

**DENISE DOLAN
COUNTY AUDITOR
DUBUQUE COUNTY**

**CANDIDATE'S GUIDE
CITY ELECTION
NOVEMBER 7, 2017**

WHERE TO GET NOMINATION PAPERS -

Call, write or visit:
City Clerk's office

QUALIFICATIONS -

Candidates for election to city offices must be eligible electors of the city at the time of the election. An eligible elector is a person who is 18 years of age, a resident of the city, United States citizen and has no felony convictions. Candidates who are seeking election from wards must be residents of the ward at the time the nomination petition is filed and at the time of the election.

NOMINATIONS -

There are two methods of getting one's name on the ballot for city elections in Dubuque County. **Ask your City Clerk or County Auditor which of the following applies to your city:**

- 1. For Cities with Primary Election Provisions (City of Dubuque)**
Candidates are nominated by petition. Each petition must include a number of signatures equal to at least 2% of the number of people who voted to fill the same office at the last regular election, but not less than 10 signatures. Contact City Clerk or County Auditor for exact number for your office.
- 2. For cities with nomination under Chapter 45- by petition (All other Cities)**
Candidates are nominated by petition. The minimum number of signatures is based on the population of the City:

<u>Population of the City</u>	<u>Signatures Required</u>
Less than 100	5
100 or more, but less than 3,500	10
3,500 or more	25

WHERE TO FILE -

In the office of the City Clerk

There are no filing fees.

WHEN TO FILE -

	City of Dubuque	All other Cities
FIRST DAY -	Monday, August 14	Monday, August 28
LAST DAY -	Thursday, August 31	Thursday, September 21

NO LATER THAN 5 P.M.

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 ward number, if any.
- _____ INDICATE IF TO FILL VACANCY. If you are seeking election to fill a vacancy on the city council, be sure to indicate that fact on your nomination papers. For example, FOR THE OFFICE OF: Mayor, to fill Vacancy.
- _____ CHECK WARD NUMBER. Be sure that the correct ward 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 Candidate. 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 city. Signers of petitions for candidates for ward seats must be residents of the ward when they sign.
 3. The candidate may NOT sign their own petitions. [45.3]
- _____ INCLUDE ADDRESSES AND DATES. All signers of nomination petitions must include their address (number, street and city) and the date of signing. **Signature lines lacking signatures and/or complete address will NOT be counted**

3. Filling out the affidavit by candidate:

NOMINATION PAPERS WILL NOT BE ACCEPTED WITHOUT AN AFFIDAVIT BY CANDIDATE.

- _____ INCLUDE OFFICE NAME AND WARD NUMBER. Be sure that the affidavit includes the name of the same office and ward number that appear on the nomination petition.
- _____ 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.
- _____ NOTARY REQUIRED. A notary public must be present when the candidate signs the affidavit. The notary must also sign the affidavit by Candidate 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.
- ___ 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.
- ___ STAPLE ALL PETITIONS TOGETHER AT THE TOP. Do NOT use paper clips, rubber bands, or metal clamps.

5. Filing with the City Clerk:

- ___ AFFIDAVIT AND PETITIONS MUST BE FILED TOGETHER.
No papers will be accepted without an affidavit by candidate 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 City Clerk before 5:00 p.m. on the last date to file. **Postmark dates don't count!**

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

***City of Dubuque - August 31
All other Cities - September 21***

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.state.ia.us/ethics. Once you or your committee, spends, receives contributions, or incurs indebtedness in excess of \$1,000.00, 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 Office at (515) 281-4104. <http://www.iowa.gov/ethics/>

Late filing of campaign financial reports can result in fines, so please contact the Iowa Ethics Office 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 City Council Committee, John 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 Dubuque County Auditor' 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.

CITY ELECTION CALENDAR - 2017

- Monday,
August 28
- CANDIDATE FILING BEGINS - all cities except for Dubuque**
First day to file nomination petitions with the **City Clerk** for non-primary cities.
- Thursday,
September 21
- CANDIDATE FILING DEADLINE - all cities except for Dubuque**
Last day to file nomination papers with the **City Clerk** for non-primary cities. Deadline is 5:00 p.m. **City Clerk or designee must have office open until 5:00 p.m.**
- Tuesday,
September 26
- WITHDRAWAL AND OBJECTION DEADLINE**
Last day to file written objections to nomination papers or eligibility of candidate with the County Auditor. Offices will be open until 5:00 p.m.
- Friday,
October 27
5:00 p.m.
- VOTER PRE- REGISTRATION DEADLINE**
Registration closes at 5:00 p.m. for Regular City Election. Forms postmarked by Monday, October 23 are considered on time even if received after today.
- Friday,
November 3
- Deadline to Request an Absentee Ballot by Mail**
Auditor's office open until 5:00 p.m.
- Monday,
November 6
- Last Day for Absentee Ballot In-Person**
Auditor's office open until 5:00 p.m.
- Tuesday,
November 7
- CITY ELECTION DAY**
Polls open at 7 a.m. and close at 8 p.m. EXCEPTION: Under some conditions, the polls may be opened at noon.
- Friday,
November 10
- Veteran's Day - Holiday Observed - State & County Offices Closed**
- Monday,
November 13
- CANVASS OF VOTES**
Canvass of votes by the Board of Supervisors for all cities with nominations under Chapter 44/55 and cities with primaries.
- Thursday,
November 16
- RECOUNT REQUEST DEADLINE**
Written request for a recount must be filed in the Office of the County Auditor by 5 p.m.
- Friday,
November 17
- CONTEST NOTICE DEADLINE**
Statement of intent to contest election must be filed with the City Clerk no later than ten days after the election.
- Monday,
November 27
- WRITE-IN WINNER RESIGNATION DEADLINE**
If a person is elected by write-in votes, they can submit their resignation in writing to the city clerk by 5:00 p.m.

**State of Iowa
Affidavit of Candidacy**

Candidate's Name (exactly as it should appear on the ballot – no titles, parentheses, or quotation marks): _____

Candidate's Name Sounds Like (phonetic spelling): _____

Office Sought: _____ **District or Ward** (if any): _____

Vacancy – Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder? Yes No

Type and Date of Election:

Primary on ___/___/___ General on ___/___/___ City on 11/07/17
 School on ___/___/___ Special on ___/___/___

Candidate's Affiliation (only complete for partisan offices or Ch. 44 city nominations):

Democratic Republican

Not affiliated with any organization

Name of Non-Party Political Organization: _____
No more than 5 words and exactly as it should appear on the ballot.

Candidate's Home Address:

Street (no P.O. boxes) _____ City _____ State _____ Zip _____ County _____

Candidate's Mailing Address (if different than above):

Street _____ City _____ State _____ Zip _____ County _____

Candidate's Phone: _____ **Email:** _____

Candidate's Affirmation

I swear (or affirm) that the information provided on this form is correct. I will be qualified to hold this office and if I am elected, I will qualify by taking the oath of office. I know that I cannot hold public office if I have been convicted of a felony or other infamous crime and my rights have not been restored by the governor or by the president of the United States.

I know that I am required to organize a candidate's committee, which shall file an organization statement and disclosure reports if I (or my committee) receive contributions, make expenditures, or incur indebtedness in excess of \$1,000 in a calendar year for the purpose of supporting my candidacy for public office. (This does not apply to candidates for federal office.)

I know that I cannot be a candidate for more than one office to be filled at this election (except in the case of county agricultural extension council or soil and water conservation district commission).

Candidate's Signature: _____
Must be signed in the presence of a notary.

State of: _____ County of: _____

Signed and sworn (or affirmed) before me on date of: _____

(Stamp)

By: _____
Print Candidate's Name

Notary Signature: _____ Notary Title: _____

State of Iowa Nomination Petition for Non-Partisan Office

Candidate Information

Name of Candidate: _____ Office Sought: _____

Candidate's County of Residence: _____ Candidate's City of Residence: _____

Type and Date of Election:

General on ___/___/___
 Special on ___/___/___
 School on ___/___/___
 City on 11 / 07 / 2017

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder? No Yes

For School Elections Only

School District: _____ School Director District (if any): _____

For City Elections Only

Office Ward (if any): _____

For Other Elections Only

Office District (if any): _____

We, the undersigned eligible electors of the appropriate county, city, school district, school or community college director district, or other district as established by law, and the state of Iowa hereby make the nomination outlined above. If the candidate named above accepts the nomination, we believe the candidate is or will be a resident of the appropriate county, city, school district, school or community college director district, or other district established by law as required by law.

Sign your name	Address where you live in Iowa		Today's Date
	House number and street	City	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

State of Iowa Nomination Petition for Non-Partisan Office

Candidate Information

Name of Candidate: _____ Office Sought: _____

Candidate's County of Residence: _____ Candidate's City of Residence: _____

Type and Date of Election:

General on ___/___/___
 Special on ___/___/___
 School on ___/___/___
 City on 11 / 07 / 2017

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?
 No
 Yes

For School Elections Only

School District: _____ School Director District (if any): _____

For City Elections Only

Office Ward (if any): _____

For Other Elections Only

Office District (if any): _____

We, the undersigned eligible electors of the appropriate county, city, school district, school or community college director district, or other district as established by law, and the state of Iowa hereby make the nomination outlined above. If the candidate named above accepts the nomination, we believe the candidate is or will be a resident of the appropriate county, city, school district, school or community college director district, or other district established by law as required by law.

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15.			

State of Iowa Nomination Petition for Non-Partisan Office

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Candidate's County of Residence: _____ Candidate's City of Residence: _____

Type and Date of Election:

General on ___/___/___
 Special on ___/___/___
 School on ___/___/___
 City on 11 / 07 / 2017

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?
 No Yes

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School District: _____ School Director District (if any): _____

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	House number and street	City	
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