

**DENISE DOLAN  
COUNTY AUDITOR  
DUBUQUE COUNTY**

**CANDIDATE'S GUIDE  
SCHOOL ELECTION  
SEPTEMBER 12, 2017**

**WHERE TO GET NOMINATION PAPERS -**

Call, write or visit:

**School Board Secretary Office or County Auditor's Office.**

**QUALIFICATIONS AND SIGNATURE REQUIREMENTS -**

Candidates for the office of Director of a school district must be an eligible elector of the school district at the time of the election. An eligible elector is a person who is 18 years of age, a resident of the school district, United States citizen and has no felony convictions. Candidates who are seeking election from a director district within the school district, must be eligible elector of the director district.

For candidates for school board the minimum number of signatures needed by each candidate is **50**. It is always wise to file more than the minimum number of signatures.

Candidates for Merged Area Schools (NICC Community College) must be eligible elector of the director district they seek to represent. Each candidate must file at least **50 signatures**.

**WHERE TO FILE -**

In the office of the Board secretary:

**DUBUQUE COMMUNITY** - Joni Lucas, 2300 Chaney Rd. Dubuque.  
Phone 552-3037

**WESTERN DUBUQUE COUNTY COMMUNITY** - Jeni Schindler, 310 4<sup>th</sup> St SW, Farley.  
Phone 744-3885

**NE IOWA COMMUNITY COLLEGE** - Secretary to the President and Board.  
Phone (563) 562-3263, P.O. Box 400, Calmar, IA 52132-0400

**WHEN TO FILE -**

**FIRST DAY** - Monday, July 10, 2017

**LAST DAY** - Thursday, August 3, 2017 **no later than 5 p.m.**

**There are no filing fees.**

**Secretary of State's Website: [www.sos.state.ia.us/voter/elections](http://www.sos.state.ia.us/voter/elections) ( candidate information)**

# 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 on the school board, be sure to indicate that fact on your nomination papers. For example, FOR THE OFFICE OF: Director District 1, 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not expire this year, but must be voted upon because the original occupant of the office has resigned or died, and has been replaced by an appointee.)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; Iowa law prohibits including quotation marks, parentheses or titles in candidates names appearing on the ballot.

## 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 school district.
  3. Be a resident of the director district the candidates seeks to represent, if directors are voted upon ONLY by the voters of that district. Anyone who can vote for the office on the nomination petition can sign the petition.
  4. NOTE: Candidate may NOT sign their own petitions.
- \_\_\_\_\_ **INCLUDE ADDRESSES AND DATES.** All signers of nomination petitions must include their address (number, street and city) and the date of signing. Petitions for candidates for N.E. Iowa Community College must include the signer's school district.

## 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.
- \_\_\_\_\_ **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 for School Board must have not fewer than the number required by the formula (50 signatures). Candidates for N.E. Iowa Community College offices must have at least fifty (50) 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 school secretary:

- \_\_\_\_\_ 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 school secretary before 5:00 p.m. on August 3<sup>rd</sup>. **Postmark dates don't count!**

**THE DEADLINE IS FIVE O'CLOCK. Papers presented after 5 p.m. on August 3<sup>rd</sup> 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.state.ia.us/ethics](http://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) 281-4028 or [www.iowa.gov/ethics](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 School Board Committee, Jane Doe, Treasurer  
4562 Dogwood St, Somewhere, Iowa

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**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.

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# SCHOOL ELECTION CALENDAR - 2017

- Monday,  
July 10
- CANDIDATE FILING BEGINS**  
First day to file nomination petitions with the secretary of the school board.  
[277.4]
- Saturday,  
July 29
- LAST DAY FOR VACANCIES**  
Vacancies on school board occurring on or before today must be filled at the school election [69.12 (1)"a"(3)]
- Thursday,  
August 3
- CANDIDATE FILING DEADLINE**  
Last day to file nomination papers with the school secretary. Deadline is 5 p.m. School secretary or designee must have office open until 5 p.m.  
[277.4]
- Tuesday,  
August 8  
5 p.m.
- WITHDRAWAL DEADLINE**  
Last day for candidates to withdraw by filing a written request with the school secretary. Deadline is 5 p.m. [277.4]
- Tuesday,  
August 8
- OBJECTION DEADLINE**  
Last day to file written objections to nomination papers or eligibility of candidate with school secretary. [277.5]
- Monday,  
August 28
- WORRY-FREE POSTMARK DATE**  
Correctly completed voter registration forms post marked by today are considered timely even if received after September 1. [48A.9 (3)].
- Friday,  
September 1  
5 p.m.
- VOTER PRE-REGISTRATION DEADLINE**  
All voter registration forms must be received by the County Auditor no later than 5 p.m. unless postmarked on or before August 28. [48A.9]
- Friday,  
September 8  
5 p.m.
- DEADLINE TO REQUEST ABSENTEE BALLOT BY MAIL**  
Last day to request an absentee ballot by mail.
- Monday,  
September 11  
5 p.m.
- LAST DAY TO VOTE AN ABSENTEE BALLOT**  
Last day to vote an absentee ballot in the Auditor's office.
- Tuesday,  
September 12
- SCHOOL ELECTION DAY**  
Polls open at 7 a.m. and close at 8 p.m. EXCEPTION: The polls may be opened at noon for any school district election - unless a petition objecting to shortened hours is received by the County Auditor. [277.1, 49.73 (1a); 2]
- Friday,  
September 15
- CANVASS OF VOTES**  
Canvass of votes by the Board of Supervisors. [277.20]
- Monday,  
September 18
- RECOUNT REQUEST DEADLINE**  
Written request for a recount must be filed in the Office of the County Auditor by 5 p.m. [50.48]
- Monday,  
September 25
- CANVASS FOR N.E. IOWA COMMUNITY COLLEGE**  
Canvass of county abstract for N.E. Iowa Community College by Board of Supervisors of control county (Dubuque), (260C.15(4)).  
Canvass may also be conducted at the last regular Board of Supervisors' meeting in September. (September 25th)
- Thursday,  
October 5
- CONTEST NOTICE DEADLINE**  
Statement of intent to contest election must be filed at the office of County Auditor within twenty (20) days after the day when incumbent was declared elected. [62.5]

**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 \_\_\_/\_\_\_/\_\_\_  
 School on 09 / 12 / 17       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 09 / 12 / 2017     City on \_\_\_/\_\_\_/\_\_\_

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	
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## 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 09 / 12 / 2017     City on \_\_\_/\_\_\_/\_\_\_

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): \_\_\_\_\_

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## State of Iowa Nomination Petition for Non-Partisan Office

### Candidate Information

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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 09 / 12 / 2017     City on \_\_\_/\_\_\_/\_\_\_

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): \_\_\_\_\_

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## 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 09 / 12 / 2017     City on \_\_\_/\_\_\_/\_\_\_

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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# IOWA ETHICS AND CAMPAIGN DISCLOSURE BOARD

An Independent Agency of the Executive Branch

MEGAN TOOKER  
Executive Director  
& Legal Counsel

510 East 12<sup>th</sup>, Suite 1A  
Des Moines, Iowa 50319  
Telephone 515-281-4028/Fax 515-281-4073  
[www.iowa.gov/ethics](http://www.iowa.gov/ethics)

**BOARD MEMBERS:**  
James Albert, Chair  
Jonathan Roos, Vice Chair  
Salma Zafar  
Carole Tillotson  
John Walsh  
Mary Rueter

**TO: LOCAL CANDIDATES, PARTIES, AND LOCAL PACS**  
**FROM: IOWA ETHICS AND CAMPAIGN DISCLOSURE BOARD**  
**Re: CAMPAIGN FINANCE ISSUES**

The Iowa Ethics and Campaign Disclosure Board administers the campaign laws in Iowa Code chapter 68A.

1. The Board's Web site has campaign finance information at <http://www.iowa.gov/ethics>. Click on **Campaigns** on the main menu and then select your committee type.

2. Contact information:

<b>Executive Director</b>	<b>Statewide PACs and County Central Committees</b>	<b>County/Local Candidates And Committees</b>
Megan Tooker (515) 281-3489 <a href="mailto:megan.tooker@iowa.gov">megan.tooker@iowa.gov</a>	Jason Hacker (515) 281-4411 <a href="mailto:jason.hacker@iowa.gov">jason.hacker@iowa.gov</a>	Tim Annee (515) 281-4104 <a href="mailto:tim.annee@iowa.gov">tim.annee@iowa.gov</a>

3. A committee is registered by filing a statement of organization (DR-1). The form must be filed within 10 days of receiving contributions, making expenditures, or incurring debts in excess of \$1000 (a debt is incurred when an item is ordered). If you are not going to cross the \$1000 threshold but want to use the shorter "paid for by" attribution (see #7 below) you can file Form DR-SFA prior to distributing political material.

4. Know your campaign report due dates. Once you have filed a DR-1, you must start and continue filing reports until you dissolve your committee. Penalties are assessed for late reports. All reports for Statewide PACs and County Central Committees are required to be filed electronically via the Board's Web Reporting System. County/Local Candidates and Committees must file electronically beginning January 1, 2016. All committees required to file electronically must submit their reports by 4:30 on the due dates. All reports due 5 days or less prior to an election must be physically received by the Board by 4:30 p.m. on the day the report is due.

5. Remember that if an organization gives your committee a contribution in excess of \$1000 it has separate filing requirements and it should immediately contact the Board for assistance.

6. Do not accept contributions from corporations, insurance companies, or financial institutions (NOTE: This prohibition does not apply to ballot issue PACs).

7. Put the words "paid for by" on printed political materials (see Iowa Code section 68A.405 and rule 351-4.38). A "paid for by" must be placed even if a committee is not registered (the "paid for by" then includes name and address). If the material is paid for by a registered committee or by filing Form DR-SFA, only the name of the committee needs to be part of the "paid for by." Some campaign signs and other items are exempt, so read the law and rules carefully.

8. Review the campaign laws in Chapter 68A and the Board's rules found in Chapter 351 of the Iowa Administrative Code.