Filing Requirement City Offices

Term: 3 Years (except by local city ordinance)
Filing Deadline: June 1, 2020 (noon)  (Wamego & St Marys)

Filing Location:
• Pottawatomie County Clerk's Office

Filing Procedure:
Filing by Fee:
• City office filing fee is $20.00 to be paid to Pottawatomie County Clerk's Office

Filing by Petition:
• As set by city ordinance

Candidates are required to file the following documents when filing by FEE:
• Declaration of Intention
• Statement of Substantial Interest
Completed form is due no later than ten days after the filing deadline.
• Affidavit of Exemption from Filing Receipts and Expenditures Report
Completed form is due nine days prior to the Primary Election
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.
If you exceed the $1,000.00 limit, you must then appoint a treasurer and file campaign Receipts and Expenditure Reports. Candidates for local offices file their Receipts and Expenditure Reports with the Pottawatomie County Clerk pursuant to KSA 25-4148 and 25-901.

OR

City Officers Candidates are required to file the following documents when filing by PETITION:
• Kansas Non-Partisan City/School Nomination Petition Form CP and Affidavit of petition circulator (from each named circulator)
• Statement of Substantial Interest
Completed form is due no later than ten days after the filing deadline.
• Affidavit of Exemption from Filing Receipts and Expenditures Report
Completed form is due nine days prior to the Primary Election
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.
If you exceed the $1,000.00 limit, you must then appoint a treasurer and file campaign Receipts and Expenditure Reports. Candidates for local offices file their Receipts and Expenditure Reports with the Pottawatomie County Clerk pursuant to KSA 25-4148 and 25-901.

Forms:
1. Declaration of Intention (used when Filing by fee only)
   OR
2. Kansas Primary Nomination Petition Form
   Must File
3. Statement of Substantial Interest. (Must be Filled out by all Candidates)
4. Affidavit of Exemption. Waives the need to file Campaign Reports
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)

Governmental Ethics Commission

Rev. 2001
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 ____.

<table>
<thead>
<tr>
<th>BUSINESS NAME AND ADDRESS</th>
<th>TYPE OF BUSINESS</th>
<th>DESCRIPTION OF INTERESTS HELD</th>
<th>HELD BY WHOM</th>
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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 ____.

<table>
<thead>
<tr>
<th>NAME OF PERSON OR BUSINESS FROM WHOM GIFT RECEIVED</th>
<th>ADDRESS</th>
<th>RECEIVED BY:</th>
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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 ____.

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<tr>
<th>NAME OF BUSINESS</th>
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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 ____.

<table>
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<tr>
<th>NAME OF BUSINESS</th>
<th>ADDRESS</th>
<th>TYPE OF BUSINESS</th>
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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 ____.

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<tr>
<th>BUSINESS NAME AND ADDRESS</th>
<th>POSITION HELD</th>
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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 ___.

<table>
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<tr>
<th>NAME OF CLIENT / CUSTOMER</th>
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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 ____.
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<thead>
<tr>
<th>Date</th>
<th>City</th>
<th>Street Number of House</th>
<th>Signature</th>
<th>Print Name</th>
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Nomination Petition for any other person for such office as such primary election, as representing the principles of such party and another declared to be voted for at the primary election to be held on the first Tuesday in August in the year 2023. He hereby nominates the candidate herein named: 

Office sought (if applicable) 
Residential Address
Name

Nominee Information

KANSAS PRIMARY NOMINATION PETITION
Office of the Kansas Secretary of State
Affidavit of petition circulator

STATE OF KANSAS}

COUNTY OF ____________________________}

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.

K.S.A. 25-205(d) Rev 7/2/14 kc
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(c)]

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)]

Prepared by the Office of Secretary of State Ron Thornburgh, (785) 296-4561.

Rev. 7/01 b6
AFFIDAVIT OF EXEMPTION
FROM FILING RECEIPTS AND EXPENDITURES REPORTS
BY A CANDIDATE FOR:
Second and Third Class City, Unified School District, and Township Office only.

IF YOU ANTICIPATE RECEIVING OR EXPENDING $1000 IN THE PRIMARY, EXCLUSIVE OF THE CANDIDATE FILING FEE, OR $1000 IN THE GENERAL ELECTION, THIS FORM MAY NOT BE USED.

IT MUST BE FILED WITH THE COUNTY ELECTION OFFICER, IN THE COUNTY IN WHICH THE CANDIDATE IS ON THE BALLOT, PRIOR TO July 30, 2020.

Instructions. This form may be used by the any candidates for office in cities of the 2nd or 3rd class, school boards, or a township who qualifies for the exemption. It must be filed with your County Election Officer prior to the tenth day before the Primary Election. (Not later than ten (10) days after becoming a candidate.) These candidates need not appoint a treasurer, but must maintain records required by K.S.A. 25-904. Please print or type.

A. Name of Candidate________________________________________

Address_________________________________ City_______________ Zip Code__________

Home Telephone______________ Business Telephone_____________

Office Sought____________________________ District____________________

B. Affidavit:
State of Kansas
County of Pottawatomie

I, ________________________________ , do swear (or affirm) that:

1. The information in Item A above is true and correct;
2. I intend to expend, contract to expend, or have expended, on my behalf an aggregate amount or value of less than one thousand dollars ($1000) in the primary election period; and
3. I intend to receive or have received on my behalf (including amounts contributed by myself) contributions of an aggregate amount or value of less than one thousand dollars ($1000) in the primary election period; and
4. I understand that the payment of my filing fee, or the receipt of funds to pay my filing fee, is not included in the limitations set forth in paragraphs 2 & 3; and
5. I intend to expend, contract to expend or have expended on my behalf an aggregate amount or value of less than one thousand dollars ($1000) in the general election period; and
6. I intend to receive or have received on my behalf (including amounts contributed by myself) contributions of an aggregate amount or value of less than one thousand dollars ($1000) in the general election period; and
7. If contributions are received or expenditures made (actual or contractual) in excess of any of the amounts set out above, I shall within thirty (30) days of the date of such excess file with the county election officer an itemized statement under oath stating the name and address of each person who has made any contribution in excess of $50 during the election period together with the amount and date of such contributions in and itemized statement of all expenditures made by such candidate or obligations contracted or incurred by such candidate in connection with each primary or general election required by K.S.A. 25-904.

________________________________________  _______________________________________
(Date) (Signature of Candidate)

Subscribed and sworn to (affirmed) before me this _______ day of ____________________________, 20___________

________________________________________
(Notary Public)

(Seal)

My Appointment Expires _______________________, 20___________