

INSTRUCTIONS FOR FILING FOR CITY COUNCIL OR MAYOR FOR ELECTIONS

CANDIDATE MUST FILL OUT AND SIGN EVERYTHING ON FORMS.

FILING OF CANDIDACY FOR NONPARTISAN NOMINATION (SEL 101) - FILL OUT ENTIRE FORM AND CHECK BOX THAT STATES "PROSPECTIVE PETITION".

CANDIDATE SIGNATURE SHEET/NON PARTISAN (SEL 121) FILL OUT TOP PART OF PETITION, **DO NOT GET SIGNATURES** UNTIL ALL PAPERWORK IS FILLED OUT AND TURNED INTO CITY HALL (Kim Jordan) FOR APPROVAL. SIGNATURES CAN BE COLLECTED ONCE APPROVAL FROM CITY HALL.

STATEMENT OF ORGANIZATION FOR A CANDIDATE COMMITTEE - (SEL 220 & SEL 223) IF RECEIVING OR SPENDING OVER \$750 THE FORMS **MUST** BE FILED ELECTRONICALLY WITH THE SECRETARY OF STATE OFFICE!

WHEN FORMS ARE FILLED OUT PLEASE BRING THE FORMS TO CITY HALL. (Kim Jordan) THE FORMS WILL BE REVIEWED TO MAKE SURE EVERYTHING IS FILLED OUT, SIGNED, AND DATED.

CANDIDATE SHOULD RECEIVE THREE COPIES OF CANDIDATE SIGNATURE SHEET / NONPARTISAN (PETITION).

CANDIDATE WILL NEED TO GET 20 SIGNATURES FROM ELECTORS SO THE SUGGESTION IS TO GET A FEW MORE SIGNATURES IN CASE SOME ARE NOT VALID - PREFERRED DATE FOR PETITIONS TURNED INTO THE ELECTIONS IS AUGUST 19, 2016 BUT THE DEADLINE IS AUGUST 30, 2016. (THIS WILL GIVE THE ELECTIONS OFFICE TIME TO CHECK THE SIGNATURES AND APPROVE).

IF CANDIDATES HAVE HELP TAKING PETITIONS AROUND FOR SIGNATURES, THAT PERSON WILL NEED TO SIGN AND DATE THE SHEET. (**SIGN AND DATE ONLY AFTER ALL SIGNATURES HAVE BEEN COLLECTED ON THE PETITION**). ONLY ONE PERSON CAN TAKE EACH PETITION AROUND, THEY CAN NOT TRADE PETITIONS.

AFTER ALL SIGNATURES ARE COLLECTED BRING THE PETITIONS BACK TO CITY HALL (Kim Jordan) AND WE WILL TAKE TO COUNTY TO HAVE THE SIGNATURES VERIFIED.

AFTER 20 SIGNATURES ARE VERIFIED BY THE COUNTY THE CANDIDATE IS FINISHED.

LAST DATE TO FILE A PERFECTED PETITION IS AUGUST 30TH BEFORE 5:00 PM. (**IT IS RECOMMENDED THAT ALL PAPERWORK AND PETITIONS ARE TURNED IN AT LEAST ONE TO WEEKS BEFORE DEADLINE TO INSURE PAPERWORK IS TURNED IN ON TIME AND ELECTIONS HAS TIME TO APPROVE ALL SIGNATURES**).

IF CANDIDATE WOULD LIKE TO BE LISTED IN THE COUNTY VOTERS PAMPHLET THE INFORMATION AND FORMS ARE PROVIDED BY THE COUNTY (**CITY WILL GIVE COPY OF INFORMATION AND FORMS**). ONCE THE FORM HAS BEEN FILLED OUT THE CANDIDATE WILL NEED TO TURN THE FORM INTO COUNTY ELECTIONS FOR APPROVAL.