

City Candidate Filing Check List:

The Candidates will have the following responsibilities:

1. Fill out their Declaration of Candidacy form with all the appropriate information.
 - What is the Homestead Exemption? Idaho Code 34-701(3) Homeowners must list the address they claim as their 'primary dwelling place' on their Property Tax Homeowners Exemption through the Idaho State Tax Commission.
2. Decide if they would like to pursue the Petition signature gathering option or present the \$40 filing fee to the City Clerk.
 - If the Candidate decides to utilize the Petition option, fill out the top of the Petition Signature form prior to gathering signatures. Five valid signatures from registered Idaho voters are required. (It is a good practice to gather a few more signatures than required.)
 - Bring the completed petition signature form to their County Clerk's Election Division **prior to filing with the City Clerk**. The County Clerk will ensure that the requisite number of signatures is met. Signatures can be from any location within the city limits.
 - Upon review of signatures, the Clerk's Office will issue a Petition Certification that the number of required signatures for filing has been met. Bring this Petition Certification along with the Declaration of Candidacy, and the completed Petition Signature page to the City Clerk.
 - If the Candidate decides to utilize the filing fee option, the \$40 filing fee must be paid at the time of filing with the City Clerk.
3. Candidate shall ensure all necessary documentation is filed with the City Clerk no later than end of filing period. In this upcoming election that is September 8th, at 5 PM.

Additional information:

-Treasurer Appointment forms (C1) are created within a candidate's campaign finance account. The Treasurer Appointment form can be used as a tool to announce your intent to campaign (Declaration of Candidacy is filed separately during specific filing period), and the bank will want to see this form to open an account for your campaign.

-If the candidate is going to receive contributions or expend monies on their campaign, they should create a campaign finance account and begin filing reports once they reach the \$500 threshold. Here is the link to the Secretary of State's online portal:

<https://sos.idaho.gov/elections-division/campaign-finance-filing/>

-Be sure all communications (mail, signs, flyers, billboards, social media, broadcast ads, etc.) have the 'paid for by: candidates name' on them. (Check with your City for any sign ordinances and/or requirements they may have.)



CITY OFFICE CANDIDATE FILING INFORMATION

CANDIDATE FILING PERIOD <i>(I.C. 50-410)</i>	FILING REQUIREMENTS
<p><i>Opens: August 28, 2023 (8:00 am)</i></p> <p><i>Closes: September 8, 2023 (5:00 pm)</i></p>	<p>A candidate has two options when filing for placement on the ballot:</p> <ol style="list-style-type: none"> 1. File a Declaration of Candidacy and pay the filing fee. 2. File a Declaration of Candidacy and nominating petitions, containing the required number of signatures of qualified electors verified prior to submission.
<p>CANDIDATE WITHDRAWAL DEADLINES <i>(I.C. 34-1405A)</i></p> <p>September 22, 2023 (5:00 pm)</p>	

ALL CANDIDATES: DECLARATION OF CANDIDACY - FORM EC-3A

When completing the Declaration of Candidacy, be sure to complete all fields and questions. Also, please note:

1. For the question, "How you would like your name to appear on the ballot," please clearly print your name exactly as you wish it to appear on the ballot. *(I.C. 34-903A)*
2. You must be **registered to vote in the city.**
(Contact your County Clerk to verify that you are registered to vote in the city.)
3. The signature of the candidate must be notarized.

Any incomplete or missing information may void your filing.

OPTION 1: FILING FEE *(I.C. 50-406)*

Filing Fee \$40.00

OPTION 2: NOMINATING PETITIONS - FORM EC-3B *(this form may be reproduced)*

Candidates for City Offices require: 5 signatures of eligible voters within the city *(I.C. 50-406)*

All petitions must be complete.

1. The top portion of each petition sheet must be filled in prior to circulation.
2. The circulator's signature must be notarized on the bottom portion of each petition page prior to being verified by the County Clerk.

CAMPAIGN FINANCE INFORMATION

All candidates for City Office should contact the County Clerk's Office for information on reporting requirements prior to announcing candidacy, accepting donations or spending money.

Should you have additional questions, please do not hesitate to contact the County Clerk's Office.

QUESTIONS

Contact the County Clerk's Office:

Email:	Personal Delivery:	Mailing Address:
Phone:		
Fax:		



CITY OFFICE COMPLETING THE DECLARATION OF CANDIDACY

Idaho Code 34-701(2) now requires phone numbers to be provided. Idaho Code 34-704(4) states that all information in declarations of candidacy shall be made publicly available upon request.

SECTION 1: OFFICE INFORMATION

1. Enter the name of the office that you will be a candidate for to the right of "Filing for the Office of."
2. Enter the name of the City to the right of "City Name."
3. Enter the term length and/or the name/number of the sub-district, zone, seat or position to the right of "Term length, sub-district, zone, seat or position (if applicable)."

SECTION 2: CANDIDATE INFORMATION

1. Enter your First Name, Middle Initial, Last Name and Suffix, if applicable, as it appears on your voter registration record.
2. Enter your Phone Number. Campaign phone numbers are now required and available upon public request. *(I.C. 34-701[2], 34-704[4])*
3. Enter your Residence Address, including the street number, street name, City, State, Zip Code and County.

SECTION 3: BALLOT NAME

1. Enter your Name as it will appear on the ballot. *(I.C. 34-903A) (Please print clearly.)*
 - a. Nicknames may be included if it is a name that is commonly known. However, nicknames that promote a particular political platform or may be deemed offensive are not allowed.
 - b. Professional identifiers are also not allowed on the ballot (i.e. Dr., M.D., PhD., Esq., CPA, etc.).

SECTION 4: HOMESTEAD EXEMPTION

1. If you or your spouse have claimed a homestead exemption, please list the address in this section. *(I.C. 34-107[2], I.C. 34-701[3])*

SECTION 5: C-1 CAMPAIGN FINANCE INFORMATION

Pursuant to Section 67-6603, Idaho Code, no contribution shall be received or any expenditure made by or on behalf of a candidate until they appoint a political treasurer. A candidate may appoint himself his own political treasurer, as provided on the Declaration of Candidacy.

Pursuant to Section 67-6608(1), Idaho Code, a candidate is exempt from filing reports until such a time as the candidate receives contributions or expends funds in the amount of \$500 or more.

*** Any candidate that reaches the \$500 threshold must create a Campaign Finance account through the Secretary of State Campaign Finance Portal.*

SECTION 6: CERTIFICATION

1. Carefully read the certification.
2. Enter the date of the election in the certification.
3. In the presence of a notary, sign and date the Declaration of Candidacy.
 - a. The notary will then complete the bottom portion of the Declaration of Candidacy.

QUESTIONS

Contact the County Clerk's Office:

Email:

Personal Delivery:

Mailing Address:

Phone:

Fax:



CITY OFFICE COMPLETING THE PETITION OF CANDIDACY

Idaho Code 34-701(2) now requires phone numbers to be provided. Idaho Code 34-704(4) states that all information in declarations of candidacy shall be made publicly available upon request.

SECTION 1: OFFICE INFORMATION

1. Enter the name of the office that you will be a candidate for to the right of "Filing for the Office of:"
2. Enter the name of the City to the right of "City Name:"
3. Enter the term length and/or the name/number of the sub-district, zone, seat or position to the right of "Term length, sub-district, zone, seat or position (if applicable)."

SECTION 2: CANDIDATE INFORMATION

1. Enter your Name as it will appear on the ballot. *(I.C. 34-903A) (Please print clearly.)*
 - a. Nicknames may be included if it is a name that is commonly known. However, nicknames that promote a particular political platform or may be deemed offensive are not allowed.
 - b. Professional identifiers are also not allowed on the ballot (i.e. Dr., M.D., Ph.D., Esq., CPA, etc.).

SECTION 3: SIGNERS SECTION

2. Enter the date of the election in the Signers Statement.
3. Collect signatures of qualified electors (i.e. registered voters) of your city, or if required, your subdistrict or zone.
4. Each individual participating in the petition must:
 - a. Sign their name.
 - b. Print their name.
 - c. Print their residence address. *(Note: P.O. Boxes are not allowed. The listing of a P.O. Box will automatically invalidate the signature and it will not be counted in the number of required signatures.)*
 - d. Enter the date that they signed the petition.

SECTION 4: CERTIFICATION

1. Enter the County in which the circulator is having the notarization completed to the right of "County of."
2. Enter the name of the circulator along with their county of residence in the Certification Statement.
3. In the presence of a notary, the circulator will sign and enter their address on the Petition of Candidacy.
 - a. The notary will then complete the bottom portion of the Petition of Candidacy.
 - b. Note: The candidate may have other individuals circulate petitions on their behalf. In this case, the individual circulating the petition will complete, sign and have notarized the Certification prior to returning the completed petition to the candidate.

QUESTIONS

Contact the County Clerk's Office:

Email:

Personal Delivery:

Mailing Address:

Phone:

Fax:



CITY OFFICE DECLARATION OF CANDIDACY

Idaho Code 34-701(2) now requires phone numbers to be provided. Idaho Code 34-704(4) states that all information in declarations of candidacy shall be made publicly available upon request.

CANDIDATE FILING PERIOD (I.C. 50-410)		OFFICE INFORMATION	
Opens: August 28, 2023 (8:00 am) Closes: September 8, 2023 (5:00 pm)		Filing for the Office of:	
		City Name:	
CANDIDATE WITHDRAWAL DEADLINES (I.C. 34-1405A)		Term length, sub-district, zone, seat or position: (if applicable)	
September 22, 2023 (5:00 pm)			

CANDIDATE INFORMATION				
Candidate Name (As it appears on your voter registration record.)				Candidate Phone
First	MI	Last	Suffix	
Residence Address (As it appears on your voter registration record.)				
Street Address	City	State	Zip Code	County

BALLOT NAME
Write your name exactly as you would like it to appear on the ballot

HOMESTEAD EXEMPTION (I.C. 34-107[2], 34-701[3])				
Have you, or your spouse, claimed a homestead exemption? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If Yes, Please List the Address				
Street Address	City	State	Zip Code	County

CAMPAIGN FINANCE INFORMATION
<input type="checkbox"/> I do hereby certify that I am a registered elector of the State of Idaho and appoint myself as treasurer for my campaign. If any campaign finance contributions or expenditures reach or exceed \$500, I will create a Campaign Finance account with the Secretary of State, and may at that time, appoint another person as Treasurer or remain as my own Treasurer.

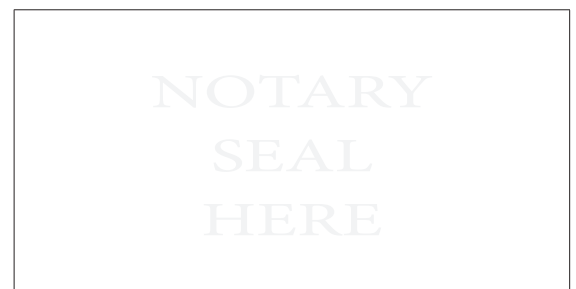
CERTIFICATION	
I, the undersigned, being a resident of the State of Idaho and of the city listed above, do hereby declare myself a candidate for the office entered above to be voted on at the Election to be held on the _____ day of _____, 2023 and I certify that the information on this Declaration is true and accurate.	
I further certify that I possess the legal qualifications to hold said office. I submit herewith the filing fee of (\$40.00), or in lieu of the filing fee the nominating petition containing the five (5) signatures of qualified electors as statutorily required.	
Dated:	Candidate Signature:

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

Signature: _____

Notary Public in and for the State of Idaho, residing at

My Commission Expires: _____





CITY OFFICE PETITION FOR CANDIDACY

CANDIDATE FILING PERIOD (I.C. 50-410)		OFFICE INFORMATION	
Opens: August 28, 2023 (8:00 am) Closes: September 8, 2023 (5:00 pm)		Filing for the Office of:	
		City Name:	
CANDIDATE WITHDRAWAL DEADLINES (I.C. 34-1405A)		Term length, sub-district, zone, seat or position: (if applicable)	
September 22, 2023 (5:00 pm)			

CANDIDATE INFORMATION
Candidate Name (As it will appear on the ballot.)

This petition must be filed in the office of the appropriate city clerk with the Declaration of Candidacy on or before 5:00 p.m. on the last day of filing for the Election at which you are desiring to participate in. The submitted petition must have affixed thereto the names of at least five (5) qualified electors which reside within the city.

SIGNERS STATEMENT			
I, the undersigned, being a qualified elector of the city listed above in the State of Idaho, do hereby certify and declare that I reside at the place set opposite my name, and that I join in the petition of the candidate for the office listed above, to be voted for at the election to be held on the _____ day of _____, 2023, and that each for himself says: I have personally signed this petition; I am a qualified elector of the State of Idaho and my residence address is correctly written after my name.			
Signature of Petitioner	Printed Name	Residence Address	Date Signed
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

CERTIFICATION	
State of Idaho County of _____	
I, _____, being first duly sworn say: That I am a resident of the State of Idaho and at least eighteen (18) years of age: that every person who signed this sheet of the foregoing petition signed his or her name thereto in my presence: I believe that each has stated his or her name address and residence correctly, that each signer is a qualified elector of the State of Idaho, and a resident of the county of _____.	
Circulator Signature:	Address:
_____	_____

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

Notary Signature: _____

Notary Public in and for the State of Idaho, residing at

My Commission Expires: _____



Candidate Contact Information Form

As a candidate in Kootenai County, your contact information will allow us to contact you with any important election information. This information will also be published on our website (www.kcgov.us), and can be requested by the public.

Please provide the information that you would like to share with the public for purposes of your candidacy on the form below.

Candidate name

Address

City, State, Zip

Mailing Address

City, State, Zip

Phone

E-mail address

Website or other

Candidate Signature



CAMPAIGN FINANCE

A GUIDE FOR CANDIDATES

REPORTING BASICS

All money raised or spent in relation to a campaign must be accounted for and tracked. This includes the use of the candidate's personal money.

Where to Report

All candidates for all offices now report online via the Secretary of State's Campaign Finance Portal. The portal may be found at:



<https://sos.idaho.gov/elections-division/campaign-finance-filing/>

For local officials, all assistance, oversight and enforcement will be done by the County Clerk of the home county for the city, school or local district.



Remember: no one was ever fined for over-reporting

Donation Limits

Maximum contribution is \$1,000 per individual, business* or political committee per election. Any single contribution of \$1,000 must be reported within **48 hours** of receipt.

*Businesses sharing controlling ownership may only contribute \$1,000 combined.

WHERE TO BEGIN

Treasurer Appointment & Reporting



Once a candidate has raised or spent \$500, a candidate must file the appointment of a political treasurer

and begin reporting the campaign finances, including the sources and expenses for the first \$500.

The Declaration of Candidacy filed to run for office designates the candidate as the default political treasurer, for those who have not met the \$500 threshold, until an alternate is appointed.

FILING DEADLINES

10TH of each month in the year of the election

Annual report due January 10th following non-election years

\$50 FINE

each day after 48 hours late

Campaign Finance Laws
I.C. Title 67 Chapter 66

Disclosures



All campaign material (signs, flyers, mailings, TV ads, etc.) should contain a disclosure statement. For

example: "Paid for Yosemite Sam for Governor, Elmer Fudd Treasurer".

