



## Candidate Packet Contents

### Regular School Election – September 12, 2017

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**Linn County Auditor  
Linn County, Iowa**

Joel D. Miller, Auditor  
Rebecca Shoop, First Deputy

Date: April 12, 2017

To: Potential School Board Election Candidates

From: Linn County Election Services

Thank you for your interest in becoming a candidate in the School Elections to be held on September 12, 2017. During the candidate nomination process, our goal is the same as yours: to see your name on the ballot. To assist in this goal, we have put together the enclosed candidate packet.

The candidate packet can also be downloaded from the **Campaign and Candidate Resources** page of our website, <http://www.linncounty.org/157/Election-Services>. We encourage you to visit this site to access other resources such as maps, past election results and to place an online order for voter data.

Another valuable resource is the **Iowa Ethics and Campaign Disclosure Board**. As you prepare for your campaign, you will need to understand financial disclosure requirements and other campaigning regulations. It is recommended that you visit their website, [www.iowa.gov/ethics](http://www.iowa.gov/ethics), or call 515-281-4028.

Submit your nomination papers to the appropriate school board secretary or community college board secretary during the candidate filing period. The candidate filing period begins on Monday, July 10<sup>th</sup> and ends on August 3<sup>rd</sup> at 5pm.

Please read through the enclosed materials and contact Linn County Election Services if you have any questions.

Web: <http://www.linncounty.org/157/Election-Services>

Email: [elections@linncounty.org](mailto:elections@linncounty.org)

Phone: 319-892-5300 EXT 1

### **Privacy Note**

Our office will not track who has requested a candidate packet. However, an individual's name will become public once they have officially become a candidate by successfully filing nomination papers.

[linncountyauditor.org](http://linncountyauditor.org)

Public Service Center  
935 Second Street Southwest  
Cedar Rapids, Iowa 52404-2100



auditor@linncounty.org  
Phone 319.892.5300  
fax 319.892.5359



Linn County Auditor  
Linn County, Iowa

Joel D. Miller, Auditor  
Rebecca Shoop, First Deputy

## Dates & Deadlines Regular School Election – September 12, 2017

Due Date	Days to Election	Event / Deadline
5/1/2017	134	Deadline for Auditor to Calculate Number of Signatures Needed
7/10/2017	64	Candidate Filing Period Begins
8/3/2017	40	Candidate Filing Period Ends (5pm with School Secretary)
8/4/2017	39	Nomination Papers and Public Measures Delivered to Auditor
8/8/2017	35	Deadline For Anyone to Submit Objections to a Candidate's Papers
8/8/2017	35	Deadline For Any Candidate Wishing to Withdraw
8/11/2017	32	<b>Target</b> Date for Absentee Voting to Begin ( <b>if ballots are available</b> )
8/14/2017	29	Deadline to Receive Petitions for Satellite Voting
9/1/2017	11	Last Day to Pre-register to Vote for this Election
9/8/2017	4	Last Day to Request an Absentee Ballot to be Mailed
9/11/2017	1	Last Day to Vote Absentee (Auditor's Office)
<b>9/12/2017</b>	<b>0</b>	<b>Election Day</b>
9/13/2017	-1	ASVP Board Must Reconvene at Noon
9/15/2017	-3	<i>Canvass of Votes for County (Friday after the Election)</i>
9/18/2017	-6	Deadline to Request a Recount
9/25/2017	-13	Control County Canvas for Community Colleges
10/5/2017	-23	Deadline to Contest the Results of the School Elections
10/23/2017	-41	Deadline to Contest the Results of the Community College Elections





## Our Services

The Election Services staff will do their best to assist you by providing the forms and information necessary to become a candidate and to contact potential voters.

### Services we provide:

- Providing Affidavits of Candidacy and Nomination Petition Forms
- Providing Candidate Guides & Informational Packets
- Providing a starter pack of 10 Absentee Ballot Request Forms with Receipts and 50 Voter Registration Forms
  - Additional forms can be purchased at the Election Services Department.
  - Forms can also be downloaded from our website  
<http://www.linncounty.org/157/Election-Services>.
- Providing data on registered voters (applicable forms required and fees apply)
  - Voter History Data
  - Daily Absentee Reports
- Provide precinct and district maps (applicable fees apply)

### Services we do **not** provide:

- We cannot proofread or pre-approve your candidate paper work.
- We cannot assist you with campaign finance questions. Contact the Iowa Ethics and Campaign Disclosure Board for these questions: [www.iowa.gov/ethics](http://www.iowa.gov/ethics) or 515-281-4028
- We cannot provide any type of legal advice. It is recommended you contact an attorney for assistance.

### For additional election information:

- Visit our website: <http://www.linncounty.org/157/Election-Services>
- Send an email to [elections@linncounty.org](mailto:elections@linncounty.org)
- Call us at 319-892-5300 EXT 1



# Candidate's Guide to the School Election

September 12, 2017

Prepared by the Office of the Iowa Secretary of State

(515) 281-0145

sos@sos.iowa.gov

<http://sos.iowa.gov/elections/candidates/index.html>

For more information, please contact your school secretary or county auditor.

**Important Note:** The information provided in this guide has been compiled in the Iowa Secretary of State's Office to assist candidates and the public in meeting the requirements of Iowa's election laws. If any errors in compilation or computation have occurred, or if there have been amendments to the *Iowa Code* or *Iowa Administrative Code*, the provisions of the *Iowa Code*, *Iowa Administrative Code*, and the session laws shall prevail.

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## Overview

### **What is the School Election?**

The school election is held in odd-numbered years to elect school district and community college officers and vote on public measures for these jurisdictions.

[§277.1]

### **Candidate Qualifications**

A candidate must be an eligible elector in the school district and director district (if any) at the time of the election. An eligible elector meets all of the requirements to register to vote but does not have to be registered to vote.

[§277.27]

An eligible elector must:

- Be a citizen of the United States,
- Be a resident of Iowa, and
- Be at least 18 years old.

An eligible elector may not:

- Be a convicted felon (unless voting rights have been restored by the president or governor),
- Be currently judged incompetent to vote by a court, and
- Claim the right to vote in any other place.

[§39.3(6)]

### **Nomination Papers**

Each candidate must file an affidavit of candidacy and nomination petitions with the school secretary or community college board secretary. The affidavit of candidacy and nomination petitions must be filed together or they will be rejected.

[§277.4]

Copies of nomination papers are available at the school secretary's office, county auditor's office, or on the Secretary of State's website:

<http://sos.iowa.gov/elections/electioninfo/SchoolElections.html>.

### **Filing Period**

Nomination papers must be filed with the school secretary during the filing period. They cannot be filed before or after the filing period. The filing period is:

**First day:** Monday, July 10, 2017

**Last day:** Thursday, August 3, 2017 – 5 p.m.

There are no filing fees in Iowa.

[§277.4(1)]

### **Control County Auditor**

In school districts that cross county lines, the county auditor whose county has the largest taxable base is given the responsibility of conducting the election in that school district. This auditor is known as the “control county auditor.”

[§47.2(2)]



## Preparing Nomination Papers

### Affidavit of Candidacy

Each candidate must complete and file an affidavit of candidacy. The affidavit of candidacy form is available on the Secretary of State's website:

<http://sos.iowa.gov/elections/pdf/candidates/affidavit.pdf>.

The affidavit should include the following information:

- Candidate's Name

The candidate's name should be printed exactly as the candidate wishes the name to appear on the ballot. No parentheses, quotation marks, or titles (e.g. Dr., Mrs., etc.) may be included. Please provide the phonetic spelling of the candidate's name. This is helpful for producing audio ballots for voters who are visually impaired. Be as clear as possible. For example, Eisenhower = "EYES-in-how-er."

- Office Sought and Director District (if any)

The name of the office, the school district, and the director district (if any) that the candidate is running for must be included.

- Vacancy Information

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

The "yes" box must be checked if the candidate is running to fill the remainder of an unexpired term. This happens when an incumbent office holder resigned, died, or was removed from office before the end of the term and another officer was appointed (not elected) to fill the remainder of the unexpired term.

Contact the school secretary and county auditor about whether you are running to fill a vacancy.

- Type and Date of Election

The 2017 School Election will be held on Tuesday, September 12.

- Candidate's Home Address

Candidates must provide their house number and street name. The mailing address, phone, and email are optional but do assist the school secretary, county auditor, and the public in contacting the candidate.

- Candidate's Affirmation, Signature and Notarization

The affidavit must be notarized. A notarial officer must be present when the candidate signs the affidavit and the notarial officer will complete the verification on the bottom of the affidavit. Once an affidavit is notarized, the affidavit cannot be altered.

Affidavits missing the information listed below must be rejected:

- Candidate's name,
- Office sought and ward (if any),
- Candidate's signature, and
- Signature of notary public.

[§260C.15(2), 277.4(2)]

The candidate's party affiliation should be left blank.

## **Nomination Petitions**

Candidates must collect signatures on nomination petitions and file the petitions at the same time the affidavit of candidacy is filed.

The nomination petition form for school district candidates is available on the Secretary of State's website: <http://sos.iowa.gov/elections/pdf/candidates/nompetnonpartisan.pdf>.

The nomination petition form for community college candidates is available on the Secretary of State's website: <http://sos.iowa.gov/elections/pdf/candidates/ccnomp.pdf>.

## **Preparing Nomination Petitions**

Before anyone signs the petition, complete the required information in the header of every petition page.

**Best Practice:** Complete the header on one petition page and make copies of that page so all petition page headings are identical.

The information listed below must appear on each petition header. Signatures cannot be counted on petition pages missing the following information:

- **Candidate's Name**

The candidate's name should be printed exactly as the candidate wishes the name to appear on the ballot. No parentheses, quotation marks, or titles (e.g. Dr., Mrs., etc.) may be included.

- **Office Sought**

- **School District/Community College and Director District (if any)**

The candidate must provide the director district number when running for a director district seat. Signatures on petition pages that do not provide the applicable director district number (when required) cannot be counted.

- **Type and Date of Election**

The 2017 School Election will be held on Tuesday, September 12.

- **Signers' and Candidate's Affirmation of Residence**

The following statement must appear on each petition page:

*"We, the undersigned eligible electors of the appropriate county, city, school district, school or community college director district, or other district as established by law,*

*hereby make the nomination outlined above. If the candidate named above accepts the nomination, we believe the candidate is or will be a resident of the appropriate county, city, school district, school or community college director district, or other district established by law as required by law.”*

The following information should also appear on each petition header:

- Candidate’s County and City of Residence
  
- Vacancy Information

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

The “yes” box must be checked if the candidate is running to fill the remainder of an unexpired term. This happens when an incumbent office holder resigned, died, or was removed from office before the end of the term and another officer was appointed (not elected) to fill the remainder of the unexpired term.

Contact the school secretary and county auditor about whether you are running to fill a vacancy.

[§260C.15(2), 277.4(2)]

## **Signature Requirements for School Board**

The minimum number of signatures needed depends on the number of registered voters in the school district as of May 1, 2017. Signature requirements for candidates who are elected only by the voters of a director district are based on the number of registered voters in the director district.

Ask the school secretary or county auditor for the minimum number of signatures needed in your school district:

- For school districts (or director districts when applicable) with fewer than 1,000 registered voters, the minimum number of signatures is 10.
- For school districts (or director districts when applicable) with more than 1,000 registered voters, the minimum number of signatures is 1% of the number of registered voters or 50, whichever is less.

[§277.4(2)(a)]

## **Signature Requirements for Community College Board**

The minimum number of signatures is at least 50 from the director district.

[§260C.15(2)]

## **Collecting Signatures**

Eligible electors of the appropriate school district and director district (if applicable) or community college and director district (if applicable) may sign nomination petitions. (See page 1 for the definition of an eligible elector.)

### At-Large Districts

In school districts where directors may live anywhere in the school district, the number of signatures needed is calculated from the number of registered voters in the entire school district. Petition signers may live anywhere in the school district.

[§277.4(2)(a)]

### Director Districts

In school districts where directors must reside in a specific director district but are voted upon by the entire school district, the number of signatures needed is calculated from the number of registered voters in the entire school district. Petition signers may live anywhere in the school district.

In school districts where directors are only voted on by the residents of the director district, the number of signatures needed is calculated from the number of registered voters in the director district. Petition signers must live in the director district.

[§277.4(2)(a)]

Candidates may sign their own petitions assuming they are eligible electors of the school district and director district (if applicable). Candidates may begin collecting signatures at any time. However, the signers must still be eligible electors when the papers are filed in order for the signatures to count.

There is no limit on the number of nomination petitions one elector may sign for different candidates.

All signers must include the following information:

- A signature (the signature may be printed)
- The address of their residence

This must include a house number, street name, and city. Providing a post office box only is not sufficient. A signer who is homeless should describe where the signer lives or write “homeless.”

- The date of signing

[§277.4(2)(b)]

**Important Note for Community College Director Candidates:** Petition signers must include the school district in which they live. Signature lines without the school district cannot be counted.

[§260C.15(2)]

**Important Note:** Petition signers often use “ditto” marks when appropriate (e.g. when the name of a city or the date of signing the petition is the same as the previous signer). The use of ditto marks alone does not invalidate a signature.

## Filing Checklist

- Review affidavit and nomination petition headers.**

Nothing can be added to a notarized affidavit or a petition header if there are signatures on the page. Nomination papers can only be returned if they have been rejected.

- Count the signatures.**

**Best Practice:** File more than the required number of signatures since it is possible for signatures to be challenged. If there are signatures on a petition that should not be included, simply draw a line through the names. Those signatures will not be counted.

- Make a copy of nominations papers for own records.**

- Bind nomination papers together.**

Nomination papers may be rejected without examination if not bound together.

**Best Practice:** Use staples or a three-ring binder.

- File both the affidavit and nomination petitions at the same time.**

- File as early as possible.**

Nomination papers will be inspected for completeness before they are accepted for filing. If nomination papers are filed early, candidates may have time to correct any errors in rejected papers and resubmit them.

Nomination papers may be filed in person or by mail. When filing by mail, postmark dates are irrelevant. The school secretary must receive the papers by 5 p.m. on the filing deadline. If candidates would like to be contacted when their nomination papers have been received, they should indicate that when they mail their papers and include a daytime phone number at which they can be reached.

**Important Note:** It is the responsibility of the candidate to ensure the nomination papers are received by the school secretary before the deadline.

## Frequently Asked Questions

### **Can I run for more than one office?**

No. If a candidate files nomination papers for more than one office appearing on the same ballot, the candidate must file an affidavit on or before the last day to file candidate nomination papers declaring the one office for which the candidate wishes to run. If the affidavit is not filed, the candidate's name cannot appear on the ballot for any of the offices for which the person filed nomination papers.

**Exception:** This prohibition against seeking more than one office does not apply to:

- County agricultural extension council members or
- Soil and water conservation district commissioners.

[§39.11, 49.41]

### **Can I hold more than one office?**

Statewide elected officials, state senators, and state representatives cannot hold more than one elective office at time.

All other elected officials cannot hold more than one elective office at the same level of government at a time. For example, a person could serve on the school board and county board of supervisors, but a person could not serve on the county board of supervisors and serve as county auditor.

**Exception:** This prohibition against holding more than one office does not apply to:

- County agricultural extension council members or
- Soil and water conservation district commissioners.

[§39.11]

### **What is the Hatch Act?**

The Hatch Act restricts the political activities of people principally employed by state or local government executive agencies in connection with a program financed in whole or in part by federal loans or grants. For more information, contact:

U.S. Office of Special Counsel – Hatch Act Unit  
1730 M. Street, N.W. Suite 218  
Washington, D.C. 20036-4505  
1-800-854-2824 or 202-254-3650  
[hatchact@osc.gov](mailto:hatchact@osc.gov)  
[www.osc.gov/hatchact.htm](http://www.osc.gov/hatchact.htm)



**Who do I contact for questions about nomination papers, filing procedures, and lists of registered voters?**

The Elections Division of the Secretary of State's Office is available to assist with questions about the filing process and to provide lists of registered voters.

- Phone: 1-888-SOS-VOTE or 515-281-0145
- Email: [sos@sos.iowa.gov](mailto:sos@sos.iowa.gov)
- Mail: Lucas Building, 1<sup>st</sup> Floor  
321 E. 12<sup>th</sup> Street  
Des Moines, IA 50319

The Secretary of State's website also provides useful information for candidates on these topics: <http://sos.iowa.gov/elections/candidates/index.html>.

**Where can I find information about campaign disclosure and ethics requirements?**

For information about candidates' ethics and campaign filing responsibilities and deadlines, please contact the Iowa Ethics and Campaign Disclosure Board at 515-281-4028 or [www.iowa.gov/ethics](http://www.iowa.gov/ethics).

## 2015 School Election Candidates' Calendar

Date	Event	Code Cite
Monday, July 10	<b>Candidate Filing Begins.</b> First day to file nomination papers with the school secretary or community college board secretary.	§260C.15(3), 277.4(1)
Saturday, July 29	<b>Last Day for Vacancies.</b> Vacancies on school board or community college occurring on or before today must be filled at the school election.	§69.12(1)(a)(3), 260C.11(1) 279.6
Thursday, August 3 5 p.m.	<b>Candidate Filing Deadline.</b> Last day to file nomination papers with the school secretary or community college board secretary. Deadline is 5 p.m.	§260C.15(3), 277.4(1)
Tuesday, August 8 – 5 p.m.	<b>Candidate Withdrawal Deadline.</b> Last day for candidates to withdraw by filing a written request with the school secretary. Deadline is 5 p.m.	§277.4(4)
	<b>Candidate Objection Deadline.</b> Last day to file written objections to nomination papers or eligibility of a candidate with school or community college board secretary.	§260C.15(4), 277.5
Monday, August 14 – 5 p.m.	<b>Satellite Absentee Voting Station Petition Deadline.</b> A petition requesting a satellite absentee voting station must be filed with the county auditor no later than 5 p.m. <i>This deadline falls on Sunday and is therefore moved to the next business day.</i>	§47.4, 53.11(2)(d)
Monday, August 28	<b>Worry-Free Postmark Date.</b> Mailed voter registrations forms which are postmarked on or before today are considered on time to be pre-registered for the school election even if they are received after Friday, August 28.	§48A.9(3)
Friday, September 1 – 5 p.m.	<b>Voter Pre-Registration Deadline.</b> The deadline to pre-register to vote for the school election is 5 p.m.	§48A.9(1)
	<b>Exception:</b> Mailed registration forms postmarked on or before Monday, August 24, are considered on time even if they are received at 5 p.m. today.	
Friday, September 8 – 5 p.m.	<b>Absentee Ballot by Mail Request Deadline.</b> Last day to request an absentee ballot by mail. Deadline is 5 p.m.	§53.2(1)(b)
Monday, September 11	<b>Absentee Ballot In-Person Deadline.</b> Last day to request and vote an absentee ballot in person at the county auditor's office.	§53.2(1)(a)
	<b>Exception:</b> If the polls open at noon on election day, voters may vote by absentee ballot in person at the auditor's office from 8 a.m. until 11 a.m. on election day.	

Date	Event	Code Cite
Tuesday, September 12	<p><b>School Election Day.</b> Polls are open from 7 a.m. until 8 p.m.</p> <p><b>Exception:</b> The polls may be opened at noon for any school election unless the county auditor receives a petition objecting to the shortened hours.</p> <p>If the polls open at noon, voters may vote by absentee ballot in person at the county auditor's office from 8 a.m. until 11 a.m.</p>	<p>§49.73(1), 260C.15(1), 277.1</p> <p>§49.73(2)</p> <p>§53.2(1)(a)</p>
Wednesday, September 13	<p><b>Special Precinct Board Convened.</b> The county auditor must convene the special precinct board at noon to consider provisional ballots and absentee ballots that were postmarked Monday, September 7, or earlier.</p>	§50.21, 50.22
Friday, September 15	<p><b>County Canvass of Votes for School Districts.</b></p>	§277.20
Monday, September 19 – 5 p.m.	<p><b>Recount Request Deadline.</b> Written requests for a recount must be filed in the county auditor's office by 5 p.m. on the third day after the canvass.</p>	§50.48(1)(a)
Monday, Sept. 25	<p><b>Control County Canvass of Votes for Community Colleges.</b> Canvass of county abstracts for community colleges by the board of supervisors of the control county. The canvass may also be conducted at the last regular board of supervisors meeting in September.</p>	§260C.15(5)
Thursday, October 5 (school districts)	<p><b>Contest Notice Deadline for School Districts.</b> Statement of intent to contest election must be filed in the county auditor's office within 20 days after the day the apparent winner was declared elected.</p>	§57.6, 62.5(1), 277.22
*Date varies for community colleges.	<p><b>Important Note:</b> This date will vary for community colleges depending on when the canvass occurs.</p>	
Monday, October 23	<p><b>Notice of Election Contest Deadline for Community College Candidates.</b> Statement of intent to contest election must be filed in the county auditor's office within 20 days after the day when the apparent winner was declared elected.</p>	§57.6, 62.5, 277.22
*Date varies for community colleges.	<p><b>Important Note:</b> This date will vary for community colleges depending on when the canvass occurs. <i>If the deadline falls on Sunday, the deadline is moved to the next business day.</i></p>	§47.4



## Signature Requirements for the 2017 Regular School Board Election

### Signature Requirements for Community College Board of Trustees

The minimum number of signatures is at least 50 from the director district.

#### Kirkwood Community College/Merged Area X

- Director District 1: 50
- Director District 3: 50
- Director District 6: 50
- Director District 7: 50
- Director District 9: 50

### Signature Requirements for School Board

The minimum number of signatures needed depends on the number of registered voters in the school district as of May 1, 2017.

For school districts with fewer than 1,000 registered voters, the minimum number of signatures is 10.

For school districts with more than 1,000 registered voters, the minimum number of signatures is 1% of the number of registered voters or 50, whichever is less.

#### Alburnett Community School District

- Director at Large (2 Positions): 24

#### Cedar Rapids Community School District

- Director at Large: 50
- Director District 2: 50
- Director District 3: 50

#### Center Point - Urbana Community School District

- Director at Large: 42
- Director District 1: 42

#### Central City Community School District

- Director at Large (3 Positions): 20

#### College Community School District

- Director at Large: 50
- Director District 2: 50
- Director District 5: 50

#### Linn-Mar Community School District

- Director at Large (3 Positions): 50

#### Lisbon Community School District

- Director at Large (2 Positions): 23

#### Marion Independent School District

- Director at Large (3 Positions): 50

#### Mount Vernon Community School District

- Director at Large (3 Positions): 48

#### North Linn Community School District

- Director District 1: 24
- Director District 2: 24
- Director District 3 (2 Positions): 24

#### Springville Community School District

- Director at Large (2 Positions): 19





## Campaign Sign Information

County auditors **do not** control campaign signs in Iowa. The Iowa Ethics and Campaign Disclosure Board is in charge of what you can put on your campaign signs. Local Planning and Zoning boards are in charge of where you can put your campaign signs.

We want you to understand the state and local laws and recommend campaigns learn about the content and placement of campaign signs.

Website link to the laws for the State of Iowa, the City of Cedar Rapids, City of Marion, and rural Linn County are listed on this page. Please look up the laws online or contact the correct group for the latest version.

If you want to place signs in other cities within the county, please contact that city directly for any additional restrictions.

Contact numbers for information and enforcement are as follows:

<b>Iowa Ethics and Campaign Disclosure Board:</b>	<u><a href="tel:515-281-4028">515-281-4028</a></u>
<b>Cedar Rapids Building and Zoning:</b>	<u><a href="tel:319-286-5836">319-286-5836</a></u> <a href="mailto:Zoning@cedar-rapids.org">Zoning@cedar-rapids.org</a>
<b>City of Marion Planning &amp; Development:</b>	<u><a href="tel:319-743-6320">319-743-6320</a></u>
<b>Linn County Planning &amp; Development:</b>	<u><a href="tel:319-892-5130">319-892-5130</a></u> <a href="mailto:plan_dev@linncounty.org">plan_dev@linncounty.org</a>
<b>Linn County Secondary Roads:</b>	<u><a href="tel:319-892-6400">319-892-6400</a></u>

**Code of Iowa, Chapter 68A.406: Campaign signs — yard signs.**  
<https://www.legis.iowa.gov/docs/code/68a.406.pdf>

**City of Cedar Rapids, Municipal Code Chapter 33E: Sign Code**  
[https://www.municode.com/library/ia/cedar\\_rapids/codes/code\\_of\\_ordinances?nodeld=CH33ESICO](https://www.municode.com/library/ia/cedar_rapids/codes/code_of_ordinances?nodeld=CH33ESICO)

**City of Marion, Zoning Code Chapter 176.31: Signs**  
<http://www.cityofmarion.org/home/showdocument?id=4521>

**Unincorporated Linn County, County Ordinance Chapter 41 Unified Development Code, Article 5: General Regulations**  
<http://www.linncounty.org/DocumentCenter/View/724>



**State of Iowa  
Affidavit of Candidacy**

**Candidate's Name** (exactly as it should appear on the ballot – no titles, parentheses, or quotation marks): \_\_\_\_\_

**Candidate's Name Sounds Like** (phonetic spelling): \_\_\_\_\_

**Office Sought:** \_\_\_\_\_ **District or Ward** (if any): \_\_\_\_\_

**Vacancy** – Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?  Yes  No

**Type and Date of Election:**

- Primary on \_\_\_/\_\_\_/\_\_\_       General on \_\_\_/\_\_\_/\_\_\_       City on \_\_\_/\_\_\_/\_\_\_  
 School on \_\_\_/\_\_\_/\_\_\_       Special on \_\_\_/\_\_\_/\_\_\_

**Candidate's Affiliation** (only complete for partisan offices or Ch. 44 city nominations):

- Democratic       Republican  
 Not affiliated with any organization  
 Name of Non-Party Political Organization: \_\_\_\_\_

No more than 5 words and exactly as it should appear on the ballot.

**Candidate's Home Address:**

Street (no P.O. boxes) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

**Candidate's Mailing Address** (if different than above):

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

**Candidate's Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Candidate's Affirmation**

*I swear (or affirm) that the information provided on this form is correct. I will be qualified to hold this office and if I am elected, I will qualify by taking the oath of office. I know that I cannot hold public office if I have been convicted of a felony or other infamous crime and my rights have not been restored by the governor or by the president of the United States.*

*I know that I am required to organize a candidate's committee, which shall file an organization statement and disclosure reports if I (or my committee) receive contributions, make expenditures, or incur indebtedness in excess of \$1,000 in a calendar year for the purpose of supporting my candidacy for public office. (This does not apply to candidates for federal office.)*

*I know that I cannot be a candidate for more than one office to be filled at this election (except in the case of county agricultural extension council or soil and water conservation district commission).*

**Candidate's Signature:** \_\_\_\_\_  
Must be signed in the presence of a notary.

State of: \_\_\_\_\_ County of: \_\_\_\_\_

Signed and sworn (or affirmed) before me on date of: \_\_\_\_\_

(Stamp)

By: \_\_\_\_\_  
Print Candidate's Name

Notary Signature: \_\_\_\_\_

Notary Title: \_\_\_\_\_

## State of Iowa Nomination Petition for Non-Partisan Office

### Candidate Information

Name of Candidate: \_\_\_\_\_ Office Sought: \_\_\_\_\_

Candidate's County of Residence: \_\_\_\_\_ Candidate's City of Residence: \_\_\_\_\_

Type and Date of Election:

General on \_\_\_/\_\_\_/\_\_\_     Special on \_\_\_/\_\_\_/\_\_\_     School on \_\_\_/\_\_\_/\_\_\_     City on \_\_\_/\_\_\_/\_\_\_

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?     No     Yes

*For School Elections Only*

School District: \_\_\_\_\_ School Director District (if any): \_\_\_\_\_

*For City Elections Only*

Office Ward (if any): \_\_\_\_\_

*For Other Elections Only*

Office District (if any): \_\_\_\_\_

*We, the undersigned eligible electors of the appropriate county, city, school district, school or community college director district, or other district as established by law, and the state of Iowa hereby make the nomination outlined above. If the candidate named above accepts the nomination, we believe the candidate is or will be a resident of the appropriate county, city, school district, school or community college director district, or other district established by law as required by law.*

Sign your name	Address where you live in Iowa		Today's Date
	House number and street	City	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

## State of Iowa Nomination Petition for Community College Trustee

### Candidate Information

Name of Candidate: \_\_\_\_\_ Office Sought: \_\_\_\_\_  
 Candidate's County of Residence: \_\_\_\_\_ Candidate's City of Residence: \_\_\_\_\_  
 Type and Date of Election:     School on \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?     No     Yes  
 Community College District: \_\_\_\_\_ Director District: \_\_\_\_\_

*We, the undersigned eligible electors of the community college director district and the state of Iowa, hereby make the nomination outlined above. If the candidate named above accepts the nomination, we believe the candidate is or will be a resident of the community college director district as required by law.*

Sign your name	Address where you live in Iowa			Today's Date
	House number and street	City	School District	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				



**September 12, 2017 Regular School Board Election  
Signature Quantity List**

**Signature Requirements for School Board**

The minimum number of signatures needed will depend on the number of registered voters in the school district as of May 1, 2017.

Signature requirements for candidates who are elected only by the voters of a director district are based on the number of registered voters in the director district.

# Process for Filing Nomination Papers – School Elections

## Overview

You must file an Affidavit of Candidacy and collect signatures on Nomination Petitions to run for a school board position. Mark on your Nomination Petitions if you are running at large or in a district before you have people sign the petitions. File your paperwork with the school board or community college secretary during the filing period.

In 2017, the filing period begins on Monday, July 10th and ends at 5:00 PM on Thursday, August 3rd.

## Filing Process

### 1. Turn in Nomination Petition and Affidavit of Candidacy

Turn in your paperwork to the school board or community college secretary. You may find a list of school board and community college secretaries at <http://www.linncounty.org/DocumentCenter/Home/View/2937>.

### 2. The Board Secretary Reviews Paperwork

The Board Secretary will review paperwork using the checklist provided by the Secretary of State's Office. If your paperwork meets the requirements, staff will accept the papers, add a date and time stamp, and formally receive them. Paperwork that doesn't meet the requirements will have the errors marked, papers will be stamped "rejected", and they will be returned to the candidate.

*Please note: Paperwork that has been accepted cannot be returned to the candidate or changed in any way.*

### 3. Public Views and Reviews Paperwork

Once the candidate paperwork has been delivered the Auditor's Office, the paperwork will be uploaded to our website and kept on file for the public to review. The public can view the paperwork during our normal office hours, Monday through Friday, 8 AM to 5 PM. During this time, if the public finds an error or objects to something in the paperwork, they can object to the paperwork by turning in a written objection. Objections can be turned in up to 5 days after the candidate filing period ends.

*Please note: If an objection is filed, a public hearing will be held to listen to the objection and determine if the candidate's name can appear on the ballot.*

## Candidate Withdrawal

If you want to take your name off the ballot, you can turn in a written statement to the Auditor's Office. Withdrawal statements can be turned in up to 5 days after the candidate filing period ends.

If your paperwork is accepted by the Auditor's Office and no objections are filed (or objections are overruled), your name will appear on the ballot.

### **Tips for Successful Filing**

- Turn in paperwork early, not on the very last day. If your paperwork has mistakes, you will need time to correct them and gather more signatures.
- Review the sample forms provided in the candidate packet.
- Review the “Checklist for Reviewing Nomination Papers.” This is the checklist that our office uses to review your paperwork.
- Fill in the header of one petition page, check to make sure it’s complete and correct, then photocopy as many pages as you need.
- Fill in all spaces. Use “N/A” if a space doesn’t apply to you.
- Gather more than the minimum number of signatures that you need. We recommend that you collect 20% more if possible.
- Only let your supporters sign your petition once.
- Have your supporters use their street address, not a P.O. Box. Signatures with P.O. Boxes are not counted.
- Only let your supporters sign the front of your petition. Signatures on the back of a petition can only be counted if the header information is also on the back.
- Have friends or campaign team members review your papers before you file.
- Use a form substantially the same as the one provided in the packet. If you use a different form, it must be on 8 1/2 x 11” paper and have all of the required information

**State of Iowa  
Affidavit of Candidacy**

**Candidate's Name** (exactly as it should appear on the ballot – no titles, parentheses, or quotation marks):

Patrick Candidate

**Candidate's Name Sounds Like** (phonetic spelling): \_\_\_\_\_

**Office Sought:** Sample Comm. School Dist. Board Director

**District or Ward** (if any): # of District or At-Large

**Vacancy** – Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

Yes

No

**Type and Date of Election:**

Primary on \_\_\_/\_\_\_/\_\_\_

General on \_\_\_/\_\_\_/\_\_\_

City on \_\_\_/\_\_\_/\_\_\_

School on 09 / 12 / 17

Special on \_\_\_/\_\_\_/\_\_\_

**Candidate's Affiliation** (only complete for partisan offices or Ch. 44 city nominations):

Democratic

Republican

Not affiliated with any organization

Name of Non-Party Political Organization: \_\_\_\_\_

No more than 5 words and exactly as it should appear on the ballot.

**Candidate's Home Address:**

1234 Election Ave

Sample City

IA

55555

Linn

Street (no P.O. boxes)

City

State

Zip

County

**Candidate's Mailing Address** (if different than above):

Street

City

State

Zip

County

**Candidate's Phone:** 555-555-5555

**Email:** pcandidate@email.com

**Candidate's Affirmation**

*I swear (or affirm) that the information provided on this form is correct. I will be qualified to hold this office and if I am elected, I will qualify by taking the oath of office. I know that I cannot hold public office if I have been convicted of a felony or other infamous crime and my rights have not been restored by the governor or by the president of the United States.*

*I know that I am required to organize a candidate's committee, which shall file an organization statement and disclosure reports if I (or my committee) receive contributions, make expenditures, or incur indebtedness in excess of \$1,000 in a calendar year for the purpose of supporting my candidacy for public office. (This does not apply to candidates for federal office.)*

*I know that I cannot be a candidate for more than one office to be filled at this election (except in the case of county agricultural extension council or soil and water conservation district commission).*

**Candidate's Signature:** \_\_\_\_\_

Must be signed in the presence of a notary.

State of: \_\_\_\_\_ County of: \_\_\_\_\_

(Stamp)

Signed and sworn (or affirmed) before me on date of: \_\_\_\_\_

By: \_\_\_\_\_  
Print Candidate's Name

Notary Signature: \_\_\_\_\_

Notary Title: \_\_\_\_\_

## State of Iowa Nomination Petition for Non-Partisan Office

### Candidate Information

Name of Candidate: Pat Candidate Office Sought: Sample School Dist. Board of Directors

Candidates County of Residence: Linn Candidates City of Residence: Sample City

Type and Date of Election:

General on \_\_\_ / \_\_\_ / \_\_\_     Special on \_\_\_ / \_\_\_ / \_\_\_     School on 09 / 12 / 17     City on \_\_\_ / \_\_\_ / \_\_\_

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?     No     Yes

*For School Elections Only*

School District: Sample Community School District    School Director District (if any): # of Dist. or At-Large

*For City Elections Only* \_\_\_\_\_

Office Ward (if any): \_\_\_\_\_

*For Other Elections Only* \_\_\_\_\_

Office District (if any): \_\_\_\_\_

*We, the undersigned eligible electors of the appropriate county, city, school district, school or community college director district, or other district as established by law, and the state of Iowa hereby make the nomination outlined above. If the candidate named above accepts the nomination, we believe the candidate is or will be a resident of the appropriate county, city, school district, school or community college director district, or other district established by law as required by law.*

Sign your name	Address where you live in Iowa		Today's Date
	House number and street	City	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

State of Iowa  
Checklist for Reviewing Nomination Papers

Sample

**Affidavit of Candidacy**

Required Element	Action to Take if Missing
Candidate's Name	Reject
Name Pronunciation	Do nothing
Office Sought	Reject
District or Ward (if applicable)	Reject when it is impossible to determine for which district or ward the candidate is filing
To Fill a Vacancy	Reject when box not marked "yes" if the office will appear on the ballot as "to fill vacancy" and it is impossible to determine for which office the candidate is filing
Type and Date of Election	Do nothing if it is obvious the candidate is filing papers for a particular election
Party Affiliation	Reject if candidate is filing for the primary election or a special election to fill a vacancy in a partisan office
Home Address	Do nothing
Mailing Address	Do nothing
Phone and Email	Do nothing
Candidate's Signature	Reject
Notarization, including notary signature	Reject

**Nomination Petition Header**

Required Element	Action to Take if Missing
Candidate's Name	Reject
Office Sought	Reject
District or Ward (if applicable)	Reject when it is impossible to determine for which district or ward the candidate is filing
To Fill a Vacancy	Reject when box not marked "yes" if the office will appear on the ballot as "to fill vacancy" and it is impossible to determine which office the candidate is filing for
Type and Date of Election	Reject
Candidate's Residence Statement	Reject
Petitioners' Residence Statement	Reject if missing on federal and statewide petitions
Candidate's Affiliation	Reject if candidate is filing for the primary election or a special election to fill a vacancy in a partisan office

**Nomination Petition Signature Lines**

Required Element	Action to Take if Missing
Signature of Eligible Elector	Reject
Address of Eligible Elector	Reject if left blank, missing house number or street, or obviously outside applicable district
Date Eligible Elector Signed	Do nothing

**Linn County, Iowa  
Voter List Specifications and Order Form**

**Personal Information** Complete all blanks.

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Information from voter registration records can **only** be used:

- To request a registrant's vote at an election
- For bona fide political research
- For a bona fide official purpose by an elected official
- For a genuine political purpose

***Linn County makes no warranties, expressed or implied, including without limitation, any warranties of merchantability or fitness for a particular purpose. In no event shall Linn County be liable for lost profits or any consequential or incidental damages caused by the use of this voter list and/or voter dataset.***

*I am aware that information from voter registration records may be used lawfully for the reasons listed above. I understand that using the information for any commercial purpose is a serious misdemeanor under Iowa law. I agree to pay the cost of the above ordered list upon delivery.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Lists are produced as soon as possible after an order is received. It can take up to 14 days to prepare a list. Orders received immediately before major elections may be delayed while preparations for the election are finalized.**

**Voter List Blackout Period:** There will be a voter list blackout period forty days prior to General Election Day. A voter list can be requested through the Secretary of State's Office during this time.

Cancel this order if the list cannot be completed by (date): \_\_\_\_\_

Statewide and congressional lists must be produced by the Secretary of State's Office. Linn County may only produce lists for districts of which are wholly in the county.

**Price for Lists:**

- The minimum data charge is \$10.00 for voter lists 20,000 records or less. For lists more than 20,000 records, the cost is \$0.50 per 1,000 records.

**Additional Pricing Information**

- Paper voter list cost \$0.10 per page plus any data charge(s).
- Household mailing labels cost \$0.27 per sheet (30 labels per sheet) plus any data charges.
- Our department will email a paid voter list for free if requested.
- Our department will create a CD-ROM with a paid voter list for free if requested.

**Acceptable Payment Methods – New as of March, 2015:**

- Cash
  - Cash payments **must** be for the **exact** amount.
  - Our department does not have cash on hand for making change.
- Check
  - Check payments **must** be for the **exact** amount.
  - Please make checks payable to Linn County **Treasurer**.
- Credit Card
  - **Free** service. No convenience fee.

**Data** Describe the voters to be included. Specify that which differentiates them from the ones you do not want included.

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Do you want inactive voters?  Yes  No *Registration records become "inactive" when evidence shows that a voter has moved from the address where registered.*

**List Type** Check one or more of the boxes below.

- Electronic List**       Email     CD-ROM

The records will include the registration address, mailing address, and the name and code of the precinct. **Social Security numbers, driver license numbers, and non-operator ID numbers are not included in any list.**

Do you want vote history?  Yes  No      *Vote history is only available for electronic lists.*

Vote history from up to eight (8) specific election dates:

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

- Paper (printed) List**

In what sequence do you want the voters listed? (by last name, by precinct, etc.) \_\_\_\_\_

- Household Mailing Labels** - *This will produce one mailing label for each unique address.*
- Absentee Reports**

**Delivery** Check one box below.

- Pick up at the Linn County Election Services Department, where I will pick up and pay for the list.
- Email the list to: \_\_\_\_\_.

**Send the completed form to:**

Linn County Election Services Department  
935 2<sup>nd</sup> Street Southwest  
Cedar Rapids, IA 52404  
Phone: (319) 892-5300 Fax: (319) 892-5359  
Email: [eric.loecher@linncounty.org](mailto:eric.loecher@linncounty.org)



**Data Charges for Voter Records**

<b>Description</b>	<b>Rate</b>	<b>Notes</b>
Voter Records	\$0.0005 per record	\$10.00 Minimum Charge
Absentee Reports	\$25.00 per Election	Comes in a text file format
Street Directory	\$10.00	PDF version free by email

**Data Services**

<b>Description</b>	<b>Rate</b>	<b>Notes</b>
Map Design, Data Prep	\$60/hour - minimum \$15.00	need prior notification
Rates to be figured in 15-minute intervals after minimum fee. Time will be rounded to the next highest interval. Obtain payment in advance for all orders unless an invoice is being sent with product.		

**Printed Products**

<b>Description</b>	<b>Rate</b>	<b>Notes</b>
<b>Materials &amp; Printing Costs</b>		
Plain Paper (print or photocopy)	\$0.10 per sheet for B&W	\$0.11 per sheet for duplex
	\$0.15 per sheet for color	\$0.21 per sheet for duplex
Three Hole Punched Paper (print or photocopy)	\$0.12 per sheet for B&W	\$0.13 per sheet for duplex
	\$0.17 per sheet for color	\$0.23 per sheet for duplex
Labels (30 labels per sheet) (print or photocopy)	\$0.27 per sheet	no duplexing
	no color labels	no duplexing

**Printed Map Products**

<b>Description</b>	<b>Rate</b>	<b>Notes</b>
<b>Printed Maps</b>		
Letter	\$1/pg	solid fill patterns \$2/pg
Ledger	\$2/pg	solid fill patterns \$4/pg
ARCH or ANSI C	\$4/pg	solid fill patterns \$8/pg
ARCH or ANSI D	\$8/pg	solid fill patterns \$16/pg
ARCH or ANSI E	\$16/pg	solid fill patterns \$32/pg
Larger than ARCH or ANSI E	starting at \$20/pg	
<b>Copies</b>	\$0.25/page up to ledger size	
<b>Mailing Maps</b>	Production cost plus postage	
PDF maps are provided for free online at <a href="http://www.linncountyelections.org">http://www.linncountyelections.org</a>		