

**KEVIN DRAGOTTO
COUNTY AUDITOR
DUBUQUE COUNTY**

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

WHERE TO GET NOMINATION PAPERS -

Call, write or visit:
Dubuque City Clerk’s office
50 W 13th St
Dubuque, Iowa 52001

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 -

Below is the method of getting one’s name on the ballot for the city election in the City of Dubuque.

- 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. Please note that you can start collecting signatures now but you can’t file until the filing period starts.

<u>Race</u>	<u>Signatures Required</u>
Mayor.....	128
Council At Large.....	131
Ward One.....	42
Ward Three.....	25

WHERE TO FILE -

In the office of the City Clerk
50 W 13th ST
Dubuque, Iowa 52001

There are no filing fees.

WHEN TO FILE -

**City of Dubuque
50 W 13th ST
Dubuque, Iowa 52001**

FIRST DAY - Monday, August 9
LAST DAY - Thursday, August 26

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. **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.

- _____ OFFICE SOUGHT AND WARD NUMBER (if any). Be sure that the affidavit includes the name of the same office and the city and city ward number (if any) 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, 2021

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 9	CANDIDATE FILING BEGINS - <u>FOR CITY OF DUBUQUE ONLY</u> First day to file nomination petitions with the Dubuque City Clerk.
Thursday, August 26	CANDIDATE FILING DEADLINE - <u>FOR CITY OF DUBUQUE ONLY</u> Last day to file nomination papers with the Dubuque City Clerk. Deadline is 5 p.m. Dubuque City Clerk or designee must have office open until 5 p.m.
Tuesday, August 31	City Primary Candidate Withdrawal and Objection Deadline Auditor's office and City Clerk's Office open until 5:00 p.m.
Monday, September 20	VOTER PRE-REGISTRATION DEADLINE (City Primary) Registration closes at 5 p.m. for Primary Election. Forms postmarked by today, are considered on time even if received after today.
Monday, September 20	Deadline to Request Absentee by Mail (City Primary) Auditor's office open until 5:00 p.m.
Monday, October 4	Last day for Absentee Ballot In-Person (City Primary) Auditor's office open until 5:00 p.m.
Tuesday, October 5	PRIMARY ELECTION DAY, <u>if necessary.</u> A primary must be held in Dubuque for offices for which the number of individuals for whom valid petitions are filed is more than twice the number of positions to be filled.
Thursday, October 7	CANVASS OF VOTES - PRIMARY ELECTION Canvass by Board of Supervisors no earlier than 1:00 p.m. of Primary Election results.
Friday, October 8	RECOUNT REQUEST DEADLINE FOR CITY PRIMARY WRITE-IN NOMINEES' FILING DEADLINE FOR PRIMARY ELECTION Persons nominated by write-in votes in primary election must file affidavits of candidacy with the County Auditor by 5 p.m. or write-in votes shall be disregarded.
Monday, October 18	REGULAR CITY ELECTION VOTER PRE- REGISTRATION DEADLINE Registration closes at 5 p.m. for Regular City Election. Forms postmarked by 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 Canvass of votes by the Board of Supervisors for all cities with nominations under Chapter 44/55 and cities with primaries.
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.