



## DISTRICT OFFICE

563 A.J. Allen Circle Wales, WI 53183

P: 262-968-6300

F: 262-968-6391

W: [www.kmsd.edu](http://www.kmsd.edu)

MEMO TO: Potential Candidates for Board of Education  
SUBJECT: Forms and Information for Potential Candidates for Board of Education  
DATE: November 18, 2022

Candidate paperwork for the 2023 Spring Election is available on the Kettle Moraine District Website or at Kettle Moraine District Office. Included in this packet are the following items:

- Declaration of Candidacy (EL-162SD) and instructions for completing this form
- Campaign Registration Statement (CF-1) and instructions for completing this form
- Ballot Access Checklist for 2023 School District Candidates (ELIS-5)  
(\*NOTE: KMSD does not require nomination papers to be filed)
- Campaign Finance Checklist for 2023 Municipal and School District Candidates (ETIS-8)
- Wisconsin Association of School Board's Guide for Candidates – 2023 Spring Election edition

An elector<sup>1</sup> desiring to be a candidate for a Board of Education position must file a sworn Declaration of Candidacy (EL-162sd) and a Campaign Registration Statement (CF-1) at the Kettle Moraine District Office, 563 A. J. Allen Circle, Wales, WI 53183, between the hours of 8:00 AM and 4:00 PM Monday through Friday, except holidays and holiday-observance days.

Election laws mandate that all forms, whether mailed or personally delivered, must arrive at the Kettle Moraine District Office prior to the 5:00 pm deadline on Tuesday, January 3, 2023. PLEASE NOTE: The district office will be closed December 22nd – January 2nd.

IF DELIVERING IN PERSON: Forms should be personally delivered no later than 5:00 PM on Tuesday, January 3, 2023. Deliver to: School Board Clerk, c/o KM District Office, 563 A. J. Allen Circle, Wales, WI 53183.

IF MAILING: Allow sufficient time for forms to arrive at our office. If mailing with a postmark date of January 3rd, a faxed copy must also be received by the filing officer prior to the filing deadline (5:00 pm on January 3, 2022.) Mail to: School Board Clerk, c/o KM District Office, 563 A. J. Allen Circle, Wales, WI 53183.

IF FAXING: Faxed forms will be accepted if (1) it is received by the filing officer (school board clerk or designee) no later than the filing deadline AND (2) the signed original Declaration of Candidacy is received by the filing officer with a postmark no later than the filing deadline. Fax to 262-968-6390, Attn: School Board Clerk. Faxing is not recommended.

**It is the candidate's responsibility to understand the rules and regulations regarding the election and campaigning. General resources to assist you are provided below and are located on the district website.**



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Wisconsin Elections Commission website

(<https://elections.wi.gov>)

(608)266-8005

Wisconsin Ethics Commission website

([www.ethics.wi.gov](http://www.ethics.wi.gov))

(608)266-8123

Wisconsin Association of School Boards Website

([www.wasb.org](http://www.wasb.org))

(608)257-2622

Campaign Finance Report Filing Deadline Dates (if applicable) –

(<https://ethics.wi.gov/Pages/CampaignFinance/ReportPeriods.aspx>)

*<sup>1</sup>Wis. Stats. Sec. 6.02 defines a qualified elector as: “A U.S. citizen, 18 years of age or older, who has resided in the election district for at least 28 days before any election at which he or she offers to vote.”*

*Wis. Stats. Sec. 120.06(2)(a): “School board members shall be electors of the school district ...”*