

**VILLAGE OF CALEDONIA
CHECKLIST FOR 2012 MUNICIPAL CANDIDATES**

ELECTION DATES: **Primary** **February 21, 2012**
 Election **April 3, 2012**

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 3, 2012**, or the candidate's name will not be placed on the ballot. **Declaration of Noncandidacy by 5:00 p.m. on Tuesday, December 27, 2011.**
3. 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 3, 2012**. This form must be filed **BEFORE** circulating nomination papers and **BEFORE** campaign funds are collected or spent.
4. **DECEMBER 1, 2011** is the first day candidates **may circulate Nonomination Papers** for the 2012 Spring Election. The number of signatures required for Village offices is 20 to 100.
5. **Nomination Papers for Nonpartisan Office** (EB-169) must be filed with the Clerk by **5:00 p.m., TUESDAY, JANUARY 3, 2012**. The number of signatures required for Village offices is 20 to 100.
6. 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).
7. 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.**

Please note that the Village Hall will be CLOSED FOR THE HOLIDAYS on the following dates: Friday - 12/23/11, Monday - 12/26/11, Friday - 12/30/2011 and Monday – 1/2/2012

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

Karie Torkilsen
Caledonia Village Clerk