

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**

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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 ____.

	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:

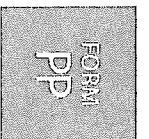
I, _____, declare that this statement of substantial interests (including any accompanying pages and statements) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of all of my substantial interests and other matters required by law. I understand 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)]



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 ninth 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_____