



County Offices
(Clerk, Attorney, Register of Deeds, Sheriff and Treasurer)

Term: 4 Years

Filing Deadline: June 1, 2020 @ 12:00 noon for Democratic and Republican Parties. Libertarian party candidates nominated by caucus or convention must have nomination papers filed by the party in the Secretary of State's office by 12:00 noon June 3, 2020 in order to appear on the general ballot. (KSA 25-202,-305) Independent candidates must file nomination petitions by noon August 1, 2020 (K.S.A 25-305)(b)

Must file in the Pottawatomie County Clerk's Office

Filing fee is 1% of Wage, plus State fee of \$50.00

Filing by Petition: party candidates must have 3% of Party; unaffiliated candidates must have 4% of total registered voters. (Petition filing still requires the \$50 State fee)

Candidates must file following documents to be considered and election candidate.

1. Declaration of Intention
2. Fee of 1% of Salary OR petitions equaling required signatures, with the \$50 State Fee.
(Fees and numbers of signature can be obtained from your County Clerk's Office)

Candidates are required to file the following documents when filing by FEE:

Filing Procedure

Filing by Fee for County Office:

___ Only Democratic and Republican primary candidates may file by fee. The filing fee is either a set amount or based on a percentage of the salary of the office the candidate is seeking. A report fee is required.

Declaration of Intention (filing form is run by fee only)

___ Form is provided by and is filed with the Pottawatomie County Clerk's Office

___ The County Clerk's Office sends a copy of the declaration to the Governmental Ethics Commissioner (GEC) for the purpose of campaign finance reporting.

Statement of Substantial Interest

___ Form is provided by and is filed with the Pottawatomie County Clerk's Office

___ Completed form is due no later than ten days after the filing deadline.

Appointment of Treasurer Form

___ Form is provided by the GEC after becoming a candidate for office. You may receive Treasurers

___ Appointment Form from the Pottawatomie County Clerk's.

___ Candidates have ten days after becoming a candidate to appoint a treasurer and an additional ten days to file the Appointment of Treasurer Form.

___ Completed form is filed with the Pottawatomie County Clerk's (the office will forward it to the GEC)

___ Candidates may not take in or spend any campaign funds until the Appointment of Treasurer Form is filed.

GEO Affidavit of Exemption from Filing Receipts and Expenditures Reports

- _____ Form is provided by the GEO and mailed directly to candidate
- _____ Completed form is due nine days prior to the Primary Election
- _____ Completed form is filed with the Pottawatomie County Clerk's Office; the County office forwards a copy of the completed form to GEC
- _____ If a candidate anticipates receiving and spending less than \$1,000.00 in the Primary Election and anticipates receiving and spending less than an additional \$1,000.00 in the General Election, he/she can file an Affidavit of Exemption. This affidavit waives the need for a candidate's treasurer to file campaign Receipts and Expenditures Reports.
- _____ A candidate must appoint a treasurer and file a Appointment of Treasurer Form even if an Affidavit of Exemption is filed.

Receipts and Expenditures Report

- _____ Reporting form is provided by GEC and is mailed directly to a candidate's treasurer
 - _____ Completed reporting form is filed with the Pottawatomie County Clerk's (the office will forward it to the GEC)
- During an election cycle, three Receipts and Expenditures Reports are required for County candidates;
- (1) _____ a pre-primary election report (due July 27, 2020)
 - (2) _____ a pre-general report (due Oct. 26, 2020)
 - (3) _____ an early January wrap-up report (due Jan. 11, 2021)

OR

Candidates are required to file the following documents when filing by *PETITION*:

Filing Procedure

Filing by Petition for County Office:

- _____ Democratic and Republican primary candidates must have signatures of 3% of the party's total registration for the county or district. A report fee of \$50 is required *KSA 25-205 (e) (3)*
- _____ Independent (or Undeclared) candidates must have signatures of 4% of the registered voters of the county or district. A report fee of \$50 is required. *KSA 25-303(c)*

PETITION (County and Township)

- _____ A petition form included in this packet, this form may be copied
- _____ To fulfill your requirement you must have 3% of signatures of all registered voter in the party you wish to run under. Independent (or Undeclared) Candidates 4% of the qualified voters of the district as certified by the county election officer to the SOS.
- _____ No person may sign more than one petition per office or sign any one candidates petition more than once.
- _____ Each person must sign their signature, print their name, list their address, list their city and date the petition. In order for the signature to be valid the name must be signed as it reads on the current voter registration books.
- _____ The signers address must be within the jurisdiction of the candidates running for office. If different than the voter registration records the person must be identifiable in some other manner.
- _____ The petition sheets cannot be cut or pasted in any manner.
- _____ The circulator of the petition must complete the affidavit of circulator, and must be a valid registered voter
- _____ It is always a good idea to get more signature than required in case some signature are not valid
- _____ All documents constituting the petition must be field at the same time in the Office of the Pottawatomie County Clerk
- _____ The petition must be filed within 180 days after the date of the first signature collected (*KSA 25-3602(d)*)

Statement of Substantial Interest

- _____ Form is provided by and is filed with the Pottawatomie County Clerk's Office
- _____ Completed form is due no later than ten days after the filing deadline.

Appointment of Treasurer Form

- _____ Form is provided by the GEC after becoming a candidate for office. You may receive Treasurers Appointment Form from the Pottawatomie County Clerk's.
- _____ Candidates have ten days after becoming a candidate to appoint a treasurer and an additional ten days to file the Appointment of Treasurer Form.
- _____ Completed form is filed with the Pottawatomie County Clerk's (the office will forward it to the GEC)
- _____ Candidates may not take in or spend any campaign funds until the Appointment of Treasurer Form is filed.

GEO Affidavit of Exemption from Filing Receipts and Expenditures Reports

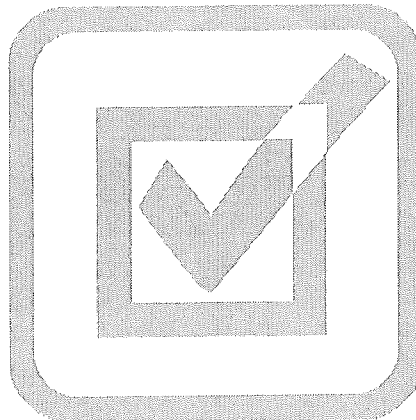
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During an election cycle, three Receipts and Expenditures Reports are required for County candidates;

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Candidate's Declaration of Intention



1 Ballot Information

Name (as it will appear on the ballot, including punctuation)

City of Residence (as it will appear on the ballot)

Office Sought

District No.

Party Nomination Sought: Democratic Republican

Term: Regular Unexpired

2 Elected Judicial Candidates Only (complete if applicable)

District Court Judge Division No.

District Magistrate Judge Position No.

3 Contact Information All information is public record

Select one: Mr. Ms. Mrs. Dr.

Residential Address

City

County

Zip

Mailing Address (if different from residential address)

City

State

Zip

Phone (optional) _____ - _____ - _____

Cell Phone (optional) _____ - _____ - _____

Email (optional)

Website (optional)

4 Candidate Signature

I declare that I am affiliated with the above-stated party and that I intend to become a candidate for the above-stated office at the appropriate election.

Date ____ / ____ / ____
Month Day Year

SIGN IN THIS BOX

ATTESTATION (for office use only)

Secretary of State or County Election Officer

Assistant Secretary of State or Deputy County Election Officer

Notary (applicable only for precinct committeeman or committeewoman)

Empty box for attestation signature

STATEMENT OF SUBSTANTIAL INTERESTS FOR LOCAL OFFICE

INSTRUCTIONS. This statement must be completed by each person required to do so by K.S.A. 75-4301a. Upon completion, mail or hand deliver your completed statement to the office where you filed your declaration of candidacy. If appointed to fill a vacancy in a local elective office, file this form where your predecessor filed for office.

PLEASE TYPE OR PRINT

A. IDENTIFICATION:

Last Name	First Name	MI
Spouse's Name		
Number & Street Name, Apartment Number, Rural Route, or P.O. Box Number		
City, State, Zip Code		
Home Phone	Business Phone	

B. OFFICE SOUGHT, HELD OR APPOINTED TO:

List Name of Office	
Position	District

CONTINUED ON NEXT PAGE

Date received (Official use only)

C. OWNERSHIP INTERESTS: List any corporation, partnership, proprietorship, trust, joint venture and every other business interest, including land used for income, and specific stocks, mutual funds or retirement accounts in which either you or your spouse has owned within the preceding 12 months a legal or equitable interest exceeding \$5,000 or 5%, whichever is less. Please attach additional pages if necessary to complete this section.
If you have nothing to report in Section "C", check here ____.

	BUSINESS NAME AND ADDRESS	TYPE OF BUSINESS	DESCRIPTION OF INTERESTS HELD	HELD BY WHOM
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

D. GIFTS IN THE FORM OF GOODS OR SERVICES: List any person, business or combination of businesses from which you or your spouse either individually or collectively, have received in the preceding 12 months, without reasonable and valuable consideration, goods or services having an aggregate value of \$500 or more.
If you have nothing to report in Section "D", check here ____.

	NAME OF PERSON OR BUSINESS FROM WHOM GIFT RECEIVED	ADDRESS	RECEIVED BY:
1.			
2.			
3.			

E. RECEIPT OF COMPENSATION: List all places of employment in the last calendar year, and any other businesses from which you or your spouse received \$2,000 or more in compensation (salary, thing of value, or economic benefit conferred on you or your spouse in return for services rendered, or to be rendered), which was reportable as taxable income on your federal income tax returns.

1. YOUR PLACE(S) OF EMPLOYMENT OR OTHER BUSINESS IN THE PRECEDING CALENDAR YEAR.

If you have nothing to report in Section "E"1, check here ____.

	NAME OF BUSINESS		ADDRESS	TYPE OF BUSINESS
1.				
2.				

2. SPOUSE'S PLACE(S) OF EMPLOYMENT OR OTHER BUSINESS IN THE PRECEDING CALENDAR YEAR.

If you have nothing to report in Section "E"2, check here ____.

	NAME OF BUSINESS		ADDRESS	TYPE OF BUSINESS
1.				
2.				

F. OFFICER OR DIRECTOR OF AN ORGANIZATION OR BUSINESS: List any organization or business in which you or your spouse hold a position as officer, director, associate, partner or proprietor at the time of filing, irrespective of the amount of compensation received for holding such position. Please insert additional pages if necessary to complete this section.

If you have nothing to report in Section "F", check here ____.

	BUSINESS NAME AND ADDRESS		POSITION HELD	HELD BY WHOM
1.				
2.				
3.				
4.				
5.				

G. RECEIPT OF FEES AND COMMISSIONS: List each client or customer who paid fees or commissions to a business or combination of businesses from which fees or commissions you or your spouse received an aggregate of \$2,000 or more in the preceding calendar year. *The phrase "client or customer" relates only to businesses or the combination of businesses.* In the case of a partnership, it is the partner's proportionate share of the business, and hence of the fee, which is significant, without regard to the expenses of the partnership. An individual who receives a salary as opposed to portions of fees or commissions is generally not required to report under this provision. Please insert additional pages if necessary to complete this section.
 If you have nothing to report in Section "G", check here ____.

	NAME OF CLIENT / CUSTOMER	ADDRESS	RECEIVED BY
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

H. DECLARATION:

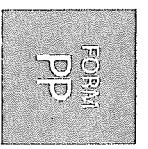
I, _____, declare that this statement of substantial interests (including any accompanying pages and statements) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of all of my substantial interests and other matters required by law. I understand that the intentional failure to file this statement as required by law or intentionally filing a false statement is a class B misdemeanor.

 Date

 Signature of Person Making Statement

NUMBER OF ADDITIONAL PAGES ____.

Office of the Kansas Secretary of State
Kansas Primary Nomination Petition
DOWNLOAD THIS FORM AT WWW.SOS.KS.GOV



Nominee Information

Name _____

Residential Address _____ City _____

Office Sought _____ District No. (if applicable) _____

Nomination

I, the undersigned, an elector of the appropriate election district, county of _____ and state of Kansas, and a duly registered voter, and a member of the _____ Party, hereby nominate the candidate herein named to be voted for at the primary election to be held on the first Tuesday in August in the year _____, as representing the principles of such party; and I further declare that I intend to support the candidate and that I have not signed and will not sign any nomination petition for any other person, for such office at such primary election.

	Print Name	Signature	Street Number or Rural Route (as registered)	City	Date
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____
8	_____	_____	_____	_____	_____
9	_____	_____	_____	_____	_____
10	_____	_____	_____	_____	_____
11	_____	_____	_____	_____	_____
12	_____	_____	_____	_____	_____
13	_____	_____	_____	_____	_____
14	_____	_____	_____	_____	_____
15	_____	_____	_____	_____	_____

Affidavit of petition circulator

STATE OF KANSAS

COUNTY OF _____

} ss.

I, _____ ,

Print Name

(check one):

_____ I am the circulator of this petition. I am qualified to circulate this petition and I personally witnessed the signing of the petition by each person whose name appears thereon.

_____ I am the candidate

Signature

Circulator's residence address

Subscribed and sworn to before me this _____ day of _____, 20 ____ .

(SEAL)

Person authorized to administer oaths

My appointment expires _____, 20 ____ .

Kansas law states that a petition circulator is a person who is a U.S. citizen, at least 18 years of age, and has not been convicted of a felony, or if convicted of a felony has been pardoned or restored to such person's civil rights.

Office of the Kansas Secretary of State

Candidate Petition Circulation Guidelines

Petition Forms

1. Obtain nomination petition forms in either the Elections Division of the Secretary of State's Office or in the county election office.
2. The top section of the petition, stating the candidate's name (as it is to appear on the ballot), address, office sought, etc., must be completed before the petition can be circulated and signed. [KSA 25-205(b)]

Circulators

3. The candidate and other petition circulators may circulate the petition throughout the district. Circulators must possess the constitutional qualifications of electors (18 years of age, U.S. citizenship, state residency). [Chap. 128 of 2001 Kansas Session Laws, KSA 25-303(e)]
4. The circulator of each page of the petition must witness every signature placed on the page and must include a signed, notarized affidavit of that fact with the petition. One affidavit may apply to all pages submitted by a particular circulator. [KSA 25-3602(b)(4), -205(d), -303(e)]

Petition Signers

5. Only persons of the same party affiliation who are registered voters may sign a petition for a candidate nominated by a party. [KSA 25-205(b)]
Independent nomination petitions may be signed by any registered voter. [KSA 25-303(c), (d)]
No one may sign more than one petition for any office. [KSA 25-205(c), -303(g)]
6. Petition signers must include their printed name, signature, address, city, zip code and date signed. [KSA 25-205(c), -303(e)] Signers must reside in the district. All signers of a particular page of a petition must reside in the same county. [KSA 25-205(d), -303(e)]

Filing Petitions

7. The petition filing deadline for candidates representing political parties is noon on June 10, or if that date falls on a weekend or holiday, at noon on the next business day. [KSA 25-205(a)(1)]
The filing deadline for independent candidates is noon the day before the state primary election on the first Tuesday in August. [KSA 25-305(b)]
8. If more than one circulator is carrying the petitions for the same candidate, all must be submitted as a group to the appropriate filing office at one time. [KSA 25-3602(a)] The petition must be filed within 180 days after the date the first signature was collected. [KSA 25-3602(d)]

**APPOINTMENT OF
TREASURER OR CANDIDATE COMMITTEE FORM
FOR CANDIDATE FOR LOCAL OFFICE**

This is an (Check one)

Initial Appointment

Amended Statement

CANDIDATE

(Please Type or Print)

Name		
Street		
City	County	Zip Code
Home Telephone	Business Telephone	
Office Sought	District No.	

TREASURER

Date Appointed		
Name		
Address		
City	Zip Code	
Home Telephone	Business Telephone	

OR CANDIDATE COMMITTEE

Date Appointed		
Chairperson's Name		
Address		
City	Zip Code	
Home Telephone	Business Telephone	
Treasurer's Name		
Address		
City	Zip Code	
Home Telephone	Business Telephone	

SIGNATURE

"I declare that this statement has been examined by me and to the best of my knowledge and belief is true, correct and complete. I understand that the intentional failure to file this document or intentionally filing a false document is a class A misdemeanor."

_____ (Date)

_____ (Signature of Candidate)

SEE REVERSE SIDE FOR INSTRUCTIONS