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COUNTY AUDITOR  
DUBUQUE COUNTY**

**CANDIDATE’S GUIDE  
CITY ELECTION  
NOVEMBER 2, 2021**

**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, or rights have been restored. 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 petitions under Chapter 45 (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 and 3,499.....	10
3,500 or more .....	25

**WHERE TO FILE -**

**In the office of the City Clerk**

**There are no filing fees.**

**WHEN TO FILE -**

	<b>City of Dubuque</b>	<b>All other Cities</b>
<b>FIRST DAY -</b>	Monday, August 9	Monday, August 23
<b>LAST DAY -</b>	Thursday, August 26	Thursday, September 16

**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 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 city. Signers of petitions for candidates for ward seats must be residents of the ward when they sign.
- \_\_\_\_\_ INCLUDE ADDRESSES AND DATES. All signers of nomination petitions must include their address (number, street and city) and the date of signing. Providing a post office box only is not sufficient.  
**Signature lines lacking signatures and/or complete address will NOT be counted**

## 3. Filling out the Affidavit of Candidacy: NOMINATION PAPERS WILL NOT BE ACCEPTED WITHOUT AN AFFIDAVIT OF CANDIDACY.

- \_\_\_\_\_ 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. 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.
- \_\_\_\_\_ 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 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 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 26  
All other Cities - September 16***

#### CAMPAIGN FINANCE REQUIREMENTS

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 a statement of organization (DR-1) 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?

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 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 - 2021

Monday,  
**August 23**

**CANDIDATE FILING BEGINS - all cities except for Dubuque**  
First day to file nomination petitions with the **City Clerk** for non-primary cities.

Thursday,  
**September 16**

**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 21**

**WITHDRAWAL AND OBJECTION DEADLINE**  
Last day to file written objections to nomination papers or eligibility of candidate with the **City Clerk**. Offices will be open until 5:00 p.m.

Wednesday,  
**October 13**

**First Day for Absentee Voting for Regular City/School Election**

Monday,  
**October 18**

**VOTER PRE- REGISTRATION DEADLINE**  
Registration closes at 5:00 p.m. for Regular City Election. Forms postmarked today, are considered on time even if received after today.

Monday,  
**October 18**

**DEADLINE TO REQUEST AN ABSENTEE BALLOT BY MAIL**  
Auditor's office open until 5:00 p.m.

Monday,  
**November 1**

**LAST DAY FOR ABSENTEE BALLOT IN-PERSON**  
Auditor's office open until 5:00 p.m.

Tuesday,  
**November 2**

**CITY ELECTION DAY**  
Polls open at 7 a.m. and close at 8 p.m.

Monday,  
**November 8**

**CANVASS OF VOTES—1<sup>st</sup> Tier**  
Canvass of votes by the Board of Supervisors for all cities with nominations under Chapter 44/55 and cities with primaries.

Thursday,  
**November 11**

**Veteran's Day - Holiday Observed - State & County Offices Closed**

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.

Friday,  
**November 12**

**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 15**

**CONTROL COUNTY CANVASS OF VOTES—2<sup>nd</sup> Tier**  
Canvass of votes by the Board of Supervisors for all the cities with nominations under Chapter 44/55 that are cities split by counties.

Friday,  
**November 18**

**WRITE-IN WINNER RESIGNATION DEADLINE—1<sup>st</sup> Tier Canvass Cities**  
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.

Monday,  
**November 29**

**WRITE-IN WINNER RESIGNATION DEADLINE—2<sup>nd</sup> Tier Canvass Cities**  
If a person is elected by write-in votes, in cities split between counties, they can submit their resignation in writing to the city clerk by 5:00 p.m.