

**KEVIN DRAGOTTO
COUNTY AUDITOR
DUBUQUE COUNTY**

**CANDIDATE'S GUIDE
SCHOOL ELECTION
NOVEMBER 2, 2021**

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, or rights have been restored. 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 – Carrie Mauss, 2300 Chaney Rd. Dubuque.
Phone (563) 552-3037

WESTERN DUBUQUE COUNTY COMMUNITY – Mark Frasher, 310 4th St SW, Farley.
Phone (563) 744-3885

NE IOWA COMMUNITY COLLEGE – Julia Sollien, Secretary to the President and Board.
Phone (563) 562-3983 ext. 1145, P.O. Box 400, Calmar, IA 52132

WHEN TO FILE -

FIRST DAY - Monday, August 23, 2021

LAST DAY - Thursday, September 16, 2021 **no later than 5 p.m.**

There are no filing fees.

Secretary of State's Website: <https://sos.iowa.gov/elections/electioninfo/schoolelections.html>
(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not expire this year but must be voted upon because the original occupant of the office has resigned or died, and has been replaced by an appointee.)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 candidate 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.
- _____ 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. Please provide the phonetic spelling of the candidate's name.
- _____ CANDIDATE'S HOME ADDRESS. The candidate must provide their house number and street name.
- _____ 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 September 16th. **Postmark dates don't count!**

THE DEADLINE IS FIVE O'CLOCK. Papers presented after 5 p.m. on September 16th 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 \$1,000.00, 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.

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?

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.

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.

SCHOOL ELECTION CALENDAR - 2021

Monday, August 23	CANDIDATE FILING BEGINS First day to file nomination petitions with the secretary of the school board. [277.4]
Thursday, September 16	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]
Saturday, September 18	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)]
Tuesday, September 21	WITHDRAWAL DEADLINE Last day for candidates to withdraw by filing a written request with the school secretary. Deadline is 5 p.m. [44.9(5)]
Tuesday, September 21	OBJECTION DEADLINE Last day to file written objections to nomination papers or eligibility of candidate with school secretary. Deadline is 5 p.m. [277.5]
Wednesday, October 13	FIRST DAY FOR ABSENTEE VOTING
Monday, October 18	WORRY-FREE POSTMARK DATE Correctly completed voter registration forms post marked by today are considered timely even if received after today. [48A.9 (3)].
Monday, October 18	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 today. [48A.9]
Monday, October 18	DEADLINE TO REQUEST ABSENTEE BALLOT BY MAIL Last day to request an absentee ballot by mail.
Monday, November 1	LAST DAY TO VOTE AN ABSENTEE BALLOT Last day to vote an absentee ballot in the Auditor's office. Deadline is 5 p.m.
Tuesday, November 2	SCHOOL ELECTION DAY Polls open at 7 a.m. and close at 8 p.m.
Monday, November 8	1st-TIER COUNTY CANVASS OF VOTES Canvass of votes by the Board of Supervisors. [277.20]
Friday, November 12	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, November 15	2nd-TIER COUNTY CANVASS OF VOTES Canvass of votes by the Board of Supervisors in the Control County for merged areas.
Monday, December 6	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]