

**DENISE DOLAN
COUNTY AUDITOR
DUBUQUE COUNTY**

**CANDIDATE'S GUIDE
GENERAL ELECTION
NOVEMBER 8, 2016**

WHERE TO GET NOMINATION PAPERS FOR COUNTY OFFICES -

Call, write or visit:

**Dubuque County Auditor's Office.
720 Central Ave.
Dubuque, Iowa 52001
(563) 589-4457**

QUALIFICATIONS AND SIGNATURE REQUIREMENTS

Office	Citizenship	Residence	Age	Term	Signatures Needed
Supervisor	Yes	Registered in Dubuque County	18	4	250
Supervisor--To Fill a Vacancy	Yes	Registered in Dubuque County	18	2	250
Auditor	Yes	Registered in Dubuque County	18	4	250
Sheriff*	Yes	Registered in Dubuque County	21	4	250
Township	Yes	Registered in Township	18	4	0
Hospital Trustee	Yes	Registered in Dubuque County	18	6	50
Soil/Conservation	Yes	Registered in Dubuque County	18	4	25
Agricultural Ext.	Yes	Registered in Dubuque County	18	4	25

* Elected county sheriffs must also meet the requirements in Iowa Code 331.651

<p>WHERE TO FILE County Offices In the office of the Dubuque County Auditor: Denise M. Dolan 720 Central Ave. Dubuque, Iowa 52001</p>	<p>WHEN TO FILE County Offices FIRST DAY - Monday, August 8, 2016 LAST DAY - Wednesday, August 31, 2016 - no later than 5 p.m.</p>
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There are no filing fees for any office.

CHECKLIST FOR NOMINATION PETITIONS

1. Getting ready to circulate the nomination petitions:

_____ **FILL IN THE TOP.** At the top of each page fill in all information requested, including the name of the candidate, the office sought, and the district number, if any.

_____ **INDICATE IF TO FILL VACANCY.** If you are seeking election to fill a vacancy, be sure to indicate that fact on your nomination papers. For example, FOR THE OFFICE OF: County Supervisor, to fill Vacancy. (“Vacancy” means a term which does not expire this year, but must be voted upon because the original occupant of the office has resigned or died, and has been replaced by an appointee.)

_____ **CHECK DISTRICT NUMBER.** Be sure that the correct district number is on each page of the nomination petitions, if it is needed.

_____ **CANDIDATES NAME.** Be sure that the candidate’s name is plainly printed or typed EXACTLY as the candidate wished it to appear on the ballot, and in EXACTLY the same form, on each page of the petition and on the Affidavit of Candidacy. Only the candidate’s name may be used no quotation marks, parentheses or titles may be included.

2. Circulating the petitions:

_____ **SIGNERS MUST BE QUALIFIED.** Each signer must:

1. Be an eligible elector of Iowa (meets the qualifications to register, but is not necessarily registered to vote).
2. Be a resident of the district or county.
3. A person may sign petitions for candidates of either, or both political parties. There is no limit on the number of nomination petitions one person may sign. Include addresses and dates. All signers of nomination petitions must include their residence (number, street and city) and the date they signed.

3. Filling out the affidavit of candidacy (NOMINATION PAPERS WILL NOT BE ACCEPTED WITHOUT AN AFFIDAVIT of CANDIDACY).

_____ **INCLUDE OFFICE NAME AND DISTRICT NUMBER.** Be sure that the affidavit includes the name of the same office and district number that appear on the nomination petition, including whether the office is on the ballot to fill a vacancy.

_____ **CANDIDATE’S NAME.** The candidate’s name must appear on the affidavit in **exactly** the same form as it appears on the nomination petition. This must be plainly printed or typed exactly as the candidate wishes the name to appear on the ballot. Only the candidate’s name may be used; no parentheses, quotation marks, or titles may be included.

_____ **PARTY AFFILIATION.** Include whether you’re a registered to vote as a Democrat or a Republican if partisan office.

_____ **NOTARY REQUIRED.** A notary public must be present when the candidate signs the affidavit. The notary must also sign the affidavit of Candidacy and include the official title: Notary Public. Other officers who may legally witness oaths may substitute for a notary.

_____ **CANDIDATES SIGNATURE.** The spelling of the name, including initials, should be **exactly** the same as the spelling of the name on the nomination petitions and as printed on the affidavit. The candidate must sign the affidavit in front of a notary public, or other officer who is empowered to witness oaths.

4. Getting ready to file:

_____ **COUNT THE SIGNATURES.** It is wise to file more than the required minimum number of signatures. Candidates must be sure to have enough signatures. If not sure how many you need contact the Auditor's Office. If there are signatures on your petition that you know should not be there, simply draw a line through the name. We will not count those signatures.

_____ **BE SURE YOU ARE READY.** Once the nomination papers have been accepted for filing nothing can be added to them and they cannot be returned to the candidate. You may wish to make a copy of the petitions for your record.

_____ **STAPLE ALL PETITIONS TOGETHER AT THE TOP.** Petitions that are not bound will be rejected without examination. If the stack is too thick to staple, use mental rings or heavy string or shoelaces to securely bind the petitions. If you use wire, please consider the safety of the people who handle the petitions. **Do NOT** use paper clips, rubber bands, or metal clamps. Do NOT trim unused parts of the nomination petitions. All pages must be 8 1/2 X 11.

5. Filing with the County Auditor:

_____ **AFFIDAVIT AND PETITIONS MUST BE FILED TOGETHER.** No papers will be accepted without an affidavit of candidacy and the nomination petitions.

_____ **FILE AS EARLY AS POSSIBLE.** Your nomination papers will be inspected for completeness before they are accepted for filing. If the papers do not meet minimum filing requirements, they will not be accepted for filing and will be returned. If you file early, you may have time to correct any errors and to resubmit your papers.

_____ **IF YOU MAIL YOUR PAPERS.** Remember that your papers **MUST** be **RECEIVED** by the county auditor before 5:00 p.m. on August 31st. **Postmark dates don't count!** Also please include a daytime phone number with your nomination papers. You may wish to call before the filing deadline and ask whether your papers have been received.

THE DEADLINE IS FIVE O'CLOCK. Papers presented after 5 p.m. on August 31st will be rejected.

CAMPAIGN FINANCE REQUIREMENTS

Campaign finance disclosure packets may be obtained from the Iowa Ethics and Campaign office in Des Moines or from their web site at www.iowa.gov/ethics. Once you or your committee, spends, receives contributions, or incurs indebtedness in excess of \$1,000, you have 10 days in which to file an organizational statement with the Iowa Ethics and Campaign office in Des Moines. For information contact the Iowa Ethics & Campaign Office at 515-281-4028. Website: www.iowa.gov/ethics.

Late filing of campaign financial reports can result in fines, so please contact the State Ethics Board with any questions you have to insure proper filing.

WHAT ABOUT POLITICAL ADVERTISING?

All published political material must include the identity and address of the person responsible for the material. This is referred to as a "disclaimer" and should read something like this:

Paid for by Doe for School Board Committee, Jane Doe, Treasurer
4562 Dogwood St, Somewhere, Iowa

NOTE: The information furnished in this pamphlet has been compiled in the Office of the Iowa Secretary of State and the Dubuque County Auditor's Office to assist candidates and the public in meeting the requirements of Iowa's election laws. If any errors in compilation or computation have occurred, or if there have been amendments to the Iowa Code, the provisions of the Iowa Code and the Session Laws shall prevail.

GENERAL ELECTION CALENDAR - 2016

- Monday,
August 8 **CANDIDATE FILING BEGINS**
First day for candidates for county and township offices to file nomination petitions in the county auditor's office [43.11(1) and 43.21]
- Wednesday,
August 31 **CANDIDATE FILING DEADLINE**
Last day for candidates for county and township offices to file nomination petitions in the county auditor's office [43.11(1)] **Court House will be open until 5:00 p.m.**
- Tuesday,
Sept. 6 **WITHDRAWAL DEADLINE**
Last day for candidates who have filed nomination petitions with the county auditor to withdraw by filing a written request with the county auditor [43.16 and 43.23(2)]
- Tuesday,
Sept. 6 **COUNTY OBJECTION DEADLINE**
Last day to file written objections to nomination petitions filed with the county auditor [43.24(1b)]
- Monday,
October 24 **WORRY-FREE POSTMARK DATE**
Correctly completed voter registration forms post marked by today are considered timely even if received after October 25. [48A.9 (3)].
- Saturday,
October 29
5 p.m. **VOTER REGISTRATION DEADLINE**
All voter registration forms must be received by the County Auditor no later than 5 p.m. unless postmarked on or before October 24. [48A.9(1)]
County Auditor's office will be open until 5:00 p.m. this day.
- Friday,
November 4 **LAST DAY TO REQUEST A MAILED ABSENTEE BALLOT**
Last day to request an absentee ballot by mail. Election office open until 5:00 p.m.
- Saturday,
November 5 **AUDITOR'S OFFICE OPEN**
County auditor's office will be open from 8:00 a.m. to 5:00 p.m. for absentee voting and other election business [47.2(5)]
- Tuesday,
November 8 **GENERAL ELECTION DAY**
Polls open at 7 a.m. and close at 9 p.m. [49.73] Absentee ballots may be delivered to the County Auditor's office until 9:00 p.m. [53.17]
- Monday,
November 14 **CANVASS OF VOTES**
Canvass of votes by the Board of Supervisors. [43.49]
- Thursday,
November 17 **RECOUNT REQUEST DEADLINE**
Written request for a recount must be filed in the Office of the County Auditor by 5 p.m. [50.48(1) and 43.56] (Three days after canvass complete)

ADDITIONAL INFORMATION

Secretary of State
Election Division
321 E. 12th St
Des Moines, Iowa 50319
515-281-0145
www.sos.iowa.gov

Iowa Ethics & Campaign Finance
510 E 12th, Suite 1A
Des Moines, Iowa 50319
515-281-4028
www.iowa.gov/ethics

Iowa Democratic Party
5661 Fleur Dr
Des Moines, Iowa 50321
515-244-7292
www.iowademocrats.org

Iowa Republican Party
621 E 9th Street
Des Moines, Iowa 50309
515-282-8105
www.iowagop.org