

INSTRUCTIONS FOR PREPARING RECALL PETITIONS

This is a sample recall petition form. It conforms to the statutory requirements for recall petitions. This form may be reproduced. The State Elections Board has determined that no disclaimer or other attribution statement is required on recall petitions.

Registration - Before circulating a recall petition, the persons or committees seeking to recall an elected official must register with the appropriate filing officer indicating their intent to circulate a recall petition and the name of the officer to be recalled. Petitions for the recall of local election officials must state the reasons for the recall which relate to the official duties of the person to be recalled.

Required Signatures - The number of signatures required to recall an elected official is specified in S. 9.10(1)(b), (c), Wis. Stats. The filing officer is required to determine and certify to any person the number of signatures required on a recall petition. It is recommended that a person seeking to recall elected officials consult with an attorney concerning the validity of signatures on recall petitions. S. 9.10(2)(e), Wis. Stats.

Filing Officer - The recall petition shall be directed to the official with whom nomination papers or a declaration of candidacy for the office of the person to be recalled is filed.

Jurisdiction - The name of the jurisdiction or district that the officeholder represents shall be placed on the recall petition, along with the name of the officeholder to be recalled, and the office held.

Reasons for Recall - Recall petitions for elected officials representing city, village, town, and school district offices must state reasons for the recall which relate to the official duties of the official to be recalled. *No statement of reason is required to initiate the recall of state, congressional, legislative, judicial, or county elected officials. The lines can be left blank.*

Signatures of Electors - Only qualified electors of the jurisdiction or district represented by the officeholder may sign the petition. Each elector's municipality of residence must be listed on the petition, along with the mailing address, including any street, fire or rural route number, box number (if rural route) and street or road name. The Street & Number or Rural Route section for each elector's address is split into two lines. The first line is for the street address. The second line is for the municipality for mailing purposes. The Municipality of Residence listed for each signing elector must clearly identify the town, village or city where the elector's voting residence is located. A post office box number alone does not show where the elector actually resides. The date the elector signed the petition, 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 petition is filed with the filing officer. Individuals or committees seeking to recall elected officials should carefully review S. 9.10(2)(e), Wis. Stats., concerning the validity of signatures on recall petitions.

Certification of Circulator - The circulator shall personally present the petition to each signer. The circulator may not leave the petition papers unattended on counters or posted on bulletin boards. After obtaining the signatures, the circulator must complete, sign and date the certification on each page of the petition.

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.

Filing Requirements - the petition shall be filed no later than 5:00 p.m. on the 60th day after registration of the recall committee. After the petition is filed, no name may be added or removed. Any signature obtained before registration or after the appropriate circulation period may not be counted.

Other Requirements - Individuals or committees petitioning for recall are subject to campaign finance reporting requirements. S. 11.20(4m), Wis. Stats. Individuals or committees organized to recall elected officials should carefully review S. 9.10, Wis. Stats. If individuals or committees have any questions, they should contact the filing officer of the official to be recalled.