

2025 BALLOT ACCESS CHECKLIST FOR COUNTY SUPERVISOR AND COUNTY EXECUTIVE CANDIDATES



Each of the following forms must be completed and filed on time by a candidate for the office of County Supervisor or County Executive in order for the candidate's name to be placed on the ballot at the **February 18, 2025 Spring Primary** and the **April 1, 2025 Spring Election**.

The filing officer for County Supervisor and County Executive is the County Clerk. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

- Complete and Submit a Registration Statement (Form CF-1)** to the filing officer prior to raising or spending any funds, and no later than **5:00 p.m. on Tuesday, January 7, 2025** 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 7, 2025. Wis. Stat. §§ 8.10(5), 8.30(2), Wis. Admin. Code EL § 6.04.

- **New Candidates**

- File** a campaign registration statement before campaign funds are collected or spent or before submitting nomination papers. Wis. Stat. §§ 11.0202(1)(a), 11.0101(1).

- **Continuing Candidates**

- Amend** your current registration, indicating the office sought and the new primary and election dates. Wis. Stat. §§ 11.0202(1)(a), 11.0101(1).

- Circulate and Submit Nomination Papers for Nonpartisan Office (Form EL-169)** to the filing officer no later than **5 p.m. on Tuesday, January 7, 2025**. Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2024. Wis. Stat. § 8.10(2), Wis. Admin. Code EL § 6.04(2).

The number of signatures required is as follows:

County Supervisor:

In counties with populations over 750,000	200 - 400
In counties with populations between 100,000 and 750,000	*100 - 200
In counties with populations under 100,000	20 - 100

County Executive:

In counties with populations over 750,000	2000 - 4000
In counties with populations between 100,000 and 750,000	500 - 1000
In counties with populations under 100,000	20 - 400

*This number applies unless the county has passed an ordinance per Wis. Stat. § 8.10(3m), to reduce the minimum number of signatures to 50.

- Complete and Submit a Declaration of Candidacy (Form EL-162)** to the Wisconsin Elections Commission. The Declaration of Candidacy form must be received in the WEC office no later than **5:00 p.m. on Tuesday, January 7, 2025** 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 7, 2025. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04.

IMPORTANT NOTE REGARDING STATEMENTS OF ECONOMIC INTERESTS

A county may enact an ordinance establishing a code of ethics for public officials that may require a candidate for county office to file a Statement of Economic Interests (SEI). The ordinance may also provide that failure to timely file an SEI will prevent the candidate's name from being placed on the ballot. Wis. Stat. §19.59(1m), (3)(b). Please contact the filing officer to learn if this requirement applies to you.