Campaign Committee	
A3. Email	A4. Phone		
A5. Mailing Address	A6. City	A7. State	A8. Zip
Depository Institution Information			
A9. Institution Name	A10. Street Address	A11. City	A12. State A13. Zip
Treasurer/Administrator Information			
A14. Name	A15. Email	A16. Phone	
A17. Mailing Address	A18. City	A19. State	A20. Zip
Other Officers (Optional) <i>Independent and local non-partisan candidates: Indicate by an asterisk (*) which officers are authorized to fill a vacancy in nomination due to death of candidate.</i>			
A21. Name	A22. Title	A23. Email	A24. Phone
A25. Name	A26. Title	A27. Email	A28. Phone
Filing Exemption <i>Registrants that will not accept contributions, make disbursements, or incur obligations in an aggregate amount of more than \$2,000 in a calendar year are eligible for exemption from filing campaign finance reports. Exempt status is effective only for the calendar year in which it is granted. Registrants wishing to remain on exempt status must renew each year. Candidates may not claim exemption in the year of their election before the day they appear on the ballot.</i>		A29. Exemption Affirmation <input type="checkbox"/> Yes, this registrant is eligible for exemption <input type="checkbox"/> No, this registrant is not eligible for exemption	
SECTION B: CANDIDATE COMMITTEES			
B1. Office Sought (include District/Branch)		B2. Political Party	B3. Election Date
Candidate Information			
B4. Name	B5. Email	B6. Phone	
B7. Mailing Address	B8. City	B9. State	B10. Zip
Second Candidate Committee <i>An individual who holds a state or local elective office may establish a second candidate committee to pursue another state or local office.</i>		B11. Is this your only registered candidate committee in Wisconsin? <input type="checkbox"/> Yes, this is my only candidate committee in Wisconsin <input type="checkbox"/> No, this is my second candidate committee in Wisconsin	
B12. Other Office Held or Sought (include District/Branch) <i>Only complete B12 if you responded "No" to B11.</i>			
SECTION C: RECALL COMMITTEES			
C1. Name of Official Subject to Recall	C2. Office of Official Subject to Recall	C3. <input type="checkbox"/> Support <input type="checkbox"/> Oppose	

Form CF-1 (Rev. 11/2018) Prescribed by: STATE OF WISCONSIN, Ethics Commission

Campaign Registration Statement CF-1

This form is required of all candidates prior to raising or spending any funds. It is due by 5:00PM January 4, 2022.

Most candidates will check the Exemption on A29. Registrants that will not accept contributions, make disbursements, or incur obligations in an aggregate amount of more than \$2,000 in a calendar year are eligible for exemption from filing campaign finance reports. Exempt status is effective only for the calendar year in which it is granted. Registrants wishing to remain on exempt status must renew each year. Candidates may not claim exemption in the year of their election before the day they appear on the ballot

What are the rules on Yard Signs or materials I use to hand out during my campaign for local office?

Political Signs on behalf of candidates for public office are subject to the following:

- A permit is not needed, however you will need to obtain permission from the property owner where you erect signs. No signs shall be located on public property.
- Each sign must include a disclaimer. (*Paid for by statement*)
- The placement of the sign must not adversely affect traffic or pedestrian safety
- Signs shall not be erected for more than 30 days prior to an election and should be removed within two days following an election.

Disclaimers (where the item was authorized and paid for by) should appear on all yard signs and materials printed in mass for distribution. However, no disclaimer is required on buttons, pins, balloons, or other similar items which a disclaimer cannot be conveniently printed.

Thank you for taking the time to consider a run for local office.

Packets are available for pick up today.

Please call and make an appointment, or request an electronic copy

ddykstra@villageofmukwonago.com

If your not ready to be a candidate, you can participate and watch your representatives on our live stream or archived meetings page at www.villageofmukwonago.com/government/agendas-minutes

Village of Mukwonago
Where Life, Leisure and Business Thrive

VILLAGE CORONAVIRUS (COVID-19) EMERGENCY UPDATES

COMMUNITY ▾ RESIDENTS ▾ DEPARTMENTS ▾ GOVERNMENT ▾ BUSINESS RESOURCES 🔍

Phantom Lakes Management District

Planning Commission

Village Board

2020 2019

Meeting	Date	Duration	Agenda	Minutes	Video	Packet
Village Board	Nov 18, 2020 - 06:34 PM	01h 25m	Agenda	Minutes	Video	Agenda Packet
Special Village Board	Nov 18, 2020 - 05:57 PM	00h 36m	Agenda	Minutes	Video	Agenda Packet
Village Board	Oct 21, 2020 - 06:25 PM	01h 41m	Agenda	Minutes	Video	Agenda Packet
Special Village Board	Oct 8, 2020 - 11:13 AM	00h 00m	Agenda	Minutes	Video	Agenda Packet
Special Village Board	Oct 7, 2020 - 08:47 AM	00h 00m	Agenda	Minutes	Video	Agenda Packet
Village Board	Sep 16, 2020 - 02:55 PM	00h 00m	Agenda	Minutes	Video	Agenda Packet
Special Village Board	Sep 2, 2020 - 07:24 AM	00h 00m	Agenda	Minutes	Video	Agenda Packet
Village Board	Aug 19, 2020 - 07:24 AM	00h 00m	Agenda	Minutes	Video	Agenda Packet

440 River Crest Court

PAYMENT CALENDAR REPORT A CONCERN GARBAGE & RECYCLING PROPERTY TAX

Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149
(262) 363-6420 X2103