

2020

CANDIDATE FILING PACKETS

Each Packet Includes:
Instruction Memo
Petition Forms (4)
Affidavit of Candidacy (2 pages)
Affidavit of Withdrawal
Campaign Financial Report Form
Campaign Financial Report – Certification of Filing
2020 Fair Campaign Practices Booklet
MNDOT Notice Regarding Signs
Candidate Name Pronunciation System (If available)

DATE: December 1, 2019
TO: 2020 Election Candidates
FROM: Seth Kauffman, City Clerk
RE: Filing of Campaign Forms 2020 Elections

Attached you will find various forms required of those choosing to run for one of the City's four Ward Council Seats. To hold an elected position in the City of St. Cloud, you must:

- Be an eligible voter
- Be 21 years old
- Reside in the City for 30 days prior to the General Election

All candidates who are elected this year will take their seats at the first regular City Council meeting in January of 2021. Terms will expire in January of 2025.

Included in this packet you will find the following forms:

PETITION FOR NOMINATION

Each candidate running for office is required to submit this petition signed by 25 registered voters who reside in the City. Signatures for Mayor or At Large Council seat may be gathered from anywhere in the city.

Please have each individual **sign and print** their name and address and complete all of the information in the spaces provided. In order for us to verify that each individual signing your petition is a properly registered voter, **it is extremely important that each name be printed clearly**. Registrations will be verified using the Minnesota Secretary of State's registration system immediately after your petition is submitted. *Signatures should not be collected until the filing period opens. It is recommended that you acquire extra signatures in case some of the individuals signing your petition are not properly registered. Mayor or At-Large Council may gather signatures from anywhere in the City. No other signatures will be counted. Once the deadline for filing has passed, additional time will not be granted for collection of signatures!*

AFFIDAVIT OF CANDIDATE FOR NOMINATION

This form must be completed by the individual running for office, and is to be submitted along with a \$5 filing fee. While the petition noted above can be circulated and submitted by a group or individual other than the candidate him/herself, **the affidavit for nomination form must be signed by the actual candidate for that office.**

AFFIDAVIT OF WITHDRAWAL OF CANDIDACY

If you wish to withdraw, you may do so until 5:00 pm on Thursday, June 4th, 2020. This form must be completed and submitted by that time if you wish to remove your name from consideration. Once this deadline has passed, your name can no longer be removed from the ballot!

CAMPAIGN FINANCIAL REPORTS

This form is to be submitted at various times throughout the campaign. The initial report of the candidate or committee must be filed within 14 days of the candidate or committee receiving contributions or making disbursements of more than \$750.

Additional reports are required as follows:

1. 10 days before the primary election
2. 10 days before the general election
3. **Annual report each year the campaign fund remains open**
4. A final report may be filed any time after the candidate or committee has settled all debts and disposed of all assets in excess of \$100.

CAMPAIGN FINANCIAL REPORT - CERTIFICATION OF FILING

Each candidate or committee is required to submit this form within 7 days after the general election. A certificate of election for winning candidates will not be issued until this form is properly completed.

MINNESOTA CAMPAIGN MANUAL

This pamphlet outlines fair reporting and campaign practices. Please note the sections relating to contributions, advertising and election day activities.

CANDIDATE NAME PRONUNCIATION

See this notice from the State of MN regarding digitized pronunciation of your name on the machine read ballot.

MNDOT SIGN NOTICE

Please review this notice from the Minnesota Department of Transportation regarding placing signs in the right of way.

IMPORTANT DATES - 2020 ELECTIONS

Tuesday, May 19 th	Filings Open, 8:00 a.m.
Tuesday, June 2 nd	Filings Close, 5:00 p.m.
Thursday, June 4 th	Last Day to Withdraw, 5:00 p.m.
Friday, July 31 st	Financial report due for primary
TUESDAY, AUGUST 11 th	PRIMARY ELECTION
Friday, October 23 rd	Financial report due for general
TUESDAY, NOVEMBER 3 rd	GENERAL ELECTION
Monday, January 4, 2021	Elected members sworn in and take seats

If you have any questions on any of the items above, feel free to call the City Clerk's Office at 255-7210.

Thank you.

**CITY OF ST. CLOUD
PETITION FOR NOMINATION FOR CITY OFFICE**

25 Signatures Required

Each of the undersigned, first being duly sworn upon their oath, states that they are a registered voter of the City of St. Cloud; that they reside at the place set opposite their name as signed hereto, and that each hereby requests that the name of:

Name: (as you wish it to appear on the ballot): _____

Address: _____

Be placed on the ballot as a candidate for nomination for (office) _____ for the full term to be voted for at the municipal election to be held in the City of St. Cloud on the _____ day of _____, 20____. Each of the undersigned, on their oath, also states that they know said candidate to be a qualified elector of said City of St. Cloud and a person of good moral character and qualified in their judgment for the duties of such office.

SIGNER'S OATH
 "I solemnly swear (or affirm) that I know the contents and purposes of this petition and that I signed only once and of my own free will."

ALL INFORMATION ON THIS PETITION IS SUBJECT TO PUBLIC INSPECTION
 ALL INFORMATION MUST BE COMPLETED BY PERSON(S) SIGNING THE PETITION UNLESS DISABILITY PREVENTS THE PERSON(S) FROM DOING SO

DATE	SIGNATURE	YEAR OF BIRTH	PRINT FIRST, MIDDLE AND LAST NAME	RESIDENCE ADDRESS (Not a P.O. Box)	CITY	COUNTY
1	_____	_____	_____	_____	St. Cloud	_____
2	_____	_____	_____	_____	St. Cloud	_____
3	_____	_____	_____	_____	St. Cloud	_____
4	_____	_____	_____	_____	St. Cloud	_____
5	_____	_____	_____	_____	St. Cloud	_____
6	_____	_____	_____	_____	St. Cloud	_____
7	_____	_____	_____	_____	St. Cloud	_____
8	_____	_____	_____	_____	St. Cloud	_____
9	_____	_____	_____	_____	St. Cloud	_____
10	_____	_____	_____	_____	St. Cloud	_____

I, _____, first being duly sworn upon oath, depose and state, that I know and am acquainted with each person whose signature appears on the forgoing petition and that each is a registered voter of the City of St. Cloud and resides at the place designated after their respective name, and that the street number and address of each above signer is as set out after their respective name.

Signature of Person Circulating Petition _____

Subscribed and sworn to before me this _____ day of _____, 20____ Notary Public: _____
 (Seal)

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Name: (as you wish it to appear on the ballot): _____

Address: _____

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5	_____	_____	_____	_____	St. Cloud	_____
6	_____	_____	_____	_____	St. Cloud	_____
7	_____	_____	_____	_____	St. Cloud	_____
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Name: (as you wish it to appear on the ballot): _____

Address: _____

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Name: (as you wish it to appear on the ballot): _____

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I, _____, first being duly sworn upon oath, depose and state, that I know and am acquainted with each person whose signature appears on the forgoing petition and that each is a registered voter of the City of St. Cloud and resides at the place designated after their respective name, and that the street number and address of each above signer is as set out after their respective name.

Signature of Person Circulating Petition _____

Subscribed and sworn to before me this _____ day of _____, 20____ Notary Public: _____
(Seal)

AFFIDAVIT OF CANDIDACY

All information on this form is available to the public.

Information provided will appear on the City of St. Cloud's website at www.ci.stcloud.mn.us

Name: (as it will appear on the ballot): _____

Record pronunciation for Automark device? ___ YES ___ NO

Office Sought (check one)

____ Mayor

____ At-Large Councilmember

Candidate Residence Address (Do not complete if residence is to be private and checkbox below is marked)

Street Address: _____

City: _____ State: _____ Zip: _____

My residence address is to be classified as private data. I certify a police report has been submitted, or I have an order for protection regarding my safety or my family's safety, and I have attached a separate form listing my residence address.

Candidate Phone Number (Required) : (____) _____

Campaign Contact Address (Required for those who have checked the box above)

Street Address: _____

City: _____ State: _____ Zip: _____

Website: _____

Email: _____

I swear or affirm that this is my true name or the name by which I am generally known in the community. I also swear or affirm that I am eligible to vote in Minnesota; that I have not filed for the same or any other office in the upcoming primary or general election; I am or will be on assuming office 21 years of age or more; I will have maintained residence in the district for which I am running for at least 30 days before the general election and that I meet any other qualifications for this office prescribed by law.

Candidate's Signature

_____/_____/_____
Date

(Notary Stamp)

Subscribed and sworn before me this ____ day of _____, 20____.

_____ Notary Public or other officer empowered to take and certify acknowledgments
--

Address of Residence Form

(To be attached to the Affidavit of Candidacy when a candidate has checked the private data box)

Pursuant to Minnesota Statutes, section 204B.06 subd. 1b(c), I have requested that my address of residence be classified as private data. I certify that a police report has been submitted, or I have an order for protection regarding my safety or my family's safety.

Name: _____

Office Sought: _____

Candidate Residence Address

Street Address: _____

City: _____ State: MN Zip: _____

Signature of Candidate: _____

Date: ____ / ____ / ____

The address of residence is classified as private data at the request of the candidate. The address of residence is used by the filing officer who received the affidavit of candidacy, upon written request of a registered voter, to determine whether the address of residence listed by the candidate is actually located in the area represented by the office sought, pursuant to Minnesota Statutes, section 204B.06, subd. 1b(b). While the candidate is not required to provide the address of residence, failure to provide the address of residence will result in an incomplete affidavit of candidacy and the rejection of the affidavit of candidacy, which will result in the omission of the candidate's name from any ballot in the election for which the candidate attempts to file the affidavit of candidacy and pay the filing fee. This information will be available to the filing officer to whom the written request is delivered, to employees of that filing officer and to other elections officials with whom that filing officer consults in order to obtain information necessary to make the determination whether the address of residence listed by the candidate is actually located in the area represented by the office sought.



AFFIDAVIT OF WITHDRAWAL OF CANDIDACY

State of Minnesota

ss.

County of _____

I, _____ hereby withdraw my application for the position of _____ for which I had previously sought nomination, and ask that my name be removed from the ballot for the primary election to be held _____, 20_____.

Signature

Subscribed and sworn to before me this _____ day of _____, 20_____.

Seal

City Clerk or Notary Public

_____ County, MN
My commission expires _____

Filed in the Office of the City Clerk of St. Cloud, Minnesota, this _____ day of _____, 20_____.

City Clerk

CAMPAIGN FINANCIAL REPORT

(All of the information in this report is public information)

Name of candidate, committee or corporation _____

Office sought or ballot question _____ District _____

Type of report _____ Candidate report
 _____ Campaign committee report
 _____ Association or corporation report
 _____ Final report

Period of time covered by report:
 from _____ to _____

CONTRIBUTIONS RECEIVED

Give the total for all contributions received during the period of time covered by this report. Contributions should be listed by type (money or in-kind) rather than contributor. See note on contribution limits on the back of this form. Use a separate sheet to itemize all contributions from a single source that exceeded \$100 during the calendar year. This itemization must include name, address, employer or occupation if self-employed, amount and date for these contributions.

CASH \$ _____ TOTAL CASH-ON-HAND \$ _____
 IN-KIND + \$ _____
 TOTAL AMOUNT RECEIVED = \$ _____

DISBURSEMENTS

Include the amount, date and purpose for all disbursements made during the period of time covered by report. Attach additional sheets if necessary.

<i>Date</i>	<i>Purpose</i>	<i>Amount</i>
TOTAL		

CORPORATE PROJECT EXPENDITURES

Corporations must list any media project or corporate message project for which contribution(s) or expenditure(s) total more than \$200. Submit a separate report for each project. Attach additional sheets if necessary.

Project title or description _____

<i>Date</i>	<i>Purpose</i>	<i>Name and Address of Recipient</i>	<i>Expenditure or Contribution Amount</i>
TOTAL			

I certify that this is a full and true statement. _____

Signature _____ Date _____

Printed Name _____ Telephone _____ Email (if available) _____

Address _____

Report

Office

Name

For Office Use Only:

INSTRUCTIONS

(Reference: Minnesota Statutes, Chapters [211A](#) and [211B](#))

This CAMPAIGN FINANCIAL REPORT is for use by candidates and committees for county, municipal, school district and special district office who receive contributions or make disbursements of more than \$750 in a calendar year; committees or corporations spending more than \$750 for or against a ballot question in a calendar year; and corporations spending more than \$200 on activities to encourage participation in precinct caucuses, voter registration or voting.

Where to file this report:

Hospital Districts	The municipal (city or town) clerk – same place where filed affidavit of candidacy
Park Districts	The county auditor or municipal clerk – same place where filed affidavit of candidacy
School Districts	School district clerk
Townships	Town clerk
Cities	City clerk
Soil & Water Conservation Districts	County auditor
Counties	County auditor

Candidate or committee report: The initial report must be filed within 14 days after the candidate or committee receives contributions or makes disbursements of more than \$750 in a calendar year. Subsequent reports must be filed.

During an Election Year - An "election year" is any year in which the candidate's name or a question appears on the ballot.

In such a year (if an initial report has been filed) reports are required to be filed:

- 10 days before the primary or special primary
- 10 days before the general election or special election
- 30 days after a general election or special election
- By January 31 of each year following the year when the initial report was filed.

During a non-election year - By January 31 of each year following the year when the initial report was filed.

Once a final report* is filed, no further subsequent reports are required to be filed.

CONTRIBUTIONS: Means anything of monetary value that is given or loaned to a candidate or committee for a political purpose. "Contribution" does not include a service provided without compensation by an individual. **Each candidate or committee must list the total amount of cash-on-hand designated to be used for political purposes as of the close of the reporting period.**

CONTRIBUTION LIMITS: Candidates or candidate's committees for county, municipal, school district offices may not accept aggregate contributions in excess of \$600 in an election year or in excess of \$250 in a non-election year made or delivered by an individual or committee. However, candidates seeking election from districts with a population in excess of 100,000 may not accept aggregate contributions in excess of \$1,000 in an election year and \$250 in a non-election year.

BALLOT QUESTIONS: Any political committee, association or corporation that makes a contribution or expenditure to promote or defeat a ballot question as defined in Minnesota Statutes, section [211A.01](#) shall file reports with the filing officer responsible for placing the question on the ballot. Reports must be filed within 14 days of receiving contributions or making disbursements of more than \$750 in one calendar year, using the same schedule as above.

CONGRESSIONAL CANDIDATES: Candidates for election to the United States House of Representatives and Senate and any committee raising funds exclusively on behalf of any one of those candidates may file copies of the reports required by federal law in lieu of those required by Minnesota Statutes Chapter [211A](#).

CORPORATE ACTIVITIES TO ENCOURAGE PARTICIPATION: Corporations may contribute to or conduct public media projects to encourage individuals to attend precinct caucuses, register or vote if the projects are not controlled by or operated for the advantage of a candidate, political party or committee. The total amount of expenditures or contributions for any one project greater than \$200, together with the date, purpose and the names and addresses of the persons receiving the contribution or expenditures must be reported. Reports must be filed with the Secretary of State, 180 State Office Building, St. Paul, MN 55155-1299, using the same schedule as above.

***FINAL REPORT:** A final report may be filed any time after the candidate, committee or corporation has settled all debts and disposed of all assets in excess of \$100 in the aggregate. Check final report under "type of report".

PROHIBITED TRANSFERS: Candidates for county, municipal, school district or special district offices may not accept contributions from the principal campaign committees of any candidate for legislative, judicial or state constitutional office. In addition, a candidate may not make contributions to the principal campaign committee of any candidate for legislative, judicial or state constitutional office unless the contributions are made from the candidate's personal funds.

STATE CANDIDATES: Candidates and committees for state constitutional offices, the state legislature, supreme court, court of appeals, district court and committees for state constitutional amendments are governed by Minnesota Statutes Chapter [10A](#). Contact the State [Campaign Finance and Public Disclosure Board](#) for further information at (651) 539-1180.

Note: The filing officer must restrict public access to the address of any individual who has made a contribution that exceeds \$100 and who has filed with the filing officer a written statement signed by the individual that withholding the individual's address from the financial report is required for the safety of the individual or the individual's family.