



Candidate Packet Contents

Special City Election – November 8, 2016

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**Linn County Auditor
Linn County, Iowa**

Joel D. Miller, Auditor
Rebecca Shoop, First Deputy

Date: August 25, 2016

To: Potential City Candidates

From: Linn County Election Services Department

Thank you for showing interest in the City Special Election to be held in conjunction with the General Election on November 8, 2016. Please read the enclosed materials and contact the Linn County Election Services Department if you have any questions.

Nomination papers submitted for each office are public information. Note that candidate names automatically become public once nomination papers are submitted to the Linn County Election Services Department.

You will find the enclosed information is on our webpage under [Linn County Election Services Candidate Resources](#). The best way to get to this information is by visiting the Election Services website at www.linncounty.org/157/Election-Services.

Our website offers a wealth of information for the public and candidates. Information ranges from maps to election results and you may also purchase voter data through this site.

Another valuable source of information is the *Iowa Ethics and Campaign Disclosure Board*. Our department highly recommends you visit their website, www.iowa.gov/ethics, or call 515-281-4028 as you prepare for your campaign.

New: The County Auditor/Commissioner of Elections is now the filing officer for city candidates per a change to Iowa Code Section §376.4. Submit your nomination papers to the Election Services Department of the Linn County Auditor's Office during the candidate filing period.

Please contact our department with any comments, questions, or concerns at 319-892-5300 EXT 1.

Dates & Deadlines

General Elections – November 8, 2016

| Due Date | Days to Election | Event / Deadline |
|------------------|------------------|---|
| 8/31/2016 | 69 | Candidate Filing Period Ends (5pm with County Auditor) |
| 9/5/2016 | 64 | Labor Day – offices closed |
| 9/6/2016 | 63 | Deadline For Withdrawals, Objections or Subs for County Candidates |
| 9/22/2016 | 47 | Deadline to Receive Petitions for Satellite Voting |
| 9/29/2016 | 40 | Absentee Voting to Begin |
| 10/24/2016 | 15 | Worry-Free Postmark Date for Voter Registrations |
| 10/29/2016 | 10 | Last Day to Pre-register to Vote for this Election - Saturday Auditor's Office Open for Absentee Voting - Saturday |
| 11/4/2016 | 4 | Last Day to Request an Absentee Ballot to be Mailed |
| 11/5/2016 | 3 | Auditor's Office Open for Absentee Voting - Saturday |
| 11/7/2016 | 1 | Last Day to Vote Absentee (Auditor's Office) |
| 11/8/2016 | 0 | Election Day |
| 11/10/2016 | -2 | ASVP Board Reconvenes to Review Provisional Ballots & Late Absentees |
| 11/11/2016 | -3 | Veteran's Day – Offices Closed |
| 11/15/2016 | -8 | County Canvass of Votes |
| 11/18/2016 | -10 | Deadline to Request a Recount |



Our Services

The Election Services staff will do their best to assist you by providing the forms and information necessary to become a candidate and to contact potential voters.

Services we provide:

- Providing Affidavits of Candidacy and Nomination Petition Forms
- Providing Candidate Guides & Informational Packets
- Providing a starter pack of Absentee Ballot Request Forms and Voter Registration Forms
 - Upon request, 10 of each form can be provided to a campaign free of charge. Additional forms can be purchased at the Election Services Department.
 - Forms can also be downloaded from our website for free
- Providing data on registered voters (applicable forms required and fees apply)
 - Voter History Data
 - Daily Absentee Reports
- Provide precinct and district maps (applicable fees apply)

Services we do **not** provide:

- We cannot proofread or pre-approve your candidate paper work
 - You must rely on your campaign team for this type of assistance.
- We cannot assist you with campaign finance questions
 - Contact the Iowa Ethics and Campaign Disclosure Board for these questions: www.iowa.gov/ethics or 515-281-4028
- We cannot provide any type of legal advice
 - If legal issues arise, we recommend you contact an attorney for assistance.

For additional election information:

- Visit our Election Portal www.linncountyelections.org
- Send an email to elections@linncounty.org
- Call us at 319-892-5313.



Candidate's Guide to the Regular City Election

November 3, 2015

Prepared by the Office of the Iowa Secretary of State

(515) 281-0145

sos@sos.iowa.gov

<http://sos.iowa.gov/elections/candidates/index.html>

For more information, please contact your city clerk or county auditor.

Important Note: The information provided in this guide has been compiled in the Iowa Secretary of State'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* or *Iowa Administrative Code*, the provisions of the *Iowa Code*, *Iowa Administrative Code*, and the session laws shall prevail.

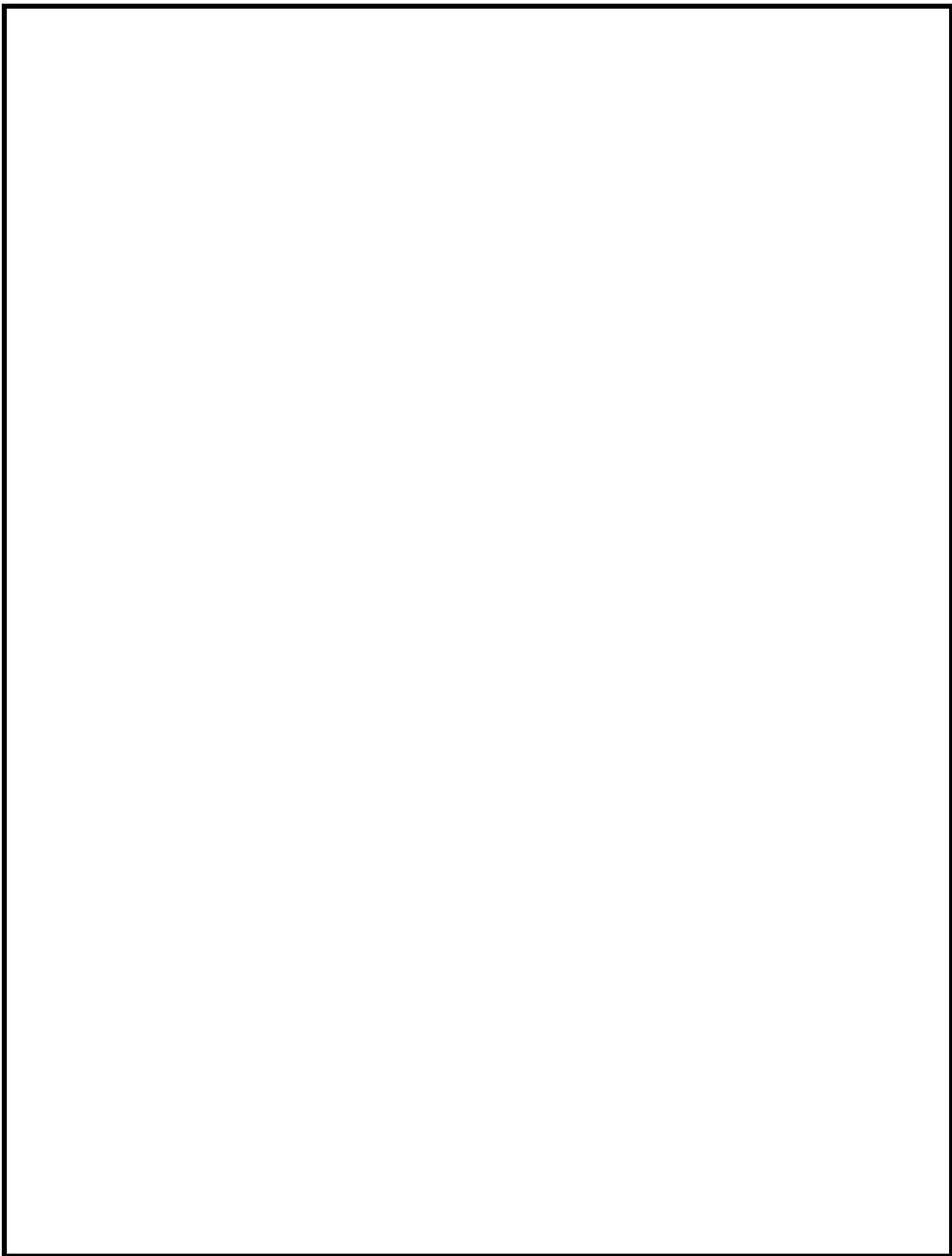


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Overview

What is the City Election?

The city election is held in odd-numbered years to elect city officers and vote on public measures. All cities will hold a regular city election.

As part of the election process, a city may hold a city runoff after the regular city election if set by city ordinance.

[§39.3(3)]

Candidate Qualifications

A candidate must be an eligible elector in the city and city ward (if any) at the time of filing nomination papers and at the time of the election.

[§376.4(1)]

An eligible elector meets all of the requirements to register to vote but does not have to be registered to vote. An eligible elector must:

- Be a citizen of the United States,
- Be a resident of Iowa, and
- Be at least 18 years old.

An eligible elector may not:

- Be a convicted felon (unless voting rights have been restored by the president or governor),
- Be currently judged incompetent to vote by a court, and
- Claim the right to vote in any other place.

[§39.3(6)]

Control County Auditor

In cities that cross county lines, the county auditor whose county has the largest taxable base is given the responsibility of conducting the election in that city. Candidate nomination papers are filed with this auditor. This auditor is known as the “control county auditor.”

[§47.2(2)]

Nomination Papers

Candidates for the regular city election in cities without primary election provisions may be nominated by two methods:

1. Circulating nomination petitions (Chapter 45 nominations or runoff provisions)
2. Holding a non-party political organization (NPPO) nomination convention (Chapter 44 nominations)

A NPPO is a political organization that is not a political party as defined by Iowa law.
[§44.1, 376.3]

Check with the city clerk or county auditor to determine which nomination method is allowed and whether the city has a runoff provision.

Each candidate must file nomination papers with the control county auditor. The affidavit of candidacy and nomination petitions or convention certificate must be filed together or they will be rejected.

[§376.4(1)(a)]

Copies of nomination papers are available at the city clerk's office, county auditor's office, or on the Secretary of State's website: <http://sos.iowa.gov/elections/electioninfo/CityElections.html>.

Filing Period

Nomination papers must be filed with the control county auditor during the filing period. They cannot be filed before or after the filing period. The filing period is:

First day: Monday, August 24, 2015

Last day: Thursday, September 17, 2015 – 5 p.m.

There are no filing fees in Iowa.

[§376.4(1)(a)]

Preparing Nomination Papers

Affidavit of Candidacy

Each candidate must complete and file an affidavit of candidacy. The affidavit of candidacy form is available on the Secretary of State's website:

<http://sos.iowa.gov/elections/pdf/candidates/affidavit.pdf>.

The affidavit should include the following information:

- Candidate's Name

The candidate's name should be printed exactly as the candidate wishes the name to appear on the ballot. No parentheses, quotation marks, or titles (e.g. Dr., Mrs., etc.) may be included. Please provide the phonetic spelling of the candidate's name. This is helpful when producing audio ballots for voters who are visually impaired. Be as clear as possible. For example, Eisenhower = "EYES-in-how-er."

- Office Sought and Ward (if any)

The name of the office and the city and city ward (if any) that the candidate is running for must be included.

- Vacancy Information

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

The "yes" box must be checked if the candidate is running to fill the remainder of an unexpired term. This happens when an incumbent office holder resigned, died, or was removed from office before the end of the term and another officer was appointed (not elected) to fill the remainder of the unexpired term.

Contact the city clerk or county auditor with questions about whether you are running to fill a vacancy.

- Type and Date of Election

The 2015 Regular City Election will be held on Tuesday, November 3.

- Candidate's Home Address

Candidates must provide their house number and street name. Mailing address, phone, and email are optional but do assist the county auditor, city clerk, and the public in contacting the candidate.

- Candidate's Affirmation, Signature and Notarization

The affidavit must be notarized. A notarial officer must be present when the candidate signs the affidavit and the notarial officer will complete the verification on the bottom of the affidavit. Once an affidavit is notarized, the affidavit cannot be altered.

Affidavits missing the information listed below must be rejected:

- Candidate's name,
- Office sought and ward (if any),
- Candidate's signature, and
- Signature of notary public.

[§376.4]

The candidate's party affiliation should be left blank.

Nomination Petitions

Candidates must collect signatures on nomination petitions and file the petitions at the same time the affidavit of candidacy is filed. The nomination petition form is available on the Secretary of State's website: <http://sos.iowa.gov/elections/pdf/candidates/nompctnonpartisan.pdf>.

Preparing Nomination Petitions

Before anyone signs the petition, complete the required information in the header of every petition page.

Best Practice: Complete the header on one petition page and make copies of that page so all petition page headings are identical.

The information listed below must appear on each petition header. Signatures cannot be counted on petition pages missing the following information:

- **Candidate's Name**

The candidate's name should be printed exactly as the candidate wishes the name to appear on the ballot. No parentheses, quotation marks, or titles (e.g. Dr., Mrs., etc.) may be included.

- **Office Sought**

- **City Ward (if any)**

The candidate must provide the city ward (if any). Signatures on petition pages that do not provide the applicable city ward (when required) cannot be counted.

- **Type and Date of Election**

The 2015 Regular City Election will be held on Tuesday, November 3.

- **Signers' and Candidate's Affirmation of Residence**

The following statement must appear on each petition page:

"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, 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."

The following information should also appear on each petition header:

- Candidate's County and City of Residence

- Vacancy Information

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

The "yes" box must be checked if the candidate is running to fill the remainder of an unexpired term. This happens when an incumbent office holder resigned, died, or was removed from office before the end of the term and another officer was appointed (not elected) to fill the remainder of the unexpired term.

Contact the city clerk and county auditor with questions about whether you are running to fill a vacancy.

[§376.4]

Signature Requirements for Cities Without Runoff Provisions (Chapter 45 nominations)

The minimum number of signatures needed is dependent on the size of the city.

- For cities with a population of 3,500 or greater: at least 25 signatures
- For cities with a population between 100 and 3,499: at least 10 signatures
- For cities with a population of 99 or less: at least 5 signatures

Elected by Ward

In cities where council members are only voted on by the residents of the ward, petition signers must live within the ward.

Elected At-Large

In cities where council members must be residents of a ward but are voted on by the entire city, petition signers may live anywhere in the city.

[§45.1(8)]

Signature Requirements for Cities with Runoff Provisions

The minimum number of signatures needed is at least 10 or two percent of the number of people who voted for the office at the last regular city election, whichever is greater.

Ask the city clerk or county auditor for the minimum number of signatures needed.

Elected by Ward

In cities where council members are only voted on by the residents of the ward, petition signers must live within the ward.

Elected At-Large

In cities where council members must be residents of a ward but are voted on by the entire city, petition signers may live anywhere in the city.

[§376.4(1)(b)]

Collecting Signatures

Eligible electors of the city and ward (if applicable) may sign nomination petitions. (See page 1 for the definition of an eligible elector.)

Candidates may sign their own petitions assuming they are eligible electors of the city and ward (if applicable).

Candidates may begin collecting signatures at any time. However, the signers must still be eligible electors when the papers are filed in order for the signatures to count.

All signers must include the following information:

- A signature (the signature may be printed)
- The address of their residence

This must include a house number, street name, and city. Providing a post office box only is not sufficient. A signer who is homeless should describe where the signer lives or write “homeless.”

[§376.4(2)]

There is no limit on the number of nomination petitions one elector may sign for different candidates.

Important Note: Petition signers often use “ditto” marks when appropriate (e.g. when the name of a city or the date of signing the petition is the same as the previous signer). The use of ditto marks alone does not invalidate a signature.

Convention Certificate (Chapter 44 – Nominated by NPPO Convention)

Non-party political organizations (NPPOs) may make nominations by convention in some cities. Candidates who are not members of any political organization may not be nominated by convention.

Important Note: Candidates nominated by NPPO convention will not have the name of the NPPO follow their name on the ballot because the city election is a non-partisan election.

Minimum Number of Convention Attendees

At least ten eligible electors must be in attendance at the convention and at least half of the precincts in the city must be represented by those electors. (See page 1 for definition of eligible elector.)

If the minimum attendance requirements are not met for the specific office for which a nomination is being made, the nominations made at the convention cannot be included on the ballot.

[§44.1]

Completing the Convention Certificate

The convention certificate must include the following information:

- Name of NPPO

The name of the organization may not exceed five words and no part or version of the words Democratic or Republican may be used as part of the NPPO's name.

- Candidate's Name

- Office Sought and Ward (if any)

- Candidate's Home Address

Candidates must provide their house number and street name.

- Names and Addresses of NPPO's Executive or Central Committee Members

- Method for Filling Ballot Vacancies

NPPOs may specify the organization's provisions (if any) for filling vacancies in nominations. If it wishes to make a substitution for a ballot vacancy, the NPPO must file these provisions.

- Affidavit and Addresses Chairperson and Secretary

The chairperson and secretary of the convention must certify the certification of nomination from the convention. They must also include their places of residence.

- Names and Addresses of Each Delegate in Attendance at Convention

The convention certificate should also include the following information:

- Date of Convention

- Type and Date of Election

The 2015 Regular City Election will be held on Tuesday, November 3.

- Vacancy Information

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

The “yes” box must be checked if the candidate is running to fill the remainder of an unexpired term. This happens when an incumbent office holder resigned, died, or was removed from office before the end of the term and another officer was appointed (not elected) to fill the remainder of the unexpired term. Contact the city clerk and county auditor with questions about whether you are running to fill a vacancy.

When more than one candidate has been nominated at the same convention, those nominations may be added to the certificate by including the required information and using a separate sheet of paper.

[§44.3]

Filing Checklist

- Review affidavit and nomination petition headers or convention certificate.**

Nothing can be added to a notarized affidavit, a petition header, or a convention certificate if there are signatures on the page. Nomination papers can only be returned to the filer if they have been rejected.

- Count the signatures.**

Best Practice: File more than the required number of signatures since it is possible for signatures to be challenged. If there are signatures on a petition that should not be included, simply draw a line through the name. Those signatures will not be counted.

- Make a copy of nominations papers for own records.**

- Bind your nomination papers together.**

Nomination papers may be rejected without examination if not bound together.

Best Practice: Use staples or a three-ring binder.

- File both the affidavit and nomination petitions or convention certificate at the same time.**

- File as early as possible.**

Nomination papers will be inspected for completeness before they are accepted for filing. If nomination papers are filed early, candidates may have time to correct any errors in rejected papers and resubmit them.

Nomination papers may be filed in person or by mail. When filing by mail, postmark dates are irrelevant. The county auditor must receive the papers by 5 p.m. on the filing deadline. If candidates would like to be contacted when their nomination papers have been received, they should indicate that when they mail their papers and include a daytime phone number at which they can be reached.

Important Note: It is the responsibility of the candidate to ensure the nomination papers are received by the county auditor before the deadline.

After Regular City Election Day

Cities Without Runoff Provisions

Who Wins?

Candidates who receive the most votes, up to the number of seats to be filled, are declared elected. If there is a tie, the board of supervisors must draw lots.

[§50.44, 376.11(1)]

Write-In Votes

Write-In Candidate Wins and Accepts

If a write-in candidate wins and accepts, the candidate is declared elected as if their name had been printed on the ballot. The person does not need to file an affidavit of candidacy.

[§376.11(1)]

Write-In Candidate Wins and Declines

When a write-in candidate wins a city election and does not want the job, the winning candidate may submit a letter of resignation to the city clerk by 5 p.m. on the 10th day after the county canvass. If the write-in winner does not resign within 10 days after the canvass, the office is vacant if the write-in winner fails to take the oath of office at the beginning of the next term.

[§376.11(1)]

If a letter of resignation is submitted within 10 days of the county canvass, the city clerk then notifies the person who received the next-highest number of votes. If there is a tie vote for the next highest number of votes, the board of supervisors draws lots to determine the person who received the next highest number of votes.

[§50.44, 376.11(2)]

If the next highest vote-getter accepts, the person is considered the duly elected officer.

Exception: A petition may be filed requesting a special election if the next highest vote-getter takes office. The petition must be signed by eligible electors of the city equal in number to 25% of the people who voted for the office in the election. The petition must be filed within 10 days of the city clerk notifying the next highest vote getter.

[§376.11(2)]

If the next highest vote-getter declines, the person must do so in writing within 10 days of the notice from the city clerk. If this occurs:

- The office is vacant at the end of the term.
- The vacancy must be filled pursuant to §372.13(2).
- If the council chooses to appoint, the appointment may be made before the end of the current term.

[§376.11(2)]

Cities With Runoff Provisions

Who Wins?

It depends. If a city has a runoff provision, all candidates must receive a majority of the votes cast to be declared elected at the regular city election.

Majorities in “Vote for No More Than One” Races

A simple majority is needed to be declared elected at the regular city election in a city with a runoff provision. A simple majority is at least one vote more than 50% of the total votes cast.

If no candidate receives a majority in this type of race, a runoff must be held between the two highest vote getters. For example, a runoff for the office of mayor will have two candidates on the runoff ballot.

[§376.8(2), 376.9(1)]

If there is a tie, the board of supervisors must draw lots.

[§50.44]

Majorities in At-Large Multi-Member Body Races

A majority is found by dividing the total number of votes cast for all candidates for that body by the number of positions to be filled then dividing that by 2 and adding 1. Total votes cast equals the votes cast for all candidates plus write-ins (do not include over and under votes).

If no candidate receives a majority in this type of race or if not enough candidates received a majority to fill all the seats, a runoff will be held to fill the remaining seat(s). The number of candidates on the runoff ballot will equal twice the number of seats to be filled.

[§376.8, 376.9(1)]

Example: Happytown has a five member at-large city council and a runoff provision. At the regular city election, three at-large seats are on the ballot. There were eight candidates on the ballot and 15,876 total votes cast (TVC).

To determine the majority:

1. Divide the TVC by the number of seats to be filled: $15,876 \div 3 = 5,292$
2. Divide 5,292 by 2 = 2,646
3. Add one to 2,646 = 2,647 (always round up if necessary)

The majority is 2,647.

The highest vote-getter, Tom, received 8,215 votes so Tom won this council seat with a majority of the votes. A runoff is not necessary for this seat.

The second highest vote-getter, Nancy, received 2,488 votes. The third highest vote-getter, Mark, received 1,774 votes. Neither of these candidates received a majority (2,647) so two of the three council seats require a runoff between the highest vote-getters. The number of candidates on the runoff ballot will equal twice the number of seats to be filled. There are two seats left to be filled in Happytown so the four highest vote-getters who did not receive a majority will appear on the runoff ballot.

[§376.8]

Write-In Votes in Cities with Runoff Provisions

Write-In Candidate Receives Majority at Regular City Election and Declines

1. The winner must file a notice of resignation with the county auditor by 5 p.m. on the day following the canvass.
2. All remaining persons who received write-in votes and who want to be on the run-off ballot must file affidavits of candidacy with the county auditor by 5 p.m. on the fourth day following the canvass. The auditor should notify the write-in candidates of this requirement.
3. The runoff election must still be held even if one of the remaining candidates has a majority of the votes after the write-in votes of candidates that fail to file an affidavit are disregarded.

[§376.11(4)]

Runoff Election Necessary Because No Candidate(s) Received the Majority and Write-In Votes Were Cast for that Office

1. Everyone who received write-in votes and who wants to appear on the runoff election ballot must file an affidavit of candidacy with the county auditor by 5 p.m. on the day after the canvass. The write-in votes received by a person who does not file an affidavit will be disregarded. The auditor should notify the write-in candidates of this requirement.
2. The runoff election must still be held even if one of the remaining candidates has a majority of the votes after the write-in votes of candidates that file to file an affidavit are disregarded.

[§376.11(5)]

After the Runoff City Election

Who Wins?

Candidates who receive the most votes, up to the number of seats to be filled, are declared elected. If there is a tie, the board of supervisors must draw lots.

[§50.44, 376.9]

Write-In Votes

No affidavit of candidacy is required. The person is declared elected as if their name had been printed on the ballot.

[§376.11(1)]

Frequently Asked Questions

Can I run for more than one office?

No. If a candidate files nomination papers for more than one office appearing on the same ballot, the candidate must file an affidavit on or before the last day to file candidate nomination papers declaring the one office for which the candidate wishes to run. If the affidavit is not filed, the candidate's name cannot appear on the ballot for any of the offices for which the person filed nomination papers.

Exception: This prohibition against seeking more than office does not apply to:

- County agricultural extension council members or
- Soil and water conservation district commissioners.

[§39.11, 49.41]

Can I hold more than one office?

Statewide elected officials, state senators, and state representatives cannot hold more than one elective office at time.

All other elected officials cannot hold more than one elective office at the same level of government at a time. For example, a person could serve on the school board and county board of supervisors, but a person could not serve on the county board of supervisors and serve as county auditor.

Exception: This prohibition against holding more than one office does not apply to:

- County agricultural extension council members or
- Soil and water conservation district commissioners.

[§39.11]

What is the Hatch Act?

The Hatch Act restricts the political activities of people principally employed by state or local government executive agencies in connection with a program financed in whole or in part by federal loans or grants. For more information, contact:

U.S. Office of Special Counsel – Hatch Act Unit
1730 M. Street, N.W. Suite 218
Washington, D.C. 20036-4505
1-800-854-2824 or 202-254-3650
hatchact@osc.gov
www.osc.gov/hatchact.htm

Who do I contact for questions about nomination papers, filing procedures, and lists of registered voters?

The Elections Division of the Secretary of State's Office is available to assist with questions about the filing process and to provide lists of registered voters.

- Phone: 1-888-SOS-VOTE or 515-281-0145
- Email: sos@sos.iowa.gov
- Mail: Lucas Building, 1st Floor
321 E. 12th Street
Des Moines, IA 50319

The Secretary of State's website also provides useful information for candidates on these topics: sos.iowa.gov/elections/candidates/index.html.

Where can I find information about campaign disclosure and ethics requirements?

For information about candidates' ethics and campaign filing responsibilities and deadlines, please contact the Iowa Ethics and Campaign Disclosure Board at 515-281-4028 or www.iowa.gov/ethics.

2015 Regular City Election and City Runoff Election Candidates' Calendar

| Date | Event | Code Cite |
|---------------------------------------|---|----------------------------------|
| Monday, August 24 | Regular City Election Candidate Filing Begins. First day to file nomination papers with the county auditor. | §376.4(1)(a) |
| Thursday, September 17 – 5 p.m. | Regular City Election Candidate Filing Deadline. Last day to file nomination papers with the county auditor. Deadline is 5 p.m. | §376.4(1)(a) |
| Tuesday, September 22 – 5 p.m. | Regular City Election Candidate Withdrawal Deadline. Last day for candidates to withdraw by filing a written request with the county auditor. | §44.9(6), 376.4(6) |
| | Regular City Election Candidate Objection Deadline. Last day to file written objections to nomination papers or eligibility of a candidate with the county auditor. Deadline is 5 p.m. | §44.4(2), 376.4(6) |
| Monday, October 5 – 5 p.m. | Regular City Election Satellite Absentee Voting Station Petition Deadline. A petition requesting a satellite absentee voting station must be filed with the county auditor no later than 5 p.m. | §53.11(2)(b) |
| Monday, October 19 | Regular City Election Worry-Free Postmark Date. Mailed voter registration forms which are postmarked on or before today are considered on time to be pre-registered for the regular city election even if they are received after Friday, October 23. | §48A.9(3) |
| Friday, October 23 - 5 p.m. | Regular City Election Voter Pre-Registration Deadline. The deadline to pre-register to vote for the regular city election is 5 p.m. | §48A.9(1) |
| | Exception: Mailed voter registration forms postmarked on or before Monday, October 19, are considered on time even if they are received after 5 p.m. today. | |
| Friday, October 30 – 5 p.m. | Regular City Election Absentee Ballot by Mail Request Deadline. Last day to request an absentee ballot by mail. Deadline is 5 p.m. | §53.2(1)(b) |
| Monday, November 2 | Regular City Election Absentee Ballot In-Person Deadline. Last day to request and vote an absentee ballot in person at the county auditor's office. | §53.2(1)(a) |
| | Exception: If the polls open at noon on election day, voters may vote by absentee ballot in person at the auditor's office from 8 a.m. until 11 a.m. | |
| Tuesday, November 3 | Regular City Election Day. Polls are open from 7 a.m. until 8 p.m. | §49.73(1), 49.73(3), 376.1 |
| | Exception: The polls may be opened at noon for any city election unless the county auditor receives a petition objecting to the shortened hours. | |
| | If the polls open at noon, voter may vote by absentee ballot in person at the county auditor's office from 8 a.m. until 11 a.m. | §53.2(1)(a) |

| Date | Event | Code Cite |
|---|--|-----------------------------|
| Wednesday, November 4 | Special Precinct Board Convened at Noon for Cities with Runoff Provisions. The auditor must convene the special precinct board at noon to consider provisional ballots and absentee ballots that were postmarked Monday, November 2 or earlier. | \$50.21, 50.22 |
| Thursday, November 5 | County Canvass of Votes for Regular City Election for Cities with Runoff Provisions. Must occur this day no earlier than 1 p.m. | §376.9(1) |
| Thursday, November 5 | Special Precinct Board Convened for Cities without Runoff Provisions. The auditor may convene the special precinct board no earlier than noon to consider provisional ballots and absentee ballots that were postmarked Monday, November 2 or earlier. | \$50.21, 50.22 |
| Friday, November 6 – 5 p.m. | Recount Request Deadline for Cities with Runoff Provisions. Written requests must be filed with the county auditor by 5 p.m. on the third day following the election. Last Day for Write-in Candidates to File Affidavits of Candidacy for City Runoff Election. In cities with runoff provisions, candidates who received write-in votes at the regular city election must file affidavits of candidacy not later than the day after the canvass to become eligible for the city runoff election. Deadline is 5 p.m. | §50.48(7) §376.11(5) |
| Monday, November 9/ Tuesday, November 10 | County Canvass of Votes for Regular City Election for Cities without Runoff Provisions. May occur either Monday or Tuesday. | §50.24(1) |
| Tuesday, November 10 – 5 p.m. | City Runoff Election Satellite Absentee Voting Station Petition Deadline. A petition requesting a satellite absentee voting station must be filed with the county auditor no later than 5 p.m. | §53.11(2)(c) |
| Wednesday, November 11 | Veteran’s Day – State Offices Closed. | §1C.1 |
| Thursday, November 12/ Friday, November 13 – 5 p.m. | Recount Request Deadline for Cities without Runoff Provisions. Written requests must be filed with the county auditor by 5 p.m. on the third day after the canvass of votes. | §50.48(1) |
| Friday, November 13 | Regular City Election Contest Notice Deadline. Statement of intent to contest election must be filed in the city clerk’s office no later than 10 days after the election. | §376.10 |
| Monday, November 16 | City Runoff Election Worry-Free Postmark Date. Mailed voter registration forms which are postmarked on or before today are considered on time to be pre-registered for the runoff city election even if they are received after Friday, November 20. | §48A.9(3) |

| Date | Event | Code Cite |
|--|--|--------------------------------|
| Friday, November 20 – 5 p.m. | <p>City Runoff Election Pre-Registration Deadline. The deadline to pre-register to vote for the runoff city election is 5 p.m.</p> <p>Exception: Mailed voter registration forms postmarked on or before Monday, November 16, are considered on time even if they are received after 5 p.m. today.</p> | §48A.9(1) |
| Wednesday, November 25 – 5 p.m. | <p>City Runoff Election Absentee Ballot by Mail Request Deadline. Last day to request an absentee ballot by mail. Deadline is 5 p.m. <i>Deadline moved due to Thanksgiving holiday unless the auditor's office is open on Friday.</i></p> | §53.2(1)(b) |
| Thursday, November 26 – Friday, November 27 | Thanksgiving Holiday – State Offices Closed. | §1C.1 |
| Monday, November 30 | <p>City Runoff Election Absentee Ballot In-Person Deadline. Last day to request and vote an absentee ballot in person at the county auditor's office.</p> <p>Exception: If the polls open at noon on election day, voters may vote by absentee ballot in person at the auditor's office from 8 a.m. until 11 a.m.</p> | §53.2(1)(a) |
| Tuesday, December 1 | <p>City Runoff Election Day (if necessary). Runoff is only held in cities with runoff provisions for offices in which no one received a majority of votes at the regular city election or if a write-in winner refused the office.</p> <p>Polls are open from 7 a.m. until 8 p.m.</p> <p>Exception: The polls may be opened at noon for any city election unless the county auditor receives a petition objecting to the shortened hours.</p> <p>If the polls open at noon, voter may vote by absentee ballot in person at the county auditor's office from 8 a.m. until 11 a.m.</p> | §49.73(1), 376.9, 376.11 |
| Thursday, December 3 | <p>Special Precinct Board Convened at Noon for City Runoff Election. The auditor may convene the special precinct board no earlier than noon to consider provisional ballots and absentee ballots that were postmarked Monday, November 30 or earlier.</p> | §50.21, 50.22 |
| Monday, December 7/ Tuesday, December 8 | <p>County Canvass of Votes for City Runoff Election. May occur either Monday or Tuesday.</p> | §50.24(1) |
| Thursday, December 10/ Friday, December 11– 5 p.m. | <p>City Runoff Election Recount Request Deadline. Written requests for a recount must be filed with the county auditor by 5 p.m. on the third day after the canvass of votes.</p> | §50.48(1)(a) |
| Friday, December 11 | <p>City Runoff Election Contest Notice Deadline. Statement of intent to contest election must be filed in the city clerk's office no later than 10 days after the election.</p> | §376.10 |



Campaign Sign Information

In Iowa, county auditors **do not** have regulatory authority over campaign signs. These signs are regulated at the state level by the Iowa Ethics and Campaign Disclosure Board and at the local level by each individual city or county. The enforcement of these regulations, therefore, is the responsibility of these entities.

Campaigns are advised to learn and comply with state and local laws regarding the placement of campaign signs. The laws for the State of Iowa, the City of Cedar Rapids and rural Linn County are attached here.

Campaigns seeking to place signs in other cities within the county are advised to contact that city directly for any additional restrictions.

Contact numbers for information and enforcement are as follows:

| | |
|---|--|
| Iowa Ethics and Campaign Disclosure Board: | <u>515-281-4028</u> |
| Cedar Rapids Building and Zoning: | <u>319-286-5831</u> Zoning@cedar-rapids.org |
| City of Marion Planning & Development: | <u>319-743-6320</u> |
| Linn County Planning & Development: | <u>319-892-5130</u> |



State Law

68A.406 Campaign signs — yard signs.

1. Campaign signs may be placed with the permission of the property owner or lessee on any of the following:

- a.* Residential property.
- b.* Agricultural land owned by individuals or by a family farm operation as defined in section 9H.1, subsections 8, 9, and 10.
- c.* Property leased for residential purposes including but not limited to apartments, condominiums, college housing facilities, and houses if placed only on leased property space that is actually occupied.
- d.* Vacant lots owned by a person who is not a prohibited contributor under section 68A.503.
- e.* Property owned by an organization that is not a prohibited contributor under section 68A.503.
- f.* Property leased by a candidate, committee, or an organization established to advocate the nomination, election, or defeat of a candidate or the passage or defeat of a ballot issue that has not yet registered pursuant to section 68A.201, when the property is used as campaign headquarters or a campaign office and the placement of the sign is limited to the space that is actually leased.

2. *a.* Campaign signs shall not be placed on any of the following:

(1) Any property owned by the state or the governing body of a county, city, or other political subdivision of the state, including all property considered the public right-of-way. Upon a determination by the board that a sign has been improperly placed, the sign shall be removed by highway authorities as provided in section 318.5, or by county or city law enforcement authorities in a manner consistent with section 318.5.

(2) Property owned, leased, or occupied by a prohibited contributor under section 68A.503 unless the sign advocates the passage or defeat of a ballot issue or is exempted under subsection 1.

(3) On any property without the permission of the property owner or lessee.

(4) On election day either on the premises of any polling place or within three hundred feet of any outside door of any building affording access to any room where the polls are held, or of any outside door of any building affording access to any hallway, corridor, stairway, or other means of reaching the room where the polls are held.

(5) On the premises of or within three hundred feet of any outside door of any building affording access to an absentee voting site during the hours when absentee ballots are available in the office of the county commissioner of elections as provided in section 53.10.

(6) On the premises of or within three hundred feet of any outside door of any building affording access to a satellite absentee voting station during the hours when absentee ballots are available at the satellite absentee voting station as provided in section 53.11.

b. Paragraph “*a*”, subparagraphs (4), (5), and (6) shall not apply to the posting of signs on private property not a polling place, except that the placement of a sign on a motor vehicle, trailer, or semitrailer, or any attachment to a motor vehicle, trailer, or semitrailer parked on public property within three hundred feet of any outside door of any building affording access to any room serving as a polling place, which sign is more than ninety square inches in size, is prohibited.

3. Campaign signs with dimensions of thirty-two square feet or less are exempt from the attribution statement requirement in section 68A.405. Campaign signs in excess of thirty-two square feet, or signs that are affixed to buildings or vehicles regardless of size except for bumper stickers, are required to include the attribution statement required by section 68A.405. The placement or erection of campaign signs shall be exempt from the requirements of chapter 480 relating to underground facilities information.

REGULATIONS FOR CITY OF CEDAR RAPIDS

Political Signs Must Comply With the Following Temporary Sign Regulations:

Residential Districts:

Size: Maximum of twenty-four (24) square feet

Number: No number limit, however, aggregate of all signs not to exceed twenty-four (24) square feet

Height: Signs shall not exceed five (5) feet in height

Time Limit: No more than seventy-five (75) total days (which need not be consecutive) in any one (1) calendar year

Commercial, Industrial, and Special Purpose Districts:

Size: Maximum of thirty-two (32) square feet of sign surface area per fifty (50) linear feet of lot frontage.

Temporary signs exceeding twenty-four (24) square feet in area shall require a sign permit prior to being erected.

Number: There is no number limit on temporary signs but cannot exceed size limitation above

Notes: 1) Signs shall not be placed on public property 2) Signs may be posted on a person's own property or on someone else's property with the owner's permission 3) Except for portions of the C-3, C-4, I-1 and I-2 Districts located within the Core Area, signs shall not be located within a visual clearance area. The visual clearance area on a corner lot is defined by measuring thirty (30) feet along the property lines from the point of intersection of street right-of-way lines and connecting those lines to form a triangular visual clearance area.

Subsections 32.06.020.E.1. &2. of the Cedar Rapids Municipal Code

For questions or concerns, contact Cedar Rapids Building/Zoning Division at: 319-286-5836 or by email at: zoning@cedar-rapids.org.

REGULATIONS FOR COUNTY ROADS

The Linn County Secondary Road Department reminds the public that placement of objects, including political campaign signs, in a county right-of-way are prohibited due to public safety concerns. Signs placed in the right-of-way are subject to removal.

The typical minimum county right-of-way on rock roads is 33 feet from the center of the road or at fence lines. On paved roads, the typical distance is 50-60 feet from the center of the road. Placing campaign signs beyond the county ditch or along fence lines is recommended if the property owner is unsure of the right-of-way width adjacent to their property.

Signs removed by the County from the right-of-way along secondary roads will be placed in the Secondary Road main shop yard at 1944 County Home Road, Marion, for retrieval by campaigns during business hours of 7:00 a.m. to 3:30 p.m. Monday through Friday. Identification is required to ensure people who pick up signs are associated with the campaign.

For questions, please call the Linn County Engineer and Secondary Road Department at (319) 892-6400.

**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 ___/___/___ 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 \$750 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: _____ | (Stamp) |
| Signed and sworn (or affirmed) before me on date of: _____ | |
| 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 ___/___/___

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. | | | |

City of Marion Ward 4 Vacancy: Nomination Signature Requirements - 2016 General Election

Nomination Petitions for Candidacy

Current Marion City Charter (emphasis added)

2.03 ARTICLE II – CITY COUNCIL.

1. Composition. The City Council shall consist of seven (7) members...

...The other four Council members shall be known as ward Council members; they are to be nominated by the qualified voters in their respective wards, but one from each ward is to be elected by the qualified voters of the City at large in the regular City election. The Mayor shall be elected to the position of Mayor by the voters of the City.

5.14 CITY ELECTIONS. All candidates for elective municipal office shall be nominated under the provisions of Chapter 45 of the Code of Iowa. The candidate with the most votes shall be the winner of the election and there shall not be a primary election nor shall there be a runoff election.

(Ord. 05-10 – Nov. 05 Supp.)

For Chapter 45 Cities

§45.8. Nominations for candidates for elective offices in cities where the council has adopted nominations under this chapter may be submitted as follows:

a. Except as otherwise provided in subsection 9, in cities having a population of three thousand five hundred or greater according to the most recent federal decennial census, nominations may be made by nomination papers signed by not less than twenty-five eligible electors who are residents of the city or ward.

Subsection 9 refers to special charter cities subject to section 43.112.

§43.112 states, in part: ... This chapter shall, so far as applicable, govern the nominations of candidates **by political parties** for all offices to be filled by a direct vote of the people in cities acting under a special charter in 1973 and having a population of over fifty thousand, except all such cities as choose by special election to conduct nonpartisan city elections under the provisions of chapter 44, 45, or 376.

Marion is not subject to §43.112; the Marion Charter adopted in 1976 and amended in 2005 specifically states that Chapter 45 provisions shall be used.

Therefore, for the Ward 4 vacancy, a nomination petition must contain at least **25 signatures, from residents of Ward 4.**

The position will appear on ballots for all residents of the City of Marion.

Candidate Filing Deadlines

If the special election is held at the same time as a regularly scheduled election, the filing deadlines are the same as the deadlines for the regularly scheduled election.

First Day: As soon as notice is given to the auditor

Last Day: No later than 5 p.m. on the 69th day before the election (Wednesday, August 31, 2016)

Nomination papers are filed with the control county auditor (Linn County Election Services)

Note: Linn County Election Services provides signature requirement information as a courtesy to the public and to assist the city clerks in the county.

Process for Filing Nomination Papers – City Elections

Overview

- Nomination papers consist of:
 - Affidavit of Candidacy
 - Petitions cannot be accepted without this affidavit.
 - Nomination Petition(s)
 - Use as many petition forms as needed to obtain the required number of signatures.
- City Candidates must file their nomination papers with the Linn County Auditor’s Office - Election Services Department.
 - **This is new.** Code of Iowa Section 376.4 has been amended, changing the Filing Officer for city elections from the City Clerk to the County Commissioner of Elections (County Auditor).

Filing Process

- Auditor Office Review
 - Before officially receiving your papers, Election Services staff will conduct a cursory review using the checklist provided by the Secretary of State’s Office.
 - Accepted papers will be date & time stamped as being received.
 - Rejected papers will be returned to the candidate.
 - Once nomination papers are accepted and have been date & time stamped as being received, they cannot be returned to the candidate.
 - Accepted nomination papers are placed on file.
- Public Review
 - Nomination papers that have been accepted by the Auditor’s Office will be made available to the public for review (online and in the office).
- Objection Process
 - Written objections may be filed with the Auditor’s Office. Objections must be filed within 5 days after the candidate filing period ends.
 - If an objection is filed a public hearing will be held to hear the objection and determine if the candidate’s name can appear on the ballot.
- Candidate Withdrawal
 - Any candidate wishing to withdraw their name from the ballot may do so by filing a written statement with the Auditor’s Office. Withdrawal statements must be filed within 5 days after the candidate filing period ends.

Tips for Successful Filing

- Do not wait until the last day of the filing period to file your nomination papers.
 - Allow time to gather more signatures if an error is found.
- Review sample forms provided in the candidate packet.
- Review the “Checklist for Reviewing Nomination Papers.”
 - This is the checklist that our office will use in reviewing your nomination papers.
- Fill in the header of one petition page, review it for completeness and correctness then photocopy as many pages as you need.
- Do not leave spaces blank. Use “N/A” when appropriate.
- Gather more signatures than required (20% more if possible).
- Ensure your supporters do not sign your petition more than once.
- Ensure your supporters do not sign the back of your petition (unless the header information is also on the back).
- Have multiple people review your papers before filing.

State of Iowa
Affidavit of Candidacy

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

Pat Candidate

Candidate's Name Sounds Like (phonetic spelling): Pat Can-di-date

Office Sought: Marion City Council

District or Ward (if any): Ward 4

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 11 /08 /16

City on ___/___/___

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:

123 Main Street Marion, IA 52302 Linn

Street (no P.O. boxes)

City

State

Zip

County

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

Same as Above

Street

City

State

Zip

County

Candidate's Phone: 319-555-1212

Email: patcandidate@voteforme.com

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 \$750 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: Pat Candidate

Must be signed in the presence of a notary.

State of: IA County of: LINN

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

By: PAT CANDIDATE
Print Candidate's Name

Notary Signature: Kathy E. ...

Notary Title: Notary

(Stamp)

State of Iowa Nomination Petition for Non-Partisan Office

Candidate Information

Name of Candidate: Pat Candidate Office Sought: Marion City Council

Candidate's County of Residence: Linn Candidate's City of Residence: Marion

Type and Date of Election:

General on 11 / 08 / 16 Special on ___/___/___ School on ___/___/___ 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): Ward 4

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
Checklist for Reviewing Nomination Papers**

Sample

Affidavit of Candidacy

| Required Element | Action to Take if Missing |
|--|--|
| Candidate's Name | Reject |
| Name Pronunciation | Do nothing |
| Office Sought | Reject |
| District or Ward (if applicable) | Reject when it is impossible to determine for which district or ward the candidate is filing |
| To Fill a Vacancy | Reject when box not marked "yes" if the office will appear on the ballot as "to fill vacancy" and it is impossible to determine for which office the candidate is filing |
| Type and Date of Election | Do nothing if it is obvious the candidate is filing papers for a particular election |
| Party Affiliation | Reject if candidate is filing for the primary election or a special election to fill a vacancy in a partisan office |
| Home Address | Do nothing |
| Mailing Address | Do nothing |
| Phone and Email | Do nothing |
| Candidate's Signature | Reject |
| Notarization, including notary signature | Reject |

Nomination Petition Header

| Required Element | Action to Take if Missing |
|----------------------------------|--|
| Candidate's Name | Reject |
| Office Sought | Reject |
| District or Ward (if applicable) | Reject when it is impossible to determine for which district or ward the candidate is filing |
| To Fill a Vacancy | Reject when box not marked "yes" if the office will appear on the ballot as "to fill vacancy" and it is impossible to determine which office the candidate is filing for |
| Type and Date of Election | Reject |
| Candidate's Residence Statement | Reject |
| Petitioners' Residence Statement | Reject if missing on federal and statewide petitions |
| Candidate's Affiliation | Reject if candidate is filing for the primary election or a special election to fill a vacancy in a partisan office |

Nomination Petition Signature Lines

| Required Element | Action to Take if Missing |
|-------------------------------|--|
| Signature of Eligible Elector | Reject |
| Address of Eligible Elector | Reject if left blank, missing house number or street, or obviously outside applicable district |
| Date Eligible Elector Signed | Do nothing |

**Linn County, Iowa
Voter List Specifications and Order Form**

Personal Information Complete all blanks.

Name: _____ Daytime Phone: _____

Organization: _____ Email: _____

Address: _____

Information from voter registration records can **only** be used:

- To request a registrant's vote at an election
- For bona fide political research
- For a bona fide official purpose by an elected official
- For a genuine political purpose

Linn County makes no warranties, expressed or implied, including without limitation, any warranties of merchantability or fitness for a particular purpose. In no event shall Linn County be liable for lost profits or any consequential or incidental damages caused by the use of this voter list and/or voter dataset.

I am aware that information from voter registration records may be used lawfully for the reasons listed above. I understand that using the information for any commercial purpose is a serious misdemeanor under Iowa law. I agree to pay the cost of the above ordered list upon delivery.

Signature: _____ Date: _____

Lists are produced as soon as possible after an order is received. It can take up to 14 days to prepare a list. Orders received immediately before major elections may be delayed while preparations for the election are finalized.

Voter List Blackout Period: There will be a voter list blackout period forty days prior to General Election Day. A voter list can be requested through the Secretary of State's Office during this time.

Cancel this order if the list cannot be completed by (date): _____

Statewide and congressional lists must be produced by the Secretary of State's Office. Linn County may only produce lists for districts of which are wholly in the county.

Price for Lists:

- The minimum data charge is \$10.00 for voter lists 20,000 records or less. For lists more than 20,000 records, the cost is \$0.50 per 1,000 records.

Additional Pricing Information

- Paper voter list cost \$0.10 per page plus any data charge(s).
- Household mailing labels cost \$0.27 per sheet (30 labels per sheet) plus any data charges.
- Our department will email a paid voter list for free if requested.
- Our department will create a CD-ROM with a paid voter list for free if requested.

Acceptable Payment Methods – New as of March, 2015:

- Cash
 - Cash payments **must** be for the **exact** amount.
 - Our department does not have cash on hand for making change.
- Check
 - Check payments **must** be for the **exact** amount.
 - Please make checks payable to Linn County **Treasurer**.
- Credit Card
 - **Free** service. No convenience fee.

Data Describe the voters to be included. Specify that which differentiates them from the ones you do not want included.

Do you want inactive voters? Yes No *Registration records become "inactive" when evidence shows that a voter has moved from the address where registered.*

List Type Check one or more of the boxes below.

- Electronic List** Email CD-ROM

The records will include the registration address, mailing address, and the name and code of the precinct. **Social Security numbers, driver license numbers, and non-operator ID numbers are not included in any list.**

Do you want vote history? Yes No *Vote history is only available for electronic lists.*

Vote history from up to eight (8) specific election dates:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

- Paper (printed) List**

In what sequence do you want the voters listed? (by last name, by precinct, etc.) _____

- Household Mailing Labels** - *This will produce one mailing label for each unique address.*
- Absentee Reports**

Delivery Check one box below.

- Pick up at the Linn County Election Services Department, where I will pick up and pay for the list.
- Email the list to: _____.

Send the completed form to:

Linn County Election Services Department
935 2nd Street Southwest
Cedar Rapids, IA 52404
Phone: (319) 892-5300 Fax: (319) 892-5359
Email: eric.loecher@linncounty.org

Linn County Election Services Cost Sheet

2/10/2015

Data Charges for Voter Records

| Description | Rate | Notes |
|--------------------|---------------------|---------------------------|
| Voter Records | \$0.0005 per record | \$10.00 Minimum Charge |
| Street Directory | \$10.00 | PDF version free by email |

Printed Products

| Description | Rate | Notes |
|--|----------------------------|-----------------------------|
| Materials & Printing Costs | | |
| Plain Paper (print or photocopy) | \$0.10 per sheet for B&W | \$0.11 per sheet for duplex |
| | \$0.15 per sheet for color | \$0.21 per sheet for duplex |
| Three Hole Punched Paper (print or photocopy) | \$0.12 per sheet for B&W | \$0.13 per sheet for duplex |
| | \$0.17 per sheet for color | \$0.23 per sheet for duplex |
| Labels (30 labels per sheet) (print or photocopy) | \$0.27 per sheet | no duplexing |
| | no color labels | no duplexing |

Printed Map Products

| Description | Rate | Notes |
|--|-------------------------------|-----------------------------|
| Printed Maps | | |
| Letter | \$1/pg | solid fill patterns \$2/pg |
| Ledger | \$2/pg | solid fill patterns \$4/pg |
| ARCH or ANSI C | \$4/pg | solid fill patterns \$8/pg |
| ARCH or ANSI D | \$8/pg | solid fill patterns \$16/pg |
| ARCH or ANSI E | \$16/pg | solid fill patterns \$32/pg |
| Larger than ARCH or ANSI E | starting at \$20/pg | from 16 up to 28 sq ft |
| Copies | \$0.25/page up to ledger size | |
| Mailing Maps | Production cost plus postage | |
| PDF maps are provided for free online at http://www.linncountyelections.org | | |