

# WASB SCHOOL DISTRICT ELECTION SCHEDULE

## 2017 SPRING ELECTION

The Wisconsin Association of School Boards (WASB) has prepared the *School District Election Schedule* as a reference for common, union high, and unified school districts for use throughout the upcoming primary and election season. The main sections of this publication are the following:

- **2017 Spring Election Schedule At-A-Glance**  
(a convenient and concise list of critical dates and events)
- **Part I: Overview of Ballot Access Documents**
- **Part II: Key Tasks and Deadlines Organized by Date**
- **Part III: List of Elections Commission and Ethics Commission Forms**  
(electronically linked in the PDF edition of this publication, which is available to WASB members on the WASB website)

In addition to contacting the WASB with election-related questions, districts are encouraged to contact their county and municipal clerks and the Elections Commission (608-266-8005) for information on local rules, operational matters, and related issues. Specific questions about campaign finance can be directed to the Ethics Commission (608-266-8123). School board clerks should also monitor the two commissions' websites for potential training opportunities and for election-related publications and guidance. The *Election Administration Manual for Wisconsin Election Officials* (available at <http://elections.wi.gov/clerks/education-training/election-administration-manual>) and the *Campaign Finance Overview - Local Candidates* (available at [http://ethics.wi.gov/sites/default/files/general/cf\\_overview\\_local\\_candidates\\_2016.pdf](http://ethics.wi.gov/sites/default/files/general/cf_overview_local_candidates_2016.pdf)) may be particularly useful resources.

The WASB *School District Election Schedule* is designed to provide general information and commentary as a service to WASB members based on current law and agency guidance as it existed at the time of publication. It should not be relied upon as legal advice. If legal advice is needed, the services of the school district's designated legal counsel should be obtained.

Edited by the WASB staff

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# SCHEDULE AT-A-GLANCE

2017 SPRING ELECTION

## NOVEMBER 2016

- 22 • Deadline for Publication of Type A Notice of Election
- On or About 22 • Prepare Packet of Information for Potential Candidates

## DECEMBER

- 1 • Earliest Date for Circulation of Nomination Papers, If Required  
(NOTE: Nomination Papers Are Not Required in Many School Districts)
- 1 - Jan. 3 • Most Candidates Will File Campaign Registration Statements, Declarations of Candidacy, and Nomination Papers (If Required) during this Period
- 23 • Deadline for Incumbents to File Notice of Noncandidacy (5:00 p.m.)
- On or About 31 • Clerk Notifies Non-Exempt Committees of Deadline for Filing Campaign Finance January Continuing Report (for Period Ending December 31)

## JANUARY 2017

- On or After 1 • Eligible Candidate Committees May Claim/Renew Reporting Exemption for 2017
- 3 • Candidate Deadline for Filing All Documents Needed to Establish Eligibility to Appear on the Ballot (5:00 p.m.)  
• Clerk Makes Initial Determination of Candidates' Eligibility for Ballot
- 10 • Drawing of Lots for Ballot Order; Certify Ballot Eligibility to County Clerk(s)  
• When a Primary is Required, Notice to Municipal Clerks of Primary Election
- 16 • Deadline for Non-Exempt Committees to File January Continuing Report
- 17 • Clerk Performs Duties with Respect to Campaign Finance Reports that Have Been Filed or that Are Delinquent
- On or Before 30 • If Primary Election is Being Held, Provide Municipal Clerk with Ballots (If Separate Paper Ballots Are Utilized)

## FEBRUARY

- On or About 3 • If Primary Election is Being Held, Clerk Notifies Non-Exempt Committees of Deadline for Filing Preprimary Campaign Finance Report
- 7 - 13 • Deadline for Non-Exempt Committees to File Preprimary Report
- 14 • Clerk Performs Duties with Respect to Campaign Finance Reports that Have Been Filed or that Are Delinquent
- 17 • Write-in Candidate Registration Deadline for Primary Election
- On or Before 20 • If Primary Election is Being Held, Choose Board of Canvassers
- 20 • If Primary Election is Being Held, Notice of Primary Election
- 21 • Spring Primary Election
- On or About 21 • If Primary Election Held, Issue Open Meetings Law Notice of Board of Canvassers Meeting(s)
- On or About 22 • If Primary Election Held, Receipt of Election Materials and Related Duties

## **FEBRUARY** *(continued)*

- On or About 22 - 28 • If Primary Election Held, Canvass of Primary Returns and Written Determination of Primary Results
- On or About 22 - Mar. 3 • If Primary Election Held, Recount Request May Be Filed
- On or About 24 - Mar. 3 • If Primary Election Held, Drawing of Lots for Ballot Order  
• If Primary Election Held, Certify Nominations and Ballot Order to County Clerk(s)

## **MARCH**

- On or Before 13 • Provide Municipal Clerk with Ballots (If Separate Paper Ballots Are Utilized)
- On or About 17 • Clerk Notifies Non-Exempt Committees of Deadline for Filing Preelection Campaign Finance Report
- 21 - 27 • Deadline for Non-Exempt Committees to File Preelection Report
- 28 • Clerk Performs Duties with Respect to Campaign Finance Reports that Have Been Filed or that Are Delinquent
- 31 • Write-in Candidate Registration Deadline for Spring Election

## **APRIL**

- On or Before 3 • Choose Board of Canvassers
- 3 • Notice of Spring Election
- 4 • Spring Election
- On or About 4 • Issue Open Meetings Law Notice of Board of Canvassers Meeting(s)
- After 4 • Campaign Committees May File Campaign Finance Termination Report
- On or About 5 • Receipt of Election Materials and Other Related Duties
- 5 - 11 • Canvass of Election Returns and Written Determination of Election Results
- On or About 5 - 14 • Recount Request May Be Filed
- On or About 10 - 14 • Clerk Issues Certificate(s) of Election  
• Clerk Notifies Municipal and County Clerks of School District Officers
- On or Before 24 • School Board Members Take and File Official Oath
- 24 • School Board Members Take Office
- 24 - May 24 • Election of School Board Officials (i.e. Board Officers)

## **JUNE**

- On or About June 30 • Clerk Notifies Non-Exempt Committees of Deadline for Filing Campaign Finance July Continuing Report (for Period Ending June 30)

## **JULY**

- 17 • Deadline for Non-Exempt Committees to File July Continuing Report
- 18 • Clerk Performs Duties with Respect to Campaign Finance Reports that Have Been Filed or that Are Delinquent