

**County Clerk -Four Year Term**  
Filing Deadline: **June 1, 2020 at Noon**  
Must file in the Riley County Clerk's Office

**Filing by Fees**

Annual Salary \$146,983.88 (Jan. 1, 2020)	
Filing fee is 1% of Salary	\$1,469.84
State Reporting Fee	\$ 50.00
<b>Total Fee Due</b>	<b>\$1,519.84</b>

**Filing by Petition**

**Total Fee Due: \$50.00 (State Reporting Fee)**

**Riley County Clerk**

Democrats  
Republicans

**Signatures Required**

277 signatures must be registered Riley County  
445 signatures must be registered Riley County

These figures are based on the Certification to Secretary of State August 1, 2019, 3% of the party registered in Riley County.

\*Filing Deadline for Independent Candidates is August 3, 2020 at Noon. Independent candidates must be nominated by petition. Independents do not run in the primary, they go directly onto the general election ballot. See separate filing packet for Independent Candidates.

\*Libertarian Candidates are nominated by Caucus (K.S.A. 25-302)

**\*\*Candidates may not take in or spend any campaign funds until the Appointment of a Treasurer is filed.**

**Candidates must file following documents with the County Clerk's Office:**

- 1) Declaration of Intention.
- 2) Fee of \$1,519.84 **OR** petitions equaling accepted signatures listed above and \$50.00 reporting fee.
- 3) Once you publicly declare your intention to run, you are subject to Governmental Ethics Commission financial reporting laws. Their office will mail you a packet of information.
- 4) Statement of Substantial Interest must be filed within 10 days of filing deadline.
- 5) Appointment of Treasurer form must be filed within 10 days of filing the Declaration of Intention form.
- 6) Affidavit of Exemption form is required if you do not plan to receive or expend more than \$1000.00.

# Candidate's Declaration of Intention



## 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



### 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) \_\_\_\_\_



# 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	(FUHJ)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	(SHEEP) sheep
L	(LAIM) 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**  
901 S. Kansas Avenue  
Topeka, Kansas 66612  
Office 785-296-4219  
Fax 785-296-2548

**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 27, 2020. 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

**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
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Spouse's Name
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Number & Street Name, Apartment Number, Rural Route, or P.O. Box Number
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City, State, Zip Code
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Home Phone	Business Phone
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**B. OFFICE SOUGHT, HELD OR APPOINTED TO:**

List Name of Office
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Position	District
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**CONTINUED ON NEXT PAGE**

<i>Date received (Official use only)</i>
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**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 \_\_\_\_.

## Riley County Political Signs

**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.

## 2020 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.

# 2020 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, 2020. 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 4, 2020, must file by 12:00 noon, June 1, 2020. (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, 2020 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 3, 2020. (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 \$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 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 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 \$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 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**

<b>Report Due</b>	<b>Period Covering</b>
January 10, 2020	1/1/2019-12/31/2019
July 27, 2020	1/1/2020-7/23/2020
October 26, 2020	7/24/2020-10/22/2020
January 10, 2021	10/23/2020-12/31/2020

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 1/03/2020



**IMPORTANT DATES  
ELECTION 2020  
National Election  
Primary Election – August 4, 2020  
General Election – November 3, 2020**

- June 1:** Filing and Withdrawal Deadline, Including BRHI & UPID (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. 1<sup>st</sup>, 2020. Unaffiliated may affiliate at any time. HB 2210
- June 19:** Deadline to mail Federal Service Ballots
- July 14:** Registration Books Close Last day to register. KSA 25-2311(3)
- July 15:** Advance voting by mail begins – 20 days prior to Election Day. KSA 25-1122(f), KSA 25-1123(a)
- July 15:** Advance voting in person begins
- August 3:** 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 4:** PRIMARY ELECTION. First Tuesday in August in even numbered years. KSA 25-203, KSA 25-2502(b)
- August 17:** 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 18:** Deadline Mail Federal Service Ballots
- October 13:** Registration Books Close. Last day to register. KSA 25-2311(a)(5)
- October 14:** Advance voting by mail begins – Ballots will be mailed 20 days prior to Election Day. KSA 25-1122(f), KSA 25-1123(a)
- October 14:** Advance voting in person begins.
- November 2:** Advance Voting Closes (12:00 Noon) KSA 25-1122(f)
- November 3:** GENERAL ELECTION. Tuesday after the first Monday in November in even numbered years. KSA 25-101
- November 16:** 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 II) – 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

**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