2016 Filing Requirements for Independent and Write in Candidates

Local Office Requirements only, contact Secretary of State's office for State Office requirements.

Independent Candidates:
Filing Deadline: August 1st at 12:00 noon
Must file in the Riley County Clerk's Office

$50.00 Report Fee required by the Secretary of State's Office.

This is an option for candidates who are not affiliated with any of the recognized political parties. Independent candidates must be nominated by petition. Independent candidates do not run in the primary; they go directly onto the general election ballot.

County Commissioner Independent Candidates must be nominated by petition [KSA 25-303] signed by voters equal in number not less than 4% of the current total of qualified voters in the election district, and in no case not less than 25 nor more than 5,000 qualified voters. Independent candidates for Commissioner are subject to the regular campaign finance reporting requirements of the office for which they are running.

Registered Voters in District 2=9229	**Signatures Required (4%) =369**
Registered Voters in District 3=11,390	**Signatures Required (4%)=456**

These figures are based on Certification to Secretary of State August 1, 2015

Township Offices Independent Candidates may be made by nomination by petition signed by not less than 5% of the current total of qualified voters and not less than 10 such voters of such township. Independent candidates for Township Offices are subject to the regular campaign finance reporting requirements of the office for which they are running.

The deadline for filing their petitions is noon the day before the primary election. The primary election is on the first Tuesday in August. Independent candidates do not run in the primary; they go directly onto the general election ballot. [KSA 25-305].

Write-in Candidate:

Only if no candidates filed for primary, a write-in candidate may be nominated by receiving write-in votes equal to 5% of the total number of registered voters in that election district, based on figures compiled by the Secretary of State. The exception is for township offices, where only three write-in votes are required. No candidate may be required to received more than 5,000 write-in votes to be nominated. [KSA 25-213].

At any general election, write-in blanks are provided on the ballot for each office. At primary elections, write-in blanks are provided only if no candidates filed for office. [KSA 25-213].

A person who is not a filed candidate who wishes to run as a write-in candidate may simply announces to the voters that he/she is a write-in candidate and conduct a campaign to secure their votes the same as any other candidate. Of particular concern is telling voters where on the ballot to write the candidate's name and spelling it correctly so that the voter's intent is not questioned.

No filing document is required of write-in candidates for local offices. The County Election Officer must be aware of write-in candidacies as they occur, because write-in candidates are recognized by Kansas Law. Write-in candidates for office are subject to the regular campaign finance reporting requirements of the office for which they are running.

Revised 8/25/2015

Office of the Kansas Secretary of State

Candidate's Declaration of Intention

DOWNLOAD THIS FORM AT WWW.SOS.KS.GOV

FORM CD

1 Ballot Information

Name (as it will appear on the ballot, including punctuation)

City of Residence (as it will appear on the ballot)

Office Sought

District No.

Party Nomination Sought: ○ Democratic ○ Republican

Term: ○ Regular ○ Unexpired

2 Elected Judicial Candidates Only (complete if applicable)

District Court Judge Division No.

District Magistrate Judge Position No.

3 Contact Information ⓘ All information is public record

Select one: ○ Mr. ○ Ms. ○ Mrs. ○ Dr.

Residential Address

City

County

Zip

Mailing Address (if different from residential address)

City

State

Zip

Phone (optional) ___ - ___ - ____

Cell Phone (optional) ___ - ___ - ____

Email (optional)

Website (optional)

4 Candidate Signature

I declare that I am affiliated with the above-stated party and that I intend to become a candidate for the above-stated office at the appropriate election.

Date ___ / ___ / ____
Month Day Year

X
Sign in this Box

ATTESTATION (for office use only)

Secretary of State or County Election Officer

Assistant Secretary of State or Deputy County Election Officer

Notary (applicable only for precinct committeeman or committeewoman)

Prepared by the Office of the Secretary of State Kris W. Kobach, 1st Floor, Memorial Hall, Topeka, KS 66612-1594.
KSA 25-205(a), 25-206(a). Rev 1/7/11 jdr

Audio Pronunciation Guide

Stressed Vowel Sounds

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

Unstressed Vowel Sounds

uh	(SO-fuh) sofa (FING-guhr) finger

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

Printed name: _____

Phonetic spelling: _____

See Attached Instruction Sheet

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

This is an (Check one) ☐ Initial Appointment ☐ Amended Statement

CANDIDATE

(Please Type or Print)

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

COMPLETED FORM DUE NO LATER THAN 10 DAYS AFTER THE FILING DEADLINE

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 ____.

SECTION GUIDE TO FORM

A-B NAME & POSITION: Self explanatory.

C. OWNERSHIP INTERESTS: The value or percentage of a business interest is to be determined at the time of the required filing. The value assigned to a holding is the fair market value. Ownership of stocks and shares, including traded and closely held stocks shall constitute legal or equitable interests for the purpose of this section. In addition, all retirement accounts and mutual funds must be listed. In reporting retirement accounts and mutual funds, include the name of the entity that holds the retirement plan assets or mutual funds and not the specific holdings of that plan, unless the holdings are specifically owned in the individual's name. (See Governmental Ethics Commission Opinion 2000-52.) Business interests include, among other things, property held for rental, farming, commercial purposes and ownership of mineral rights. Also included are businesses operated out of your home. The address reported for land without a street address should include the rural route, town and state or township, county and state. **For the purpose of this section, certificates of deposit, bank savings or checking accounts in a savings and loan, shares in a credit union, life insurance policies, annuities which are not part of a retirement plan, notes, bonds, debentures and mortgages need not be disclosed under this provision.**

D. GIFTS IN THE FORM OF GOODS OR SERVICES: If a gift is received for which the value is unknown, you are required to list the donor. You are not required to list the donor of a gift (1) if the gift or bequest was received as the result of the death of the donor; (2) if the gift was from a spouse, parent, grandparent, sibling, aunt or uncle; or (3) if acting as a trustee of a trust for the benefit of another.

E. COMPENSATION: The disclosure required under this section shall include the name and address of the business or combination of businesses, the type of business and a description of whether the compensation was received by the individual, the individual's spouse, or both. The receipt of interest, dividends and mineral royalties does not constitute "compensation" as defined in K.S.A. 75-4301a(i), and those matters need not be reported under this provision; however, ownership interests concerning these items may need to be reported under section "C".

F. OFFICER OR DIRECTOR OF AN ORGANIZATION OR BUSINESS: The disclosure under this section shall include the name and address of the business or organization and the position held. A person holding the position of administrator or executor of an estate shall not be considered reportable under this section. The holding of a position of officer or director of an organization or business includes for profit and nonprofit organizations.

G. RECEIPT OF FEES AND COMMISSIONS: The disclosure under this section shall include the name and address of the client or customer and a description of whether the fees or commissions were received by the individual, the individual's spouse, or both. 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 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.

GUIDE FOR STATEMENT OF SUBSTANTIAL INTERESTS FOR LOCAL OFFICE

DEFINITIONS

"Business" means any corporation, association, partnership, proprietorship, trust, joint venture, and every other business interest, including ownership or use of land for income.

"Candidate for Local Office" means any candidate for nomination or election to any elective office of a governmental subdivision.

"Compensation" means any money, thing of value or economic benefit conferred on, or received by, any person in return for services rendered, or to be rendered, by that person or another.

"Governmental Subdivision" means any city, county, township, school district, drainage district or other governmental subdivision of the state having authority to receive or hold public moneys or funds.

"Preceding Calendar Year" has its usual meaning, except that in the case of candidates and individuals newly appointed to office or employment, it means the 12 months immediately preceding a required filing date.

WHO SHALL FILE AND WHEN

Statement of substantial interests shall be filed by the following individuals at the times specified:

1. By a candidate for local office who becomes a candidate on or before the filing deadline for the office, not later than 10 days after the filing deadline, unless before that time the candidacy is officially declined or rejected.

2. By a candidate for local office who becomes a candidate after the filing deadline for that office, within five days of becoming a candidate, unless within that period the candidacy is officially declined or rejected.

3. By an individual appointed between January 1 and April 30 to fill a vacancy in an elective office of a governmental subdivision, between April 15 and April 30, inclusive of that year.

4. By an individual appointed after April 30 of any year to fill a vacancy in elective office of a governmental subdivision, within 15 days after the appointment.

5. By an individual holding an elective office of a governmental subdivision, between April 15 and April 30, inclusive, of any year if, during the preceding calendar year, any change occurred in the individual's substantial interests.

Additional information or assistance may be obtained by contacting the Governmental Ethics Commission, 109 SW 9th, Suite 504, Topeka, KS 66612. Phone 785-296-4219

See Attached Instruction Sheet This form must be notorized

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

IMPORTANT DATES
ELECTION 2016
National Election
Primary Election – August 2, 2016
General Election – November 8, 2016

June 1: Filing and Withdrawal Deadline (12 noon). KSA 25-205 & 305(a) & 306(a)
Deadline for questions to be placed on the Primary Election ballot.
June 1: Party declaration changes deadline for Dems and Republicans (12 noon). Prohibited until Sept. 1st, 2016. Unaffiliated may affiliate at any time. HB 2210
June 17: Deadline to mail Federal Service Ballots

July 12: Registration Books Close Last day to register. KSA 25-2311(3)

July 13: Advance Voting by mail begins – 20 days prior to Election Day. KSA 25-1122(f), KSA 25-1123(a)

July 13: Advance voting in person begins

August 1: Advance Voting Closes (12:00 noon)
Filing deadline for Independent nominations (12:00 Noon). KSA 25-305(b)
Filing deadline for Retention of Judges (12:00 Noon). KSA 20-2908

August 2: Primary Election. First Tuesday in August in even numbered years. KSA 25-203, KSA 25-2502(b)

August 8: Canvass Primary Election. KSA 25-3104

September 1: Deadline for questions: to be placed on the General Election Ballot.

September 1: Prohibition on changing party declaration ends. HB 2210

September 9: Filing Deadline for Supreme Court and Court of Appeals Judges to file retention.

September 13: Filing Deadline for Improvement District Director Filing (12 Noon)

September 23: Deadline Mail Federal Service Ballots

October 18: Registration Books Close. Last day to register. KSA 25-2311(a)(5)

October 19: Advance Voting by mail begins – Ballots will be mailed 20 days prior to Election Day. KSA 25-1122(f), KSA 25-1123(a)
October 19: Advance voting in person begins.

November 7: Advance Voting Closes (12:00 Noon) KSA 25-1122(f)

November 8: GENERAL ELECTION. Tuesday after the first Monday in November in even numbered years. KSA 25-101

November 14: Canvass General Election. KSA 25-3104

Election of Officials: National and State Offices file at the Secretary of State

National Officials
President and Vice President – 4 Year Term
United States Representative (District 1) – 2 Year Term
United States Senator (Class III) – 6 year Term

State Officials-File with the Secretary of State Office
State Senators (District 22) – 4 Year Term
State Representatives (District 51, 64, 66, 67) – 2 Year Term
State Board of Education (District 6) – 4 Year Term
Supreme Court Justices (November Ballot Only) – 6 Year Term
Kansas Court of Appeals Judge (November Ballot Only) – 4 Year Term
Magistrate Court Judge, 21st Judicial District, Position 2 – (November Ballot Only) – 4 Year Term
** District Court Judges not on this ballot. All three divisions elected to a four year term in 2014.

County Officials: -File with Riley County Clerk's Office
County Commissioner (District 2 and 3) – 4 Year Term
County Attorney – 4 Year Term
County Clerk – 4 Year Term
County Treasurer – 4 Year Term
Register of Deeds – 4 Year Term
Township Trustee – 4 Year Term
Township Treasurer – 4 Year Term

August Primary Ballot Only
Precinct Committee Man – 2 Year Term
Precinct Committee Woman – 2 Year Term

November Ballot Only
Improvement District Officers – 2 Year Term
- Blue River Hills
- University Park

Revised Aug 10, 2015

2016 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.

2016 County Offices

Filing and Financial Reporting Information

When you publicly announce your intentions to run for any public position, you are immediately subject to KS Governmental Ethics Commission (GEC) financial reporting laws. However, you are not officially on the ballot until you submit a Declaration of Intention form and pay filing fees on or before Noon on June 1, 2016. Questions? Please call our office at 785-537-6300.

Filing Location

- Candidates file at the Riley County Clerk's Office, 110 Courthouse Plaza, Ste B118 Manhattan, Kansas.

Filing Deadline

- Democratic and Republican party candidates who wish to appear on the Primary ballot on August 2, 2016, must file by 12:00 noon, June 1, 2016. (K.S.A. 25-205)

- Libertarian party candidates nominated by caucus or convention must have nomination papers filed by the party in the Secretary of State's office by 12:00 noon June 1, 2016 in order to appear on the general election ballot. (K.S.A. 25-202, -305)

- Independent party candidates must file nomination petitions by Noon August 1, 2016. (K.S.A.305(b). Independent candidates appear on the General Election Ballot only.

General Guidelines

Candidates for public office may be nominated either by political party nomination or independent nomination. Democratic and Republican candidates must run in the Primary and may file by either fee or petition. Candidates of other recognized parties (Libertarian) do not run in the Primary, but are nominated for the General Election by the party's caucus or convention. Independent candidates do not run in the Primary and may file for the General Election only by petition. **All candidates must pay administrative fees to the Governmental Ethics Commission and to the Secretary of State, and all non-federal candidates must appoint treasurers and file periodic campaign finance reports.**

County Candidates are required to file the following documents when filing by *Fee*:

Filing Procedure

Filing by Fee for County Office

- Only Democratic and Republican primary candidates may file by fee. The filing fee is based on a percentage of the salary of the office the candidate is seeking. A report fee of $50 is required.

Declaration of Intention

- Form is provided by and is filed with the Riley County Clerk's Office.
- The Riley County Clerk's Office sends a copy of the declaration to the Governmental Ethics Commission (GEC) for the purpose of campaign finance reporting.

Statement of Substantial Interest

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

Appointment of Treasurer Form

- Form is provided by the Governmental Ethics Commission after becoming a candidate for office. You may receive a Treasurers Appointment Form from the Riley County Clerk's Office by request.
- Candidates have ten (10) days after becoming a candidate to appoint a treasurer and an additional ten (10) days to file the Appointment of Treasurer Form.
- Completed form is filed with the Riley County Clerk's Office.
- Riley County Clerk's Office forwards a copy of the completed form to the GEC.
- Candidates may not take in or spend any campaign funds until the Appointment of Treasurer Form is filed.

Governmental Ethics Commission (GEC) Affidavit of Exemption from Filing Receipts and Expenditures Reports

- Form is provided by the Governmental Ethics Commission (GEC) and is mailed directly to County candidates or may be supplied by the Riley County Clerk's Office by request.
- Completed form is due nine (9) days prior to the Primary Election.
- Completed form is filed with the Riley County Clerk's Office.
- Riley County Clerk's Office forwards a copy of the completed form to the GEC.

- If a candidate anticipates receiving and spending less than $500.00 in the Primary Election and anticipates receiving and spending less than an additional $500.00 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 County Office candidate must appoint a treasurer and file an Appointment of Treasurer Form, <u>even if an Affidavit of Exemption is filed.</u>

Receipts and Expenditures Report

- Reporting forms are provided by the GEC and will be mailed directly to a candidate's treasurer.
- Completed reporting form is filed with the Riley County Clerk's Office.
- Riley County Clerk's Office forwards a copy of the report to the GEC.
- During an election cycle, three (3) Receipts and Expenditures Reports are required for County candidates: (1) a pre-primary election report; (2) a pre-general report; and (3) An early January wrap-up report.

County Candidates are required to file the following documents when filing by *Petition*:

Filing by Petition for County Office

- Democratic and Republican primary candidates must have signatures of 3% of the party's total registration from the county or district. A report fee of $50 is required. K.S.A. 25-205(e)(3)
- Independent (or Undeclared) candidates must have signatures of 4% of the registered voters of the county or district. A report fee of $50 is required. K.S.A. 25-303(c)

PETITION (County and Township)

- Petition forms may be requested from the Riley County Clerk's Office
- To fulfill your requirements you must have 3% of signatures of all registered voter in the party you wish to run under. Independent (or Undeclared) Candidates 4% of signatures of all registered voters in the County.
- No person may sign more than one petition per office or sign any one candidate's petition more than once.
- Each person must sign their signature, print their name, list their address, list their city and date the petition. In order for the signature to be valid the name must be signed as it reads on the current voter registration books.
- The signers address must be within the jurisdiction of the candidates running for office. If different than the voter registration records the person must be identifiable in some other manner.
- The petition sheets can not be cut or pasted in any manner.
- The circulator of the petition must complete the affidavit of circulator, and must be a valid registered voter.
- It is always a good idea to get 250 more signatures than required in case some signatures are not valid. This applies only to county or state candidates.

- All documents constituting the petition must be filed at the same time in the Office of the Riley County Clerk's Office.

Statement of Substantial Interest

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

Appointment of Treasurer Form

- Form is provided by the Governmental Ethics Commission (GEC) after becoming a candidate for office. You may receive a Treasurers Appointment Form from the Riley County Clerk's Office by request.
- Candidates have ten (10) days after becoming a candidate to appoint a treasurer and an additional ten (10) days to file the Appointment of Treasurer Form.
- Completed form is filed with the Riley County Clerk's Office.
- Election Office forwards a copy of the completed form to the GEC.
- Candidates may not take in or spend any campaign funds until the Appointment of Treasurer Form is filed.

Governmental Ethics Commission (GEC) Affidavit of Exemption from Filing Receipts and Expenditures Reports

- Form is provided by the Governmental Ethics Commission (GEC) and is mailed directly to County candidates or may be supplied by the Riley County Clerk's Office by request.
- Completed form is due nine (9) days prior to the Primary Election.
- Completed form is filed with the Riley County Clerk's Office.
- Election Office forwards a copy of the completed form to the GEC.
- If a candidate anticipates receiving and spending less than $500.00 in the Primary Election and anticipates receiving and spending less than an additional $500.00 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 County Office candidate must 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 GEC and is mailed directly to a candidate's treasurer.
- Completed reporting form is filed with the Riley County Clerk's Office.
- Election Office forwards a copy of the report to the GEC.
- During an election cycle, three (3) Receipts and Expenditures Reports are required for County candidates: (1) a pre-primary election report; (2) a pre-general report; and (3) early January wrap-up report.

Deadline for Filing Campaign Finance Receipts and Expenditures Reports (K.S.A. 25-4148)

REPORTING PERIODS AND DUE DATES FOR 2016 CAMPAIGN FINANCE REPORTS

Report Due	Period Covering
January 11, 2016	1/1/2015-12/31/2015
July 25, 2016	1/1/2016-7/21/2016
October 31, 2016	7/22/2016-10/27/2016
January 10, 2017	10/28/2016-12/31/2016

Finance Reports must be turned in on a continual basis until campaign account is closed out.

Filing Campaign Finance Reports

The Governmental Ethics Commission (GEC) oversees campaign finance and ethics laws for the State of Kansas. This agency monitors the campaign finance and other reports submitted by state elected officials and candidates. Before spending any funds on a political campaign, a candidate must file an appointment of treasurer form with the Secretary of State. (K.S.A. 25-4144) This form must be filed within 20 days after the candidate has filed for office. GEC provides these forms to candidates. Candidates must file campaign finance reports by the dates listed above. Reports must include contributions and expenditures of candidates for that reporting period. For further information, contact Governmental Ethics Commission (GEC) at 785-296-4219.

Revised 8/10/2015