

HOW TO RUN FOR PUBLIC OFFICE

October 2025



City of Sun Prairie Office of the City Clerk

300 East Main Street

(608) 825-1148

www.cityofsunprairie.com

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SUN PRAIRIE Municipal Alder and Mayoral Candidates 2026

As a candidate for municipal office, you may find the following guidelines helpful as you prepare for the 2026 Spring Election. These guidelines identify the main steps to qualify for placement on the ballot.

You are responsible for familiarizing yourself with the election and campaign finance requirements that apply to your campaign, which you may obtain from either the Wisconsin Statutes, or from your private attorney. In addition, you may obtain general information about the election from the City of Sun Prairie website or from the Wisconsin Elections Commission and/or the Wisconsin Ethics Commission. Keep in mind that the information you receive may not be interpreted as legal advice or a release from your responsibility to comply with the law.

Important Dates

December 1, 2025 , first day to circulate nomination papers
December 26, 2025, 5 p.m. deadline for incumbents not seeking re-election to file Notice of Non- Candidacy (EL-163)
January 6, 2026 , Clerk's Office open until 5:00 p.m.
January 6, 2026 , Nomination Papers, Declaration of Candidacy, and Campaign Registration Statement due in City Clerk's Office by 5:00 p.m.
January 9, 2026 , Deadline to challenge nomination papers
January 27, 2026 , Absentee ballots mailed to all voters with requests on file
January 28, 2026 , Last day to register to vote online or through the mail prior to the Spring Primary. Voter registration remains available at absentee voting sites through the Friday before Election Day, and at the polls on Election Day
February 17, 2026 , Spring Primary, if needed
March 17, 2026 , Absentee ballots mailed to all voters with requests on file
March 18, 2026 , Last day to register to vote online or through the mail prior to the Spring Election. Voter registration remains available at absentee voting sites through the Friday before Election Day, and at the polls on Election Day.
April 7, 2026 , Spring Election

Necessary Forms

The following forms must be completed and filed by 5 p.m. on January 6 in order for the candidate's name to be placed on the ballot for the Spring Primary and/or the Spring General Election:

- Campaign Registration Statement – ETHCF-1
- Declaration of Candidacy – EL162
- Nomination Papers – EL169

Campaign Finance Registration Statement

This form should be filed with the City Clerk's Office prior to announcing your candidacy for office, or no later than the deadline for filing nomination papers. 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 – see State Statute 11.05(2g) and 11.10(1). Continuing candidates must file an amended campaign registration statement indicating the office sought and the new primary and election dates. The campaign registration statement must be signed by both the candidate and the campaign treasurer if a treasurer has been appointed.

Declaration of Candidacy

The declaration of candidacy must include the candidate's name in the form it is to appear on the official ballot. A candidate may use their full legal name or any combination of first name, middle name, initials, or nickname with last name. No abbreviations or titles are permitted.

Nicknames with an apparent electoral purpose or benefit, such as "Lower Taxes," "None of the Above" or "Lower Spending" are not permitted. A nickname is a substitute for the candidate's legal name. It is not permissible to add the nickname in quotes or parentheses between the first and last name. For example, John "Jack" Jones is not acceptable, but Jack Jones is acceptable.

Nomination Papers

The first day for circulating nomination papers is December 1, and the deadline for filing nomination papers is 5:00 pm on the first Tuesday in January. This deadline is extended to the first Wednesday in January if the first Tuesday of January is a holiday (§8.10).

Signatures of qualified electors on nomination papers must be obtained between December 1, 2025, and 5:00 pm on January 6, 2026. Please pay careful attention to the signatures you obtain on your nomination papers. All electors signing your nomination papers must live within the district in which you are running (you can check the district for an address at the City Assessor's website, or Access Dane). Those signing do not need to be registered voters but must be eligible to vote. It is to your advantage to check that the addresses on your nomination papers are from the district you are running to represent. Signatures for addresses outside of that district are invalid and will not be counted.

Signers must give their complete address (house number, street, and municipality – no Post Office boxes), and must list the municipality of residence. Signers must date their signature, including the year. In order for a signature to be valid, state law requires the signer to legibly print their name in a space provided next to their signature.

Although the person signing the nomination papers must reside within the district, the person circulating the nomination papers does not need to live in the district or municipality. Circulators are only required to be U.S. citizens, age 18 or older on the date of circulation, and not otherwise disqualified as an elector by the provisions in State Statute 6.03.

The circulator must certify the nomination papers after obtaining the signatures. Signatures dated after the date listed by the circulator are invalid and will not be counted. Nomination papers must be numbered. You may determine whether an address is in your district by checking online at the City Assessor's website, or Access Dane. Signatures for addresses outside of that district are invalid and will not be counted.

Signatures Required

Office	Minimum	Maximum	Wisconsin State Statute
Alderman	20	40	§8.10(3)(k)
Mayor	200	400	§8.10(3)(k)

Following the submittal of all the above forms to the City Clerk's Office, the forms will be checked for validity. You are strongly urged to obtain more than the minimum number of signatures required for ballot status; in case a deficiency is found with some signatures. For each election candidates' names are drawn by lot for order placement on the ballot.

If a potential candidate does not submit all necessary forms and an adequate number of valid nomination signatures by 5:00 pm on January 6, 2026, their name will **not** be placed on the ballot.

Notification of Non-Candidacy, Form EL163

The notification of non-candidacy form is to notify the City Clerk's Office and the electorate of an incumbent officeholder's intent to not seek re-election to the same office. Incumbent office holders who do not intend to seek re-election to the same office should file the notification of non-candidacy no later than 5:00 pm on December 26, 2025. If an incumbent not seeking re-election files the notification timely, the nomination paper deadline is unchanged. If the incumbent has a change of mind after filing the notification of non-candidacy, they can run for re-election by filing the appropriate ballot access papers by January 6, 2026. Failure to notify will extend the nomination paper deadline 72 hours for that office (5:00 pm on January 9, 2026).

Write-In Candidates

To seek office as a write-in candidate:

- Download your campaign registration statement from the Wisconsin Elections Commission website at any time.
- File your campaign registration statement with the City Clerk's Office as soon as you decide to become a write-in candidate. Write-in votes are counted at the Spring Primary for candidates who file a campaign registration statement by noon on Friday, February 13, 2026. Write-in votes are counted at the Spring Election for candidates who file a campaign registration statement by noon on Friday, April 3, 2026.
- Educate supporters to write your name on the write-in portion of the ballot, under the proper position.

All forms are filed with the City Clerk's Office

City of Sun Prairie
300 E Main St
Sun Prairie, WI 53590

Hours: 8:00 a.m. – 4:30 p.m., Monday – Friday **Phone:** (608) 825-1148
Questions may be emailed to: clerk@cityofsunprairie.com

Campaign Finance Chapter §11 of the Wisconsin Statutes

The campaign finance report (for total contributions of \$2,000 or more) is available on the Wisconsin Ethics Commission website and is provided to candidates in the packet or upon request, by the City Clerk's Office.

Candidates are required to file periodic campaign finance reports on the dates listed below. Candidates for local office whose names do not appear on the primary ballot are not required to file a pre-primary report.

2026 Election Dates:

Local

- Spring Primary Election: **February 17, 2026** (if needed)
- Spring Election: **April 7, 2026**

Statewide

- Primary Election: **August 11, 2026** (if needed)
- General Election: **November 3, 2026**

Eligibility for Exemption

Candidates who meet the following criteria are exempt from filing a finance report:

- Candidate anticipates not accepting contributions, making disbursements, or incurring loans and other obligations in an aggregate amount exceeding \$2,000 in a calendar year.
- Candidate or treasurer signs and dates request for exemption on campaign registration statement.

Financial Records Kept During Exemption

When candidates are exempt, they are not required to file any campaign finance reports. However, the candidate or treasurer is required to keep an adequate record of all contributions and all expenditures.

Maintaining these records is especially important in the event of unexpected large contributions or expenses exceeding \$2,000. The information is then readily available for the candidate to immediately amend their campaign registration statement.

A candidate who is exempt from filing campaign finance reports may use a personal account as the campaign depository. A separate campaign depository account is not required, but the candidate must provide the account number for whichever account will be used.

Revoking Exemption

If a decision is made to exceed the \$2,000 limit on contributions and disbursements, the candidate must amend their campaign registration statement immediately.

The candidate/committee is required to file a campaign finance report beginning with the next regular report. The first report must cover all financial activity from the time of registration or from the date of the last financial report before going on exemption.

Contribution Limits

All candidates running for elected office must abide by contribution limits that vary depending on the office sought and the population of the district. The only contributors not subject to limits are the candidate contributing to his or her own election, and political party committees. To determine the limits for a candidate for local office, see the guidelines below.

In-Kind Contribution

An in-kind contribution is any good, service or property offered to the candidate's campaign free of charge or at less than the usual cost for such goods, services, or property. For example, if a campaign worker purchases stamps that are used for a mailing and is not reimbursed for the cost of the stamps, the value of the stamps is an in-kind contribution to the candidate's campaign from that campaign worker. When an individual is paid to work on behalf of a candidate by a political committee or some other person, the payment for those services is an in-kind contribution to the candidate's campaign. If a political committee or individual offers to provide food and beverages for a fundraiser at less than the ordinary market price, the difference between the ordinary market price and the cost to the campaign is an in-kind contribution from the political committee or individual.

The candidate or campaign treasurer must agree to accept an in-kind contribution before it is given. Before making an in-kind contribution to a candidate, the contributor is required to notify an authorized person from the candidate's campaign and obtain either oral or written consent to the contribution. If the contributor does not know the actual value of the contribution, a good faith and reasonable estimate of the fair market value should be provided.

An in-kind contribution received by the campaign committee is reported by the committee as both a receipt and expenditure. This procedure allows the campaign to disclose the receipt of the contribution on its campaign finance report along with cash contributions received and track year to date and campaign period totals. Then, in order to keep the committee's cash balance accurate, the amount of the in-kind is reported as an expenditure. The two entries offset each other and do not affect the cash balance.

If an estimate of the value of an in-kind contribution is the only value available at the time the candidate is required to file a report, the committee must report the estimated value of the contribution. When the actual value of the estimated in-kind contribution is known, the actual amount is reported as a contribution and an expenditure on the campaign finance report.

In-kind contributions are subject to the same itemization thresholds and the same contribution limits as cash contributions. Cash contributions and in-kind contributions from a single contributor are added together for the purposes of determining compliance with contribution limits and the year-to-date amount for a specific contributor. When a political communication is provided as an in-kind contribution, the disclaimer must identify the committee receiving the contribution.

Contributions and Other Income from Businesses

Businesses may make contributions under some circumstances, but the rules vary by the type of business

1. Corporations may not contribute to local or state candidates in the State of Wisconsin.
2. Sole-proprietorships may contribute. The contribution must be reported under the name of the individual owner. This contribution counts toward the contribution limits from that individual to the candidate.
3. Partnerships may contribute. The contribution must be reported under the names of the individual partners. The partnership may agree beforehand on how to allocate a portion of the contribution to each partner. If the partnership does not inform the candidate how the contribution should be allocated between the partners, then the contribution should be divided up according to each partner's share of the partnership's profits.
4. LLCs that are taxed as corporations may not contribute to local or state candidates in the State of Wisconsin.
5. LLCs taxed as a sole-proprietorship or partnership may contribute. The contribution must be reported under the name(s) of the individual owner(s). If there is more than one owner, contributions should be allocated as described in the partnership section above.

Occasionally, a candidate committee may receive other income, like interest on a savings or checking account, or a refund of a security deposit, from a business. This other income is not a contribution and may be accepted from any type of business. The income should be reported on Schedule 1-C (Other Income), rather than Schedule 1-A, where contributions are reported.

Prohibited Contributions

Certain contributions are prohibited by Wisconsin law:

- Anonymous contributions of more than \$10
- Contributions in cash of more than \$100
- Contributions given in the name of someone other than the contributor (laundered)
- Contributions from cooperatives or corporations
- Contributions in excess of limits set by law

Returned Contributions

Any contribution you return to the donor after depositing it in the campaign account must be reported as a returned contribution to the contributor. Any contribution returned to the donor uncashed within 15 days of receipt has not been accepted and does not get reported.

Contributions Transferred through Conduits

A conduit is any individual, committee or group that receives contributions from individuals, deposits those contributions in a financial institution, and then transfers the contributions to a committee selected by the original contributor. The conduit may not exercise any discretion over the amount or ultimate recipient of the contributions. A conduit is required to register with the Wisconsin Ethics Commission.

When a conduit transfers contributions, it writes a single check for the total amount of all individual contributions designated for that committee. It is required to provide a transmittal letter with the check. This letter must identify the organization as a conduit, and list the individual contributors, the amount of each individual's contribution, and the date the individual authorized their contribution (see Wis. Admin. Code ETH § 1.855).

Contributions transferred through conduits are reported as contributions received from the individuals listed in the transmittal letter. These contributions are reported under the individual's name. They are subject to itemization on the same basis as other individual contributions.

Disclaimers

Wisconsin Statute 11.30

Every communication that is paid for by political funds must contain a disclaimer or attribution statement identifying the source of the funds paying for the communication. This includes every printed advertisement, billboard, handbill, sample ballot, television or radio advertisement or other communication paid for by political funds.

Disclaimers should be included on each separate page of a political communication, including stickers and yard signs. The disclaimer must use the words "paid for by" (abbreviations should not be used for this language), followed by the name of the committee or group making the payment or assuming responsibility for the communication, and the name of the treasurer or other authorized agent.

When the communication is being paid for through an in-kind contribution, it must bear the disclaimer of the recipient campaign committee. Abbreviations may not be used for the name of a candidate or campaign committee.

No disclaimer is required on:

- Personal correspondence not reproduced by machine for distribution
- A single personal item not reproduced or manufactured by machine or other equipment
- Nomination papers, even if the papers contain biographical information
- Pins, buttons, pens, balloons (small items on which disclaimer cannot be conveniently printed)
- Envelopes that have campaign committee identification printed on them

Formats for Disclaimers

- When a communication is paid for by a candidate without a committee, or paid for by an individual, the disclaimer should read, "Paid for by Mary Smith."
- When the communication is paid for by the campaign committee of a candidate or by a political committee, the disclaimer should read, "Paid for by Friends of Mary Smith for Mayor, John Jones, Treasurer," or "Paid for by the Committee for Voters, John Jones, Treasurer."

Campaign Signs

It is a violation of Sun Prairie's sign ordinance to place campaign signs in the public right-of-way. The public right-of-way includes the street and the terrace (area between the sidewalk and the street). When sidewalks are not present, the terrace extends 15 feet from the curb into the adjoining property.

Signs should not be placed in the median strip of boulevards or displayed on posts, trees, or other supports in any public street.

According to Sun Prairie Ordinance 17.40.050(N):

Political Signs

1. Political signs shall not exceed thirty-two (32) square feet in area.
2. Political signs shall not be displayed on any building or grounds that are owned, operated, or maintained by any public agency, or any city-owned post, or traffic control device, or on any pole, post, or appurtenance owned or operated by any utility. Political signs shall be placed only on private property in accordance with Chapter 12, Wisconsin Statutes. Political signs shall not be placed on vacant private property without the consent of the property owner.
3. Any illegal signs or unusable signs due to wear, tear, or damage may be removed without notice by the city.

Please instruct your campaign committees and other volunteers to obey the law. Non-compliance with this ordinance may result in the issuance of citations with civil forfeitures from \$30 to \$500, plus costs.

Election Day Campaign Restrictions

Wisconsin Statutes 12.03 & 12.04

State Statute 12.03 prohibits electioneering on public property within 100 feet of any entrance to a building that serves as a polling place. This prohibition does not apply to private property within 100 feet of an entrance to a polling place. All polling places, even those located at private businesses, are considered public property on Election Day.

Election Observers

Any member of the public other than a candidate may be present at any polling place for the purpose of observing an election. Observers must register with the Chief Inspector. Observers may not address the voters or interfere with the election process. Observers may not wear campaign buttons or campaign shirts, and are not permitted to hand out campaign literature within the polling place. Electioneering is prohibited within 100 feet of any entrance to a building where voting takes place.

Candidates may not hang out at a polling place where their name is on the ballot, even if they are unopposed. The Chief Inspector will provide only one warning to election observers who engage in loud, boisterous, or disruptive behavior that, in the opinion of the Chief Inspector, threatens the orderly conduct of the election or interferes with the voting process. If the observer does not cease the offending conduct, the Chief Inspector will instruct the observer to leave the polling place. If the observer refuses to leave, the Chief Inspector will call the police to have the observer removed from the polling place.

Voter Lists

Lists of voters or absentee ballot requestors can be obtained from the [Wisconsin Elections Commission](https://elections.wi.gov)

Helpful Online Resources

City Clerk's Office: clerk@cityofsunprairie.com

Wisconsin Elections Commission: <https://elections.wi.gov>

Wisconsin Ethics Commission: <https://ethics.wi.gov/Pages/home.aspx>

My Vote WI: <https://myvote.wi.gov/>

Wisconsin Candidate Eligibility

Candidate, age, residency, and special requirements

United States Senator: 30 year of age, a citizen of the United States for 9 years and an inhabitant of the state at the time of the election. Article I, Section 3, U.S. Constitution.

Representative in Congress: 25 years of age, a citizen of the United States for 7 years and an inhabitant of the state at time of election. Article I, Section 2, U. S. Constitution.
(Representative need not be a resident at the time they file nomination papers and executes declaration of candidacy. 61 Atty. Gen. 155).

Governor and Lieutenant Governor[†]: A qualified elector* of the state at the time of taking office. Article V, Section 2, Wis. Constitution.

Attorney General: A qualified elector* of the state at the time of taking office.

State Representative Office[†]: A resident for one year within the state and a qualified elector* of the district at the time of taking office. Article IV, Section 6, Wis. Constitution. 65 Atty. Gen. 165.

Supreme Court Justice[†]: Licensed to practice law in Wisconsin for 5 years immediately prior to the election and a qualified elector* of the state at time of election. Article VII, Sections 10, 24, Wis. Constitution.

Court of Appeals Judge[†]: Licensed to practice law in Wisconsin for 5 years immediately prior to the election and a qualified elector* of the appeals court district at the time of election. Article VII, Sections 10, 24, Wis. Constitution.

Circuit Court Judge[†]: Licensed to practice law in Wisconsin for 5 years immediately prior to the election and a qualified elector* of the circuit at the time of election. Article VII, Sections 7, 10, 24, Wis. Constitution.

District Attorney[†]: Licensed to practice law in Wisconsin and a resident of the prosecutorial unit (county) at the time of taking office. Wis. Stat. § 978.02.

County Supervisor (including Milwaukee)[†]: Resident and qualified elector* of district at the time of filing nomination papers. Wis. Stat. § 59.20(1).

Other County Office[†]: A qualified elector* of the county at the time of filing nomination papers. Wis. Stat. § 59.20(1).

Aldersperson (including Milwaukee)[†]: A qualified elector* of the city and, if aldermanic district, a qualified elector* of the district and actually residing in the district at the time of election. Wis. Stat. §.62.09(2)(a).

Other City Office (including Milwaukee)[†]: A qualified elector* of the city and an actual resident of the city at the time of election. Wis. Stat. § 62.09(2)(a).

Village office[†]: A qualified elector* and an actual resident of the village at the time of election. Wis. Stat. § 61.19.

Town Office[†]: A qualified elector* of the town at the time of taking office, except an assessor who is appointed under Wis. Stat. § 60.307. Wis. Stat. § 60.30(2).

School Board Member (At-Large)[†]: A qualified elector* of the school district at the time of filing a Declaration of Candidacy. Wis. Stat. §§ 120.06(2), (6)(b)2.

School Board Member Representing an Apportioned Area[†]: A qualified elector* of the school district at the time of filing a Declaration of Candidacy and a resident of the apportioned area at the time of taking office (4th Monday in April). Wis. Stat. §§ 120.05(1)(d), 120.06(2), (4).

†

No person may hold any state or local elected office in Wisconsin if the person has been convicted of a felony in any court in the United States unless the person has been pardoned of the conviction. No person may have their name placed on the ballot for any state or local elected office in Wisconsin if the person has been convicted of a felony in any court in the United States unless the person has been pardoned of the conviction. Article XIII, Section 3 (2), (3), Wis. Constitution.

*Qualified elector is defined in Wis. Stat. § 6.02, as a U.S. citizen, 18 years of age or older, who has resided in the election district for at least 28 consecutive days before any election at which they offer to vote (and who is not disqualified by virtue of one or more of the impediments described in Wis. Stat. § 6.03).

Terms-Federal Offices

The terms of the President and Vice-President begin and end at noon on the 20th day of January. The terms of U.S. Senators and Representatives in Congress begin and end at noon on the 3rd day of January. Article XX, Section 1, U.S. Constitution.

Terms-State Offices

State Senator, Representative to the Assembly, District Attorney, and County Offices.

The terms for these offices begin and end on the first Monday of January. Article XIII, Section 1, Wisconsin Constitution

State Superintendent of Public Instruction.

The term for this office begins and ends on the first Monday in July. Article X, Section 1, Wisconsin Constitution.

Supreme Court – August 1 Article VII, Sec. 4 Wisconsin Constitution

(Last revised January 2021)

State of Wisconsin \ Elections Board

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E-mail: seb@seb.state.wi.us
<http://elections.state.wi.us>



KEVIN J. KENNEDY
Executive Director

MEMORANDUM

TO: County and Municipal Clerks

FROM: Kevin J. Kennedy, Executive Director
State Elections Board

DATE: July 1, 1997

SUBJECT: Effect of Constitutional Amendment Barring Convicted Felons from Running for or Holding Elective Office in Wisconsin

In November 1996, the electors of the State of Wisconsin ratified a constitutional amendment which bars any person, who has been convicted of a felony for which they have not been pardoned, or who has been convicted of a misdemeanor involving a violation of public trust for which they have not been pardoned, from holding a state or local office. As a result of the adoption of this constitutional amendment, which took effect on November 5, 1996, local election officials will have to address a number of questions relating to convicted felons who seek to run for office or who are elected to office.

The constitutional amendment deals with two different types of crimes. The first involves felony convictions. Any person convicted of a felony in any federal or state court in the United States is barred from running for state or local office in Wisconsin, unless that person has been pardoned.

The second involves misdemeanor convictions involving a violation of public trust. The term, "misdemeanor involving a violation of public trust," has not been defined by state law. Filing officers do not have to worry about individuals convicted of that category of crime until the term has been defined. At the present time, there is no such thing as a misdemeanor involving a violation of public trust.

The State Elections Board staff has revised the Declaration of Candidacy form (EB-162) to reflect this constitutional change. Any person seeking to be a candidate for state or local office must file a Declaration of Candidacy. That declaration contains a sworn statement that the person has not been convicted of any felony for which they have not been pardoned, or any misdemeanor involving a violation of public trust for which they have not been pardoned. Any person who falsely signs this statement could be convicted of a violation of S. 12.13(3)(a), (am), Wis. Stats. If a person seeking to become a candidate advises you that they have been convicted of a felony, your best approach is to advise them that they cannot be a candidate and discourage them from filing ballot access documents, including nomination papers, a Declaration of Candidacy and Campaign Registration Statement.

COUNTY AND MUNICIPAL CLERKS

July 1, 1997

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If it is brought to your attention that a person who is a convicted felon has filed ballot access documents, the matter needs to be resolved in consultation with your municipal or county attorney. It is the position of the State Elections Board that you should only act on information that has been presented to you, in the form of a sworn complaint, alleging that a person has been convicted of a felony and evidence is provided in support of that allegation. Your municipal attorney can assist you in verifying the basis of the complaint.

Once it has been determined that a candidate or an elected official has been convicted of a felony, the municipal attorney can assist you in removing the person's name from the ballot or take appropriate steps to have the person removed from office. A formal notice should be sent to the candidate or elected official informing that person of the filing officer's decision to remove his or her name from the ballot.

This change to Wisconsin law regarding candidate qualifications and the qualifications of elected public officials does not require the municipal clerk to verify that every elected official or candidate for elected public office has not been convicted of a felony for which they have not been pardoned. The clerk should rely on the sworn statement of the candidate on the Declaration of Candidacy. No action should be taken unless there is evidence, in the form of a sworn complaint, setting forth allegations which establish that a candidate or elected official has been convicted a felony for which they have not been pardoned.



OFFICE OF THE CITY CLERK

300 East Main Street
Sun Prairie, WI 53590-2227
OFFICE (608) 825-1148
FAX (608) 825-6879
Website www.cityofsunprairie.com

Spring Primary – February 17, 2026

Spring Election – April 7, 2026

City Offices up for Election in 2026

Alderperson – 2 Year Term of 04/21/2026 – 04/17/2028

District 1

Rex Owens – Incumbent

District 2

Santiago Rosas - Incumbent

District 3

Maureen Crombie - Incumbent

District 4

Cassi Benedict - Incumbent

Voter Turnout –

February 2025 – 3,383 votes cast (13.68%)

April 2025 – 16,250 votes cast (65.85%)

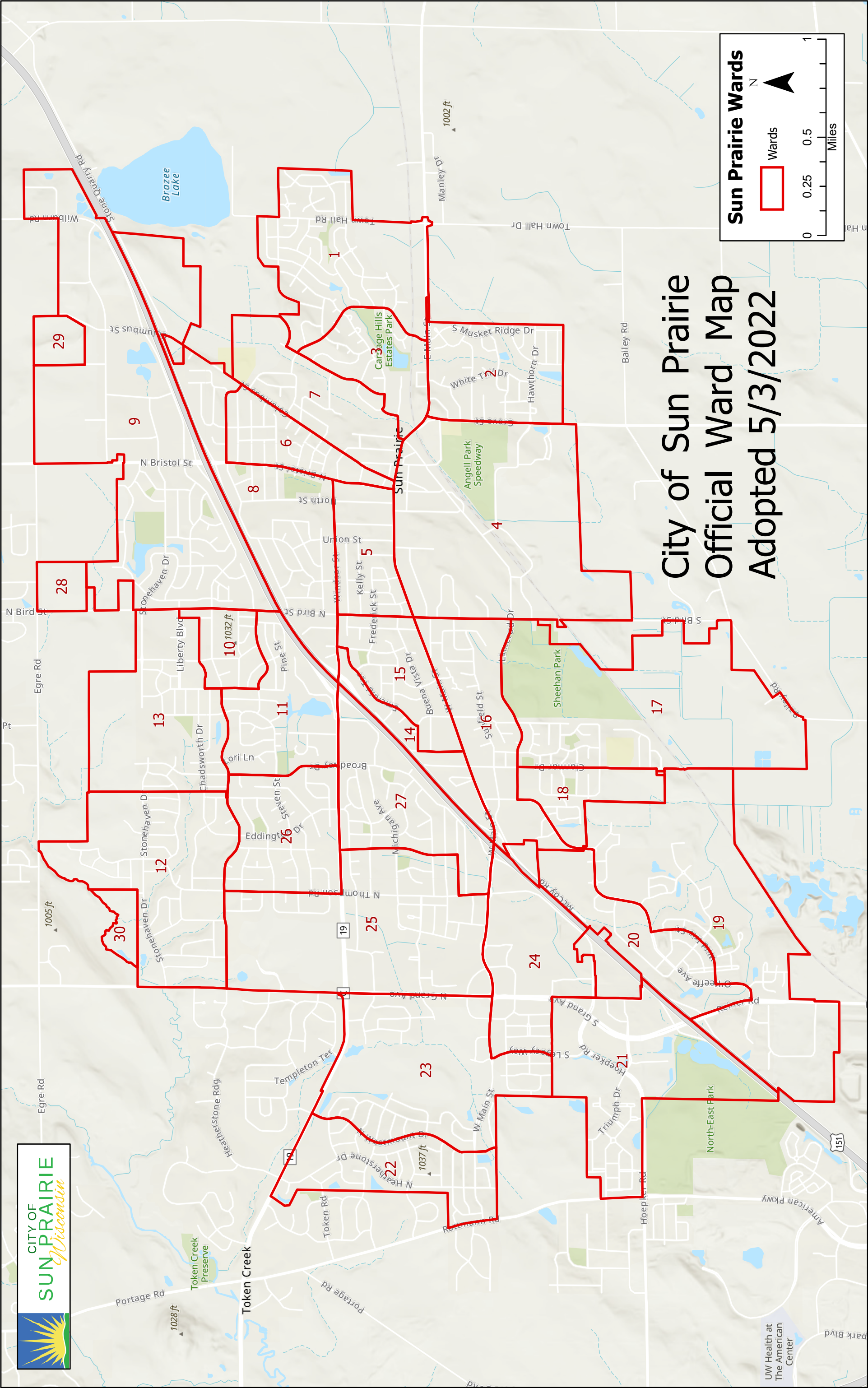
February 2024 – 522 votes cast (9%)

April 2024 – 6,624 votes cast (30.09%)

February 2023 – 6,559 votes cast (29%)

April 2023 – 12,642 votes cast (55.8%)

April 2022 – 4,142 votes cast (19%)



Sun Prairie Wards

Wards

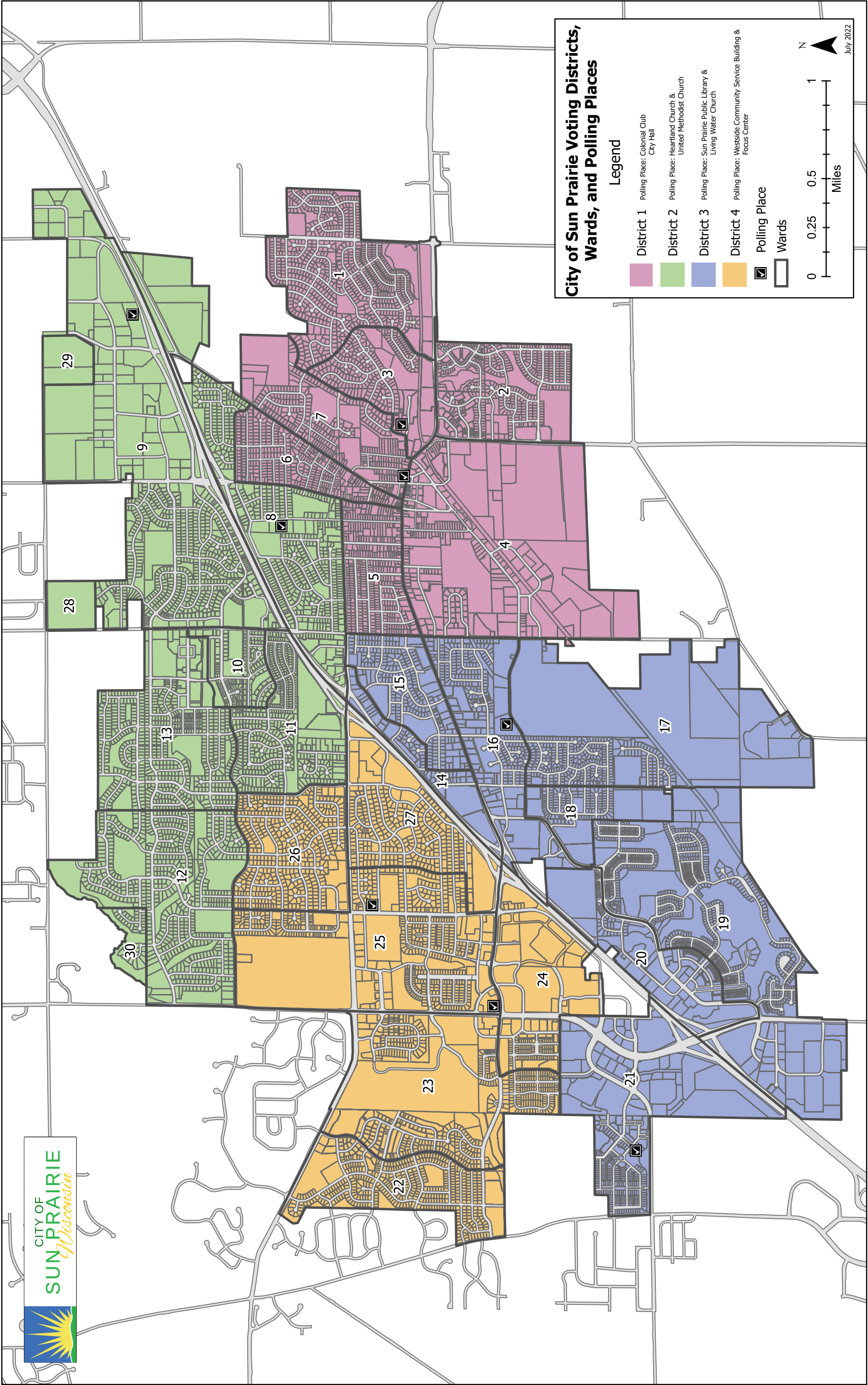
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Miles

N

City of Sun Prairie Official Ward Map Adopted 5/3/2022

UW Health at
The American
Center





Welcome to Sun Prairie



Agendas & Minutes

Report a Concern
Provide feedback



Employment
See Job Listings



Code of Ordinances



Make a Payment

Easy Online Payment Options



Transparency

TextMvGov

Select Language

Code of Ordinances

Supplement 68

Online content updated on July 17, 2025

CODE OF ORDINANCES City of SUN PRAIRIE, WISCONSIN Codified through Ordinance 967, adopted May 6, 2025. (Supp. No. 68)

5 VIEW WHAT'S CHANGED

This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality.

Adopted Ordinances Not Yet Codified

The listing below includes all legislation received by Municipal Code since the last update (printed or electronic) to the Code of Ordinances. This legislation has been enacted, but has not yet been codified.

Ordinance No. 974

Adopted 9/16/25

ORDINANCE AMENDING THE CITY OF SUN PRAIRIE 2019-2039 COMPREHENSIVE PLAN, ECONOMIC DEVELOPMENT CHAPTER,
UNDER THE AUTHORITY OF 62.23 AND 66.1001, WISCONSIN STATUTES

Ordinance No. 972

Adopted 8/19/25

AN ORDINANCE APPROVING A PETITION FOR DIRECT ANNEXATION OF APPROXIMATELY 5.005 ACRES OF LAND LOCATED EAST OF COLUMBUS STREET AND NORTH OF PROGRESS WAY ON THE 1700 BLOCK OF COLUMBUS STREET, FROM THE TOWN OF BRISTOL TO THE CITY OF SUN PRAIRIE

Ordinance No. 971



[Home](#) › [Departments](#) › Clerk's Office

**Hello, and welcome to the
Sun Prairie City Clerk's website!**

The City of Sun Prairie Clerk's Office is the gateway to open and accessible government. Our dedication to representing democracy by ensuring the integrity of open government and the election process by enhancing an open, fair, impartial, and trusted government. We serve the citizens of Sun Prairie through a variety of services.

City Meetings: Agendas & Minutes

Election Information

Licenses & Permits

Municipal Code of Ordinances

Public Access to Records

Voter Information

Contact Us

Elena Hilby

City Clerk

City Hall, Clerk

300 E Main Street

Sun Prairie, WI 53590



Election Information

2026 Election Schedule

- Spring Primary - Tuesday, February 17, 2026 (if needed)
- Spring Election - Tuesday, April 7, 2026
- Primary Election - Tuesday, August 11, 2026 (if needed)
- General Election - Tuesday, November 3, 2026

Regularly Scheduled Elections

Spring Primary

Primary held on the third Tuesday in February to nominate non-partisan candidates to be voted for at the Spring Election. State Statute 5.02(22)

Spring Election

Election held on the first Tuesday in April to elect judicial, educational, and municipal officers, and non-partisan county officers, and to express preferences for the person to be the presidential candidate for each part in presidential election years. State Statute 5.02(21)

Contact Us

Elena Hilby

City Clerk

City Hall, Clerk

300 E Main Street

Sun Prairie, WI 53590

Email the Clerk's Office

Phone: 608-825-1148

Fax: 608-825-6879

2026 Ballot Access Checklist:

Municipalities Where Nomination Papers are Used



Each of the following forms must be completed and filed on time by a candidate for municipal office in order for the candidate's name to be placed on the ballot at the **February 17, 2026 Spring Primary** and the **April 7, 2026 Spring Election**.

In the City of Milwaukee, the filing officer is the Milwaukee City Election Commission. In all other municipalities, the filing officer is the municipal clerk (town, village or city). Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

- ☐ **Register your Campaign Committee** A current registration (CF-1L) must be filed prior to raising or spending any funds, and no later than **5:00 p.m. on January 6, 2026** or the candidate's name will not be placed on the ballot. For questions, please contact the Ethics Commission: ethics@wi.gov | 608-266-8123.
- ☐ **Complete and Submit a Declaration of Candidacy (Form [EL-162](#))** to the filing officer no later than **5:00 p.m. on Tuesday, January 6, 2026** 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 6, 2026. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04.
- ☐ **Circulate and Submit Nomination Papers for Nonpartisan Office (Form [EL-169](#))** to the filing officer no later than **5:00 p.m. on Tuesday, January 6, 2026** or the candidate's name will not be placed on the ballot. Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2025. Wis. Stat. § 8.10(2), Wis. Admin. Code EL § 6.04(2).

The number of signatures required is as follows:

All village and town offices:		20 - 100
1 st Class Cities:	Citywide offices	1,500 - 3,000
	Aldersperson elected to district	200 - 400
2 nd and 3 rd Class Cities:	Citywide offices	200 - 400
	Aldersperson elected at large	100 - 200
	Aldersperson elected to district	20 - 40
4 th Class Cities:	Citywide offices	50 - 100
	Aldersperson elected to district	20 - 40

- ☐ **Municipal Judge Candidates:**
Complete and submit a Statement of Economic Interests (SEI) to the Ethics Commission using the website (<https://sei.wi.gov>). Incumbent candidates will receive a filing notice around December 1, 2025, and new candidates will receive an email notice within one or two days of registering their committee. The SEI must be received no later than 4:30 p.m. on Friday, January 9, 2026, or the candidate's name will not appear on the ballot. Wis. Stat. §§ 8.10(5), 8.30(3), 19.43(4). Candidates may also print the SEI form and instructions from the Ethics Commission website (<https://ethics.wi.gov>), and return those forms by email or fax. For more information, please contact the Ethics Commission at 608-266-8123 or ethics@wi.gov.

Important Note Regarding Statements of Economic Interests:

A municipality may enact an ordinance establishing a code of ethics for public officials that may require a candidate for municipal office, *in addition to the office of Municipal Judge*, 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.



CAMPAIGN FINANCE COMMITTEE/CONDUIT 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? No Yes If yes, please enter your committee number:	Committee Number
--	-------------------------

SECTION A: GENERAL INFORMATION

A1. Committee/Conduit Name		A2. Registrant Type (Choose One) Candidate Referendum Recall Conduit Political Action (PAC) Independent Expenditure (IEC) Political Party 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 \$2,500 in a calendar year are eligible for exemption from filing campaign finance reports. For committees registering with the Commission, exempt status is effective only for the calendar year in which it is granted. Those committees registering with the Commission that want to remain exempt must renew each year. Local candidate committees that do not anticipate accepting or making contributions, making disbursements, or incurring obligations in an aggregate amount exceeding \$2,500 in a calendar year may claim an exemption from filing campaign finance reports at any time. This exemption applies until the local candidate committee exceeds the \$2,500 aggregate activity threshold, amends its registration, or is terminated.</i>		A29. Exemption Affirmation Yes, this registrant is eligible for exemption. 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? Yes, this is my only candidate committee in Wisconsin. 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>		



CAMPAIGN FINANCE COMMITTEE/CONDUIT REGISTRATION STATEMENT

STATE OF WISCONSIN

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

SECTION C: RECALL COMMITTEES

C1. Name of Official Subject to Recall	C2. Office of Official Subject to Recall	C3. Support Oppose
--	--	-----------------------

SECTION D: PAC, IEC, AND CONDUITS

D1. Sponsoring Organization	D2. Email	D3. Phone		
D4. Mailing Address	D5. City	D6. State	D7. Zip	

SECTION E: POLITICAL PARTY & LEGISLATIVE CAMPAIGN COMMITTEES

E1. Political Party or Legislative Campaign Committee	E2. Does the Party or Committee have a Segregated Fund? No Yes			
Segregated Fund Depository Institution Information (if applicable)				
E3. Institution Name	E4. Street Address	E5. City	E6. State	E7. Zip

SECTION F: REFERENDA COMMITTEES

F1. Nature of Referendum (if applicable)	F2. Support Oppose
--	-----------------------

SECTION G: CERTIFICATION

Accurate Information

I certify that I am an authorized representative of the registrant and that to my knowledge all of the information contained within this registration is true, correct, and complete.

Timely Amendments

I am aware of the requirement to amend this registration statement within 10 days of any change of information contained within, as well as the requirement to register within 10 days of meeting the requirements to register under Chapter 11 of Wisconsin Statutes.

Records Retention

I acknowledge the duty to maintain records in an organized and legible manner for three years from the date of the most recent election in which this registrant participates. If registering a candidate committee, I acknowledge the duty to maintain records in an organized and legible manner for the three-year period prescribed in s.11.0201(4).

Ongoing Compliance

This registrant shall continue to maintain its registration and comply with all applicable reporting requirements under Chapter 11 of Wisconsin Statutes.

Treasurer/Administrator

G1. Printed Name	G2. Signature	G3. Date
Candidate (if applicable)		
G4. Printed Name	G5. Signature	G6. Date



FORM INSTRUCTIONS

CAMPAIGN FINANCE COMMITTEE/CONDUIT REGISTRATION STATEMENT (CF-1)

Note: This form is used to register a committee or conduit under Chapter 11 of the Wisconsin Statutes. Committees and conduits required to register and report with the Wisconsin Ethics Commission should register and report using the Commission's Campaign Finance Information System which can be found on line at cfis.wi.gov. Committees required to register and report with a local filing officer must register with this form. The Commission does not intend to use any personally identifiable information from this form for any purpose other than registering a committee or conduit. This form will be made available to the public upon request. All information you provide is available to the public.

Item 1. Is this an amendment? Check the appropriate box. If "Yes" is checked, enter the committee ID number if you have one. If "No" is checked, proceed directly to Section A.

Section A: General Information. All committees and conduits must complete section A. Candidates for local office may find the CF-1L form easier to use. Either form CF-1 or CF-1L is allowed.

Item A1: Committee/Conduit Name. All committees and conduits must have a name. It is not required that the name include the candidate or organization's name, but it is recommended. A political party committee wishing to operate under the same name as a state political party committee must receive authorization from that state party (Wis. STAT. § 11.0101(26)(a)1).

Item A29: Exemption Affirmation. Committees claiming exemption may not have more than \$2,500 of activity, in the aggregate per year. For example, in a calendar year, if you raise \$1,600 and spend \$1,000 you have \$2,600 of aggregate activity and are not eligible to claim exemption.

Depository Institution Information. All committees and conduits must designate a depository institution. While it is recommended that all committees have a designated campaign depository account, candidates who will serve as their own treasurer may designate a single personal account to serve as the committee depository account while claiming a filing exemption and may intermingle personal and campaign funds (Wis. STAT. § 11.0201(2)(b)).

Treasurer/Administrator Information. Each committee must appoint a treasurer and each conduit must appoint an administrator. Any adult may serve as a treasurer or administrator. A candidate may serve as his or her own treasurer. If a candidate is serving as their own treasurer, please enter 'Candidate' or 'Self' in the name, and then you can leave the other treasurer information blank.

Section B: Candidate Committees. All candidates register their committee to appear on the ballot. Candidate committees must complete section B. No other committee type should complete section B. Candidates for local office may find the CF-1L form easier to use. Either form CF-1 or CF-1L is allowed.

Section C: Recall Committees. Recall committees must complete section C. No other committee type should complete section C.

Section D: PAC, IEC, and Conduits. Political action committees, independent expenditure committees, and conduits must complete section D. No other committee type should complete section B. All fields in section D refer to the sponsoring organization's contact information.

Section E: Political Party and Legislative Campaign Committees. Only political party committees and legislative campaign committees should complete section E.

Item E2. A political party or a legislative campaign committee may establish a segregated fund for purposes other than making contributions to a candidate committee or making disbursements for express advocacy (Wis. STAT. § 11.1104(6)). If the political party or legislative campaign committee has a segregated fund, please indicate by checking "Yes."

Items E3 - E7. If the segregated fund is maintained with the same depository institution as the primary account, write "Same as primary account." in E3.

Section F: Referendum Committees. Only referendum committees should complete section F.

Section G: Certification. All committees and conduits must complete section G. If a candidate is serving as their own treasurer, they only need to sign the certification once as either the candidate or treasurer.

Declaration of Candidacy

(See instructions for preparation on back)

FOR OFFICE USE ONLY

Is this an amendment?

☐

Yes (if you have already filed a DOC for this election)

☐

No (if this is the first DOC you have filed for this election)

I, _____, being duly sworn, state that

Candidate's name

I am a candidate for the office of _____

Official name of office - Include district, branch or seat number

representing

If partisan election, name of political party or statement of principle - five words or less (Candidates for nonpartisan office may leave blank.)

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:

				Town of ☐	
				Village of ☐	
				City of ☐	

House or fire no.

Street Name

Mailing Municipality and State

Zip code

Municipality of Residence for Voting

My name as I wish it to appear on the official ballot is as follows:

(Any combination of first name, middle name or initials with surname. A nickname may replace a legal name.)

STATE OF WISCONSIN

County of _____

(County where oath administered)

}

ss.

(Signature of candidate)

Subscribed and sworn to before me this _____ day of _____, _____.

(Signature of person authorized to administer oaths)

**NOTARY SEAL
REQUIRED, IF OATH
ADMINISTERED BY
NOTARY PUBLIC**

☐ Notary Public or ☐ other official _____

(Official title, if not a notary)

If Notary Public: My commission expires _____ or ☐ 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.

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.

Instructions for Completing the Declaration of Candidacy

All candidates seeking ballot status for election to any office in the State of Wisconsin must properly complete and file a **Declaration of Candidacy**. This form must be **ON FILE** with the proper filing officer no later than the deadline for filing nomination papers or the candidate's name will not appear on the ballot. A facsimile will be accepted if the FAX copy is received by the filing officer no later than the filing deadline **and** the signed original declaration is received by the filing officer with a postmark no later than the filing deadline.

Information to be provided by the candidate:

- Type or print your name on the first line.
- The title of the office and **any district, branch, or seat number** for which you are seeking election must be inserted on the second line. *For legislative offices insert the title and district number, for district attorneys insert the title and the county, for circuit court offices insert the title, county and branch number, and for municipal and school board offices insert the title and any district or seat number.*
- Type or print the political party affiliation or principle supported by you in five words or less on the third line. *Nonpartisan candidates may leave this line blank.*
- **Felony convictions: Your name cannot appear on the ballot if you have been convicted of a felony in any court in the United States for which you have not been pardoned. Please see footnote on page 1 for further information with respect to convictions for misdemeanors involving a violation of public trust. These restrictions only apply to candidates for state and local office.**
- Your current address, including your municipality of residence for voting purposes, must be inserted on the fourth line. This must include your entire mailing address (**street and number, municipality where you receive mail**) and the name of the municipality in which you reside and vote (town, village, or city of ____). If your address changes before the election, an amended Declaration of Candidacy must be filed with the filing officer. Wis. Stat. § 8.21. *Federal candidates are not required to provide this information, however an address for contact purposes is helpful.*
- Type or print your name on the fifth line as you want it to be printed on the official ballot. You may use your full legal name, former legal surname, or any combination of first name, middle name, and initials, surname or nickname with last name.

Note: The Wisconsin Elections Commission has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

No titles are permitted. In addition, names such as “Red” or “Skip” are permitted, but names which have an apparent electoral purpose or benefit, such as “Lower taxes,” “None of the above” or “Lower Spending” are not permitted. It is also not permissible to add nicknames in quotes or parentheses. For example, John “Jack” Jones or John (Jack) Jones are not acceptable, but John Jones, Jack Jones or John Jack Jones are acceptable.

This form must be sworn to and signed in the presence of a notary public or other person authorized to administer oaths, such as a county or municipal clerk. Wis. Stat. §§ 8.21(2), 887.01(1).

Information to be provided by the person administering the oath:

- The county where the oath was administered.
- The date the Declaration of Candidacy was signed and the oath administered.
- The signature and title of the person administering the oath. If signed by a notary public, the notary seal is required and the date the notary's commission expires must be listed.

All candidates for offices using the nomination paper process must file this form (*and all school district candidates must file the EL-162sd*) with the appropriate filing officer no later than the deadline for filing nomination papers. Wis. Stats. §§ 8.10 (5), 8.15 (4)(b), 8.20 (6), 8.21, 8.50 (3)(a), 120.06 (6)(b). Candidates nominated for local office at a caucus must file this form with their municipal clerk within 5 days of receiving notice of nomination. Wis. Stat. § 8.05 (l)(j).

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required); no titles may be used.		Candidate's residential address (required) No P.O. box addresses Street, fire, or rural route number; box number (if rural route); and name of street or road		Candidate's municipality for voting purposes (required) ☐ Town ☐ Village ☒ City SUN PRAIRIE (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) ☒ spring ☐ special	Election date (required) Do not use primary date. Mo/Day/Year 04/07/2026
Title of office (required)		Name of jurisdiction or district in which candidate seeks office (required) CITY OF SUN PRAIRIE			

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	Municipality of Residence Check the type and write the name of your municipality for voting purposes. ☐ Town ☐ Village ☐ City
1.		☐ Town ☐ Village ☐ City
2.		☐ Town ☐ Village ☐ City
3.		☐ Town ☐ Village ☐ City
4.		☐ Town ☐ Village ☐ City
5.		☐ Town ☐ Village ☐ City
6.		☐ Town ☐ Village ☐ City
7.		☐ Town ☐ Village ☐ City
8.		☐ Town ☐ Village ☐ City
9.		☐ Town ☐ Village ☐ City
10.		☐ Town ☐ Village ☐ 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).

INSTRUCTIONS FOR PREPARING NOMINATION PAPERS FOR NONPARTISAN OFFICE

This is a sample nomination paper form. It conforms to the statutory requirements for nomination papers for nonpartisan office. All information concerning the candidate must be completed in full before circulating this form to obtain signatures of electors. All information concerning the signing electors and the circulator must be completed in full before filing with the appropriate filing officer. This form may be reproduced in any way. A candidate's picture and biographical data may also be added to this form. The Wisconsin Elections Commission has determined that no disclaimer or other attribution statement is required on nomination papers. Candidates are advised to send a sample of their completed form the filing officer for review before circulation.

Page Numbers – Number each page consecutively, beginning with “1”, before submitting to the filing officer. A space for page numbers has been provided in the lower right-hand corner of the form.

Candidate's Name - Insert the candidate's name. A candidate may use his or her full legal name, or any combination of first name, middle name, and initials or nickname with last name. The Wisconsin Elections Commission has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

No titles are permitted. In addition, names such as “Red” or “Skip” are permitted, but names which have an apparent electoral purpose or benefit, such as “Lower taxes,” “None of the above” or “Lower Spending” are not permitted. It is also not permissible to add nicknames in quotes or parentheses between first and last names. For example, John “Jack” Jones or John (Jack) Jones are not acceptable, but John Jones, Jack Jones or John Jack Jones are acceptable.

Candidate's Address – Insert the candidate's residential address (*no P.O. Box addresses*) and the municipality for voting purposes. Indicate if the municipality of residence is a town, village, or city. If a candidate's mailing address is different from the residential address or voting municipality, a complete mailing address must also be given.

Date of Election - Insert the date of the election. If the nomination paper is being circulated for a spring election, the date is the first Tuesday in April. If the election is a special nonpartisan election, the date of the special election must be listed.

Title of Office - The name of the office must be listed **along with any branch, district, or seat number** (if applicable) that clearly identifies the office the candidate is seeking. If necessary, the name of the jurisdiction that identifies the office, such as Dane County Circuit Court Judge, Branch 3, must also be listed.

Name of Jurisdiction - The nomination papers must also indicate the municipality or jurisdiction in which the signing electors are qualified to vote, as it relates to the office sought by the candidate named on the nomination paper. For example, for a statewide office the jurisdiction is the State of Wisconsin. Others may be the county, town, village, city, aldermanic district, school district, or town sanitary district, as required.

Signatures and Printed Name of Electors - Only qualified electors of the jurisdiction or the district the candidate seeks to represent may sign the nomination papers. Each signer must also legibly print their name. Each elector must provide their **residential** address (*no P.O. Box addresses*), including any street, fire or rural route number, box number (if rural route) and street or road name, and municipality of residence. A post office box number alone does not show where the elector actually resides. The name of the Municipality of Residence must be listed for each signing elector and must clearly identify the town, village or city where the elector's voting residence is located. The date the elector signed the nomination paper, including month, day and year, must be indicated. Ditto marks that follow correct and complete address or date information are acceptable. The circulator may add any missing or illegible address or date information before the papers are filed with the filing officer.

Signature of Circulator - The circulator should carefully read the language of the *Certification of Circulator*. **THE CIRCULATOR MUST PERSONALLY PRESENT THE NOMINATION PAPER TO EACH SIGNER. THE NOMINATION PAPER MAY NOT BE LEFT UNATTENDED ON COUNTERS OR POSTED ON BULLETIN BOARDS.** The circulator's complete residential address including municipality of residence must be listed in the certification. After obtaining signatures of electors, the circulator must sign and date the certification.

Other Instructions - Candidates and circulators should review Ch. Wisconsin Elections Commission §§ 2.05, 2.07, Wis. Adm. Code.

- *Original* nomination papers must be in the physical custody of the appropriate filing officer by the filing deadline. A postmark on the filing deadline is **not** sufficient. Nomination papers **CANNOT** be faxed to the filing officer. Ch. Wisconsin Elections Commission § 6.04(2), Wis. Adm. Code.
- Nomination papers with the required number of signatures must be filed with the appropriate filing officer **no later than 5:00 p.m.** on the first Tuesday in January (or the next day if the first Tuesday is a holiday) before the spring election. Special elections may have different filing deadlines. Check with the filing officer.
- In order for a candidate's name to be placed on the ballot, a candidate must file a *Campaign Registration Statement* (ETHCF-1), a *Declaration of Candidacy* (EL-162), and *Nomination Papers* (EL-169) containing the appropriate number of signatures for the office sought no later than the filing deadline. Wis. Stat. § 8.10(3). Candidates for state office and municipal judge must also file a statement of economic interests with the Wisconsin Ethics Commission by the third business day after the nomination paper filing deadline. Wis. Stat. § 19.43. If any one of these required forms is not filed by the deadline, the candidate's name will not be placed on the ballot. Wis. Stat. § 8.30.
- If a candidate or circulator has any questions, he or she should contact the filing officer.

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required); no titles may be used.		Candidate's residential address (required) No P.O. box addresses Street, fire, or rural route number; box number (if rural route); and name of street or road		Candidate's municipality for voting purposes (required) ☐ Town ☐ Village ☒ City SUN PRAIRIE (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) ☒ spring ☐ special	Election date (required) Do not use primary date. Mo/Day/Year 04/07/2026
Title of office (required)		Branch, district or seat number (required if applicable) ☐ Branch ☐ District ☐ Seat		Name of jurisdiction or district in which candidate seeks office (required) CITY OF SUN PRAIRIE	

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	Municipality of Residence Check the type and write the name of your municipality for voting purposes. ☐ Town ☐ Village ☐ City Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.) Date of Signing Mo/Day/Year
1.		☐ Town ☐ Village ☐ City
2.		☐ Town ☐ Village ☐ City
3.		☐ Town ☐ Village ☐ City
4.		☐ Town ☐ Village ☐ City
5.		☐ Town ☐ Village ☐ City
6.		☐ Town ☐ Village ☐ City
7.		☐ Town ☐ Village ☐ City
8.		☐ Town ☐ Village ☐ City
9.		☐ Town ☐ Village ☐ City
10.		☐ Town ☐ Village ☐ 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).

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required); no titles may be used.		Candidate's residential address (required) No P.O. box addresses Street, fire, or rural route number; box number (if rural route); and name of street or road		Candidate's municipality for voting purposes (required) ☐ Town ☐ Village ☒ City	
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) ☒ spring ☐ special	Election date (required) Do not use primary date. Mo/Day/Year 04/07/2026
Title of office (required)		Branch, district or seat number (required if applicable) ☐ Branch ☐ District ☐ Seat		Name of jurisdiction or district in which candidate seeks office (required) CITY OF SUN PRAIRIE	

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.			☐ Town ☐ Village ☐ City	
2.			☐ Town ☐ Village ☐ City	
3.			☐ Town ☐ Village ☐ City	
4.			☐ Town ☐ Village ☐ City	
5.			☐ Town ☐ Village ☐ City	
6.			☐ Town ☐ Village ☐ City	
7.			☐ Town ☐ Village ☐ City	
8.			☐ Town ☐ Village ☐ City	
9.			☐ Town ☐ Village ☐ City	
10.			☐ Town ☐ Village ☐ 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).

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required); no titles may be used.		Candidate's residential address (required) No P.O. box addresses Street, fire, or rural route number; box number (if rural route); and name of street or road		Candidate's municipality for voting purposes (required) ☐ Town ☐ Village ☒ City SUN PRAIRIE (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) ☒ spring ☐ special	Election date (required) Do not use primary date. Mo/Day/Year 04/07/2026
Title of office (required)		Branch, district or seat number (required if applicable) ☐ Branch ☐ District ☐ Seat		Name of jurisdiction or district in which candidate seeks office (required) CITY OF SUN PRAIRIE	

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.

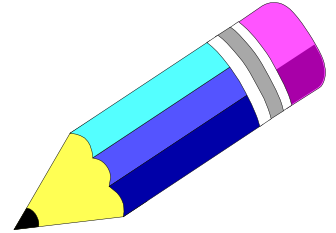
The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.		
Signatures of Electors	Printed Name of Electors	Municipality of Residence Check the type and write the name of your municipality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

CAMPAIGN FINANCE CHECKLIST FOR 2026 MUNICIPAL AND SCHOOL DISTRICT CANDIDATES



Candidates should determine if they are required to make financial disclosure reports.

Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

For municipal offices, the filing officer is the municipal clerk. For school district offices, the filing officer is the school district clerk. For City of Milwaukee offices, the filing officer is the City of Milwaukee Election Commission.

If NOT claiming the exemption from reporting requirements:

- ☐ Obtain a copy of the ***Campaign Finance Overview – Local Candidates Manual*** (Revised 2023) from your filing officer and carefully review it with your treasurer.
- ☐ Complete and submit a ***January Continuing Campaign Finance Report (Form CF-2L)*** to the filing officer no later than **January 15, 2026**, if registered before January 1, 2026. This report covers activity from July 1, 2025, or the date of registration (whichever is later), through December 31, 2025.
- ☐ Complete and submit a ***Pre-Primary Campaign Finance Report (Form CF-2L)*** to the filing officer no later than **February 9, 2026**, if a primary is held. This report covers activity from January 1, 2026, through February 2, 2026.
- ☐ Complete and submit a ***Pre-Election Campaign Finance Report (Form CF-2L)*** to the filing officer, no later than **March 30, 2026**. This report covers activity from February 3, 2026, through March 23, 2026, if a primary is held, **or** January 1, 2026, through March 23, 2026, if no primary is held.
- ☐ Complete and submit a ***July Continuing Campaign Finance Report (Form CF-2L)*** to the filing officer no later than **July 15, 2026**. This report covers activity from March 24, 2026, through June 30, 2026.

Committees must file “Continuing Reports” until a termination report (CF-2L) is filed.

For further information or to obtain any of the necessary forms, please contact:

Wisconsin Ethics Commission



Campaign Finance: Candidate Committee Overview

Table of Contents

- Who Needs to Register a Candidate Committee?
 - Register a Committee
- Forms & Reporting
- Resources and Compliance Information

Who Needs to Register a Candidate Committee?

When	An individual needs to register a committee as soon as practicable (§ 11.0202(1)(a)) when any of the following are true: • The individual has filed nomination papers (§ 11.0101(1)(a)1) • The individual is nominated as a candidate by a political party (§ 11.0101(1)(a)2) • The individual receives a contribution or makes a disbursement to support their nomination or election to public office (§ 11.0101(1)(a)3) • The individual holds a state or local office (§ 11.0101(1)(c)) Two additional criteria apply for ballot access: • If the individual has been nominated as a candidate by caucus, the candidate must file their registration statement within 5 days of their nomination (§ 8.05(1)(i)2)
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Campaign Finance: Filing Calendar

Filing Calendar for State and Local Committees

Recent and upcoming campaign finance filing periods are listed below. Information on Special Election filing schedules is provided at the bottom of this page. If you need information about previous filing dates or questions, please [contact our office](#).

See instructions at the bottom of the page to determine a committee's reporting schedule.

Campaign Finance Reporting Schedule					
Report Name	Filing Deadline	Schedule A: Local Candidate Committees	Schedule B: General Election Candidate Committees	Schedule C: Conduit Committees and Mid-Term Partisan Incumbents	Schedule D: Committees not Participating in Elections
January Continuing 2024	01/16/2024	07/01/2023 – 12/31/2023	07/01/2023 – 12/31/2023	07/01/2023 – 12/31/2023	07/01/2023 – 12/31/2023
Spring Pre-Primary 2024	02/12/2024	01/01/2024 – 02/05/2024	N/A	N/A	N/A
Spring Pre-Election 2024	03/25/2024	02/06/2024 – 03/18/2024	N/A	N/A	N/A
July Continuing 2024	07/15/2024	03/19/2024 – 06/30/2024	01/01/2022 – 06/30/2024	01/01/2022 – 06/30/2024	01/01/2024 – 06/30/2024
Fall Pre-Primary 2024	08/5/2024	N/A	07/01/2024 – 07/29/2024	N/A	N/A
September Report 2024	09/30/2024	N/A	07/30/2024 – 09/23/2024	07/01/2022 – 09/23/2024	N/A
Fall Pre-Election 2024	10/28/2024	N/A	09/24/2024 – 10/21/2024	N/A	N/A
January Continuing 2025	01/15/2025	07/01/2024 – 12/31/2024	10/22/2024 – 12/31/2024	09/24/2024 – 12/31/2024	07/01/2024 – 12/31/2024

CONTRIBUTION LIMITS FOR LOCAL OFFICES

All candidates running for elected office must abide by contribution limits that vary depending on the office sought and the population of the district. The only contributor not subject to limits is the candidate contributing to his or her own election. To determine the limits for a candidate for local office, see the guidelines below and ***check with the local clerk to get the current and exact amounts.***

Contribution limitations apply cumulatively to the entire primary and election campaign in which the candidate participates, whether or not there is a contested primary election.

Limit on Contributions from an Individual – 11.1101(1)(h) Stats.

An amount equal to the greater of \$500 or \$0.02 times the number of inhabitants of the county, town, city, village or district according to the latest federal census, but not more than \$6,000. (Check with filing officer.)

Population in District

- Greater than 25,000 and less than 300,000
- Equal to or less than 25,000

Maximum Contribution

\$0.02 times population (\$801.58) (Mayor)
\$500 (Alderpersons)

If the candidate has claimed an exemption from filing campaign finance reports, the maximum contribution is \$100 per calendar year, regardless of the population. *The candidate's contributions to their own campaign do count toward the total receipts of \$2,000 or less in a calendar year. The \$100 limit on contributions from a single source does not apply to contributions from a candidate's personal funds for his or her own campaign.*

Limit on Contributions from a PAC or Other Candidate Committee – 11.1101(3)(k), Stats.

An amount equal to the greater of \$400 or \$0.02 times the number of inhabitants of the county, town, city, village or district according to the latest federal census, but not more than \$5,000. (Check with the filing officer.)

Population in District

- Greater than 26,667 and less than 333,334
- Equal to or less than 26,667

Maximum Contribution

\$0.02 times population (\$801.58) (Mayor)
\$400 (Alderpersons)

