

**2017
Fall Election
Riley County
“City and School Candidates”**



Election Dates
Primary Election – August 1, 2017 (if needed)
General Election – November 7, 2017
Filing Deadline
June 1, 2017: 12:00 p.m. noon

Filing Information for City/School 2017
Deadline June 1st, 2017, 12:00 p.m. Noon

All candidates must file with the Riley County Clerk's Office, 110 Courthouse Plaza.

Cities (K.S.A. 25-2110)

File at the Riley County Clerk's Office

- **Manhattan City** (First Class) \$20.00 Filing fee
 \$50.00 Report fee
 \$70.00 Total

You may also file by petition with 50 Valid Signatures or 1% of ballots cast at last city general election, whichever is less, plus the \$50.00 report fee.

- **Leonardville City** (Third Class) - \$20.00 filing fee OR a petition with valid signatures not less than 10% of the ballots cast at the last general city election. File with the Riley County Clerk's Office.
- **Ogden City** (Third Class) - \$20.00 filing fee OR a petition with valid signatures not less than 10% of the ballots cast at the last general city election. File with the Riley County Clerk's Office.
- **Riley City** (Third Class) - \$20.00 filing fee OR a petition with valid signatures not less than 10% of the ballots cast at the last general city election. File with the Riley County Clerk's Office.
- **Randolph City** (Third Class)-\$20.00 filing fee OR a petition with valid signatures not less than 10% of the ballots cast at the last general city election. File with the Riley County Clerk's Office.

Schools (K.S.A. 25-2020)

File at the Riley County Clerk's Office

- **U.S.D. 383- Voting Plan A (At Large)**
3 at large Positions- \$20.00 Filing Fee OR petition with 50 valid signatures
- **U.S.D. 378- Voting Plan B (Vote by District in Primary and Vote by Large in General)**
Positions 4, 5, and 6
\$20.00 Fee OR petition with valid signatures of 10% of electors in district
- **U.S.D. 384- Voting Plan C (Vote by District in Primary and General)**
Dist 1 Position 4, Dist 2 Position 5, and Dist 3 Position 6
\$20.00 Fee OR petition with valid signatures of 10% of electors in district

I. Filing Requirements -Candidates for City of Manhattan

Candidates are required to file the following documents:

Declaration of Intention

- Form is provided by and is filed with the **County Clerk's Office**.
- Election Office sends a copy of the declaration to the Kansas Commission on Governmental Standards and Conduct (KCGSC) for the purpose of campaign finance reporting.

Statement of Substantial Interest

- Form is provided by and is filed with the **County Election Office**.
- Completed form is due no later than ten (10) days after the filing deadline.

Appointment of Treasurer

- Form is provided by County Election Office or KCGSC.
- Completed form is filed with the Election Office.
- Election Office forwards a copy of the completed form to the KCGSC.
- Candidates have ten (10) days after filing, to appoint a treasurer and an additional ten (10) days to file the Appointment of Treasurer form.
- **Candidates may not take in or spend any campaign funds until the Appointment of Treasurer is filed.**

KCGSC Affidavit of Exemption from Filing Receipts and Expenditures Reports

- Form is provided by Election office of KCGSC.
- Completed form is filed with the Election Office.
- Election Office forwards a copy of the completed form to the KCGSC.
- If a candidate anticipates receiving and spending less than \$1000.00 in the Primary Election and anticipates receiving and spending less than an additional \$1000.00 in the General Election, he/she can file an Affidavit of Exemption. This affidavit waives the need for a candidate's treasurer to file campaign Receipts and Expenditures Reports.
- A First Class City candidate must still appoint a treasurer and file an Appointment of Treasurer form **even if an Affidavit of Exemption is filed.**

Receipts and Expenditures Report

- Reporting form is provided by the election office or the KCGSC.
- Completed reporting form is filed with the Election Office.
- Election Office forwards a copy of the report to the KCGSC.
- During an election cycle, three (3) Receipts and Expenditures Reports are required for First Class City Candidates: (1) a pre primary election report; (2) a pre-general election report; and (3) an early January wrap-up report.

II. Filing Requirements for Small Cities and School Districts:

Riley County Small Cities (Leonardville, Ogden, Randolph and Riley)

Riley County Unified School Districts- USD 378, USD 383, USD 384

Candidates are required to file the following documents:

Declaration of Intention

- Form is provided by and is filed with the County Clerk's Office.

Statement of Substantial Interest

- Form is provided by and is filed with the County Election Office.
- Completed form is due no later than ten (10) days after the filing deadline.

Affidavit of Exemption from Filing Receipts and Expenditures Reports

- Form is provided by the County Election Office.
- Completed form is filed with the Election Office.
- If a candidate anticipates receiving and spending less than \$1000.00 in the Primary Election and anticipates receiving and spending less than an additional \$1000.00 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.

Itemized Statement of Campaign Receipts and Expenditures

- Reporting form is provided by the County Election Office.
- Completed reporting form is filed thirty (30) days after each primary, general or special Election.

In addition to reporting all campaign expenditures, these candidates are now required to itemize contributions in excess of \$50.00. Itemizing means listing the name and address of the contributors, the date on which the contribution is received and the amount of the contribution.



**KANSAS SECRETARY OF STATE
City/School Candidate's
Declaration of Intention**

1. Name <small>List exactly as it will appear on ballot, including all punctuation.</small>			
2. City			
3a. Office sought		3b. District Number	
4. Term	<input type="checkbox"/> Regular <input type="checkbox"/> Unexpired	5. Preferred title <small>Used for mailing purposes.</small>	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.
6. Residential address <small>Provide a street or rural route. Do not leave blank.</small>	Address		
	City	County	Zip
7. Mailing address <small>Complete if mailing address is different from above.</small>	Address		
	City	State	Zip
8. Telephone number	Home	Work	Cell
9. Email address			

10. I declare that I intend to become a candidate for the above-stated office at the appropriate election.			
Signature of Candidate X		Today's Date:	Mo. Day Yr.
County Election Officer or City Clerk X		Deputy Election Officer X	

Audio Pronunciation Guide

Stressed Vowel Sounds

EE	(FEET) feet	U	(FUL) full
I	(FIT) fit	OO	(FOOD) food
E	(BED) bed	OU	(FOUND) found
A	(KAT) cat (KAD) cad	O	(FO) foe
AH	(FAH-thur) father (PAHR) par	EI	(FEIT) fight
AH	(HAHT) hot (TAH-dee) toddy	AI	(FAIT) fate
UH	(FUHI)fudge (FLUHD)flood	OI	(FOIL) foil
UH	(CHUHRCH) church	YOO	(FYOOR-ee-uhs) furious
AW	(FAWN) fawn		

Unstressed Vowel Sounds

uh	(SO-fuh) sofa (FING-guhr) finger
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Certain Vowel Sounds with R

AHR	(PAHR) par
ER	(PER) pair
IR	(PIR) peer
OR	(POR) pour
OOR	(POOR) poor
UHR	(PUHR) purr

Consonant Sounds

B	(BED) bed	R	(RED) red
D	(DET) debt	S	(SET) set
F	(FED) fed	T	(TEN) ten
G	(GET) get	V	(VET) vet
H	(HED) head	Y	(YET) yet
HW	(HWICH) which	W	(WICH) witch
J	(JUHG) jug	CH	(CHUHRCH) church
K	(KAD) cad	SH	(SHBEP) sheep
L	(LAM) lame	TS	(ITS) its (PITS-feeld) Pittsfield
M	(MAT) mat	TH	(THEI) thigh
N	(NET) net	TH	(THEI) thy
NG	(SING-uhr) singer	ZH	(A-zuhr) azure (VI-zuhn) vision
P	(PET) pet	Z	(GOODZ) goods

Printed name: _____

Phonetic spelling: _____

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

This is an (Check one) Initial Appointment Amended Statement
(Please Type or Print)

CANDIDATE

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

TREASURER

Date Appointed		
Name		
Address		
City	Zip Code	
Home Telephone	Business Telephone	

OR CANDIDATE COMMITTEE

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

SIGNATURE

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

(Date)

(Signature of Candidate)

SEE REVERSE SIDE FOR INSTRUCTIONS

INSTRUCTIONS

This form must be completed by each candidate for local office and filed with your County Election Officer. A candidate must appoint a treasurer, or in lieu thereof a candidate committee, not later than ten (10) days after becoming a candidate. This form must be filed not later than ten (10) days following such appointment. Also, a new form must be filed whenever there is a change in treasurers or other information previously reported.

For further information contact: Kansas Governmental Ethics Commission
109 West 9th, Suite 504
Topeka, Kansas 66612
Ofc 785-296-4219
Fax 785-296-2548

STATEMENT OF SUBSTANTIAL INTERESTS FOR LOCAL OFFICE

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

PLEASE TYPE OR PRINT

A. IDENTIFICATION:

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

B. OFFICE SOUGHT, HELD OR APPOINTED TO:

List Name of Office	
Position	District

CONTINUED ON NEXT PAGE

Date received (Official use only)

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

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

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

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

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

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

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

	NAME OF BUSINESS		ADDRESS	TYPE OF BUSINESS
1.				
2.				

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

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

	NAME OF BUSINESS		ADDRESS	TYPE OF BUSINESS
1.				
2.				

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

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

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

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

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

H. DECLARATION:

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

Date

Signature of Person Making Statement

NUMBER OF ADDITIONAL PAGES ____.

**AFFIDAVIT OF EXEMPTION
FROM FILING RECEIPTS AND EXPENDITURES REPORTS
BY A CANDIDATE FOR COUNTY OFFICE**

IF YOU ANTICIPATE RECEIVING OR EXPENDING \$1,000 IN THE PRIMARY, EXCLUSIVE OF THE CANDIDATE FILING FEE, OR \$1,000 IN THE GENERAL ELECTION, THIS FORM MAY NOT BE USED.

Instructions: This form may be used by any candidate for county office who qualifies for the exemption. **IT MUST BE FILED WITH THE COUNTY ELECTION OFFICER, IN THE COUNTY IN WHICH THE CANDIDATE IS ON THE BALLOT, PRIOR TO July 25, 2016.** If a candidate qualifies for this exemption, he or she still must appoint a treasurer or candidate committee and the treasurer must maintain the required records. (K.S.A. 25-4144) See reverse for examples.

PLEASE PRINT OR TYPE

A. Name of Candidate _____
Address _____ City _____ Zip Code _____
Home Telephone _____ Business Telephone _____
Office Sought _____ District No. _____

B. Affidavit:
State of Kansas)
County of _____)

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 (\$1,000) 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 (\$1,000) 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 (\$1,000) 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 (\$1,000) 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 three (3) days of the date of such excess file all past due Receipts and Expenditures Reports and shall file all such future reports on the dates required by K.S.A. 25-4148. (K.S.A. Supp. 25-4174)

(Date)

(Signature of Candidate)

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20 _____

(Notary Public)

(Seal)

My Appointment Expires _____, 20 _____

Example 1: Candidate A intends to receive contributions of less than \$1,000 and make expenditures of less than \$1,000 in the primary election period. Candidate A does, however, intend to receive contributions in excess of \$1,000 during the general election period. He also intends to make expenditures (either actual or contractual) of more than \$1,000 during the general election period. Candidate A cannot properly file the affidavit of exemption. He must file all reports at the times required by K.S.A. 25-4148.

Example 2: Candidate B meets all of the tests for exemption from filing the reports but fails to file the affidavit until after the date the first report for the primary election is due. Candidate B must file all reports since the affidavit was not filed in a timely manner.

Example 3: Candidate C intends to receive contributions and make expenditures of less than \$1,000 in each the primary and general election period; however, the \$1,000 limit was exceeded during the general election period. Candidate C shall within three (3) days of the date of such excess file all past due reports and shall file all such future reports on the dates required by K.S.A. 25-4148.

IF YOU HAVE ANY QUESTIONS CONCERNING THIS AFFIDAVIT,
PLEASE CONTACT THE
GOVERNMENTAL ETHICS COMMISSION
901 S. Kansas Avenue
Topeka, Kansas 66612
office (785) 296-4219
fax (785) 296-2548

2017 Placement of Political Signs

Political campaigns generally involve the use of signs; therefore, the City and County find it helpful to remind candidates and campaign organizations of sign regulations. Please distribute this information to your campaign workers.

No sign permit is required, and there are no restrictions limiting the time period when political signs can be erected or removed. In addition, political signs are not subject to the Zoning District Regulations in which the signs are posted.

Below is a general overview of requirements related to campaign signage. The most common violation of the regulations is the placement of signs in public right-of-ways.

- Similar to other types of signs, the Manhattan Zoning Regulations do not allow campaign signs to be located on public property, or within, or over a public right-of-way. However, campaign signs are permitted on private property.

To ensure that campaign signs are not placed in a public right-of-way along streets, the following guidelines must be followed:

- Where sidewalks exist along a street, signs should always be placed behind the sidewalk. Do not place signs between the sidewalk and the street.
- The curb of the street is not the edge of the public right-of-way. If there is no sidewalk along a portion of a street, signs should be placed at least 15 feet behind the street curb along smaller local streets, and at least 35 feet behind the street curb along Juliette Avenue, which is greater in width than most streets. Anderson Avenue varies in width and where no sidewalk exists; please call the City for assistance in determining placement of signage.
- Major arterial and collector streets such as Seth Child Road, Ft. Riley Boulevard, Tuttle Creek Boulevard, Scenic Drive, Kimball Avenue, US Highway 24, Claflin Road, N. Manhattan Avenue, and College Avenue usually require much greater setbacks and often include right-of-way fences, large drainage ditches, or other unusual conditions. Signs must be placed entirely outside of these areas of the public right-of-way. The City GIS web page, <http://gis.rileycountyks.gov/website/rileyco/default.htm>, and the County GIS web page <http://gis.rileycountyks.gov/>, are both excellent resources for determining the location of the edge of the right-of-way along these and other streets with unusual conditions. However, if you have questions about a particular area, please call the City at 785-587-2412 for assistance.
- Also, please take care to ensure that vehicular and pedestrian vision is not blocked near the intersection of two streets, a street and driveway, or a street and alley.

Please provide Steve Zilkie, Senior Planner with the City of Manhattan with a contact name, phone number and email address for the primary individual(s) responsible for placement of your campaign signage. In the event that a campaign sign is inadvertently placed in a public right-of-way, the City will need to be able to contact that person. You can reach Steve Zilkie at 785-587-2426.

RESOLUTION NO. 063016- 28

A RESOLUTION REGARDING PLACEMENT OF POLITICAL SIGNS IN RILEY COUNTY RIGHT-OF-WAY

WHEREAS, pursuant to K.S.A. 2015 Supp. 25-2711, Riley County is authorized to regulate the size and set-back distance for the placement of political signs on the unpaved right-of-way for county and township roads during the 45-day period prior to any election and the 2-day period following any election, so as not to impede sight lines or sight distance for safety reasons; and

WHEREAS, Riley County Public Works has determined the appropriate limits on set-back distances for political signs in unpaved county right-of-way as necessary in order to maintain public safety.

WHEREAS, political signs may be placed in the unpaved Riley County right-of-way, provided they are placed during an "Election Period" and outside of a "Safety Zone," as defined in this Resolution.

NOW THEREFORE, BE IT RESOLVED BY the Board of County Commissioners of Riley County, Kansas, as follows:

1. K.S.A. 68-545 authorizes Riley County Public Works to remove all obstructions in the county right-of-way adjoining any county or township road, without notice to the owner of those obstructions.
2. For purposes of this Resolution, the term "Election Period" means any period beginning 45 days before and ending 2 days after an election that has been scheduled by the Riley County Clerk.
3. This Resolution applies within the unincorporated area of Riley County to all county and township roads.
4. Sight lines for public road intersections must be maintained so that drivers entering intersections can be aware of each other and make safe operating decisions.
5. Accordingly, for the purposes of this Resolution, Riley County establishes "Safety Zones," defined as follows: (a) the entire width of the county or township road right-of-way extending 300 feet in each direction from the edge of the paved or graveled surface of any intersecting county or township road; and (b) at all other locations, the area from the edge of the paved or graveled surface of the county or township road extending 10

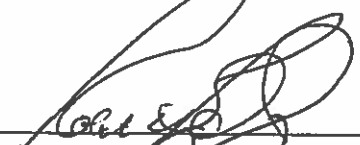
feet into the right-of-way of that road. No political signs may be placed inside a "Safety Zone" during an "Election Period."

6. During an "Election Period," political signs may be placed on private property in accordance with K.S.A. 25-2711, provided they are not placed in a "Safety Zone."
7. The Riley County Public Works Department will enforce the terms of this Resolution in the following manner: (a) any signs placed inside a "Safety Zone" may be removed, relocated, or disposed of, without notice to the owner of the sign; (b) at any time, including during an "Election Period," signs that are otherwise compliant with this Resolution may be removed, relocated, or disposed of, without notice to the owner, to the extent necessary to protect sight lines and sight distances for public safety; and (c) signs that are otherwise compliant with this Resolution may be temporarily removed and replaced and/or relocated by Riley County Publics Works or township maintenance staff as necessary to maintain road rights-of-way.

ADOPTED this 30th day of June 2016.


BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS


Ben Wilson, Chairman


Robert L. Boyd, Jr., Member


Ronald E. Wells, Member

ATTEST:


Rich Vargo, Riley County Clerk

