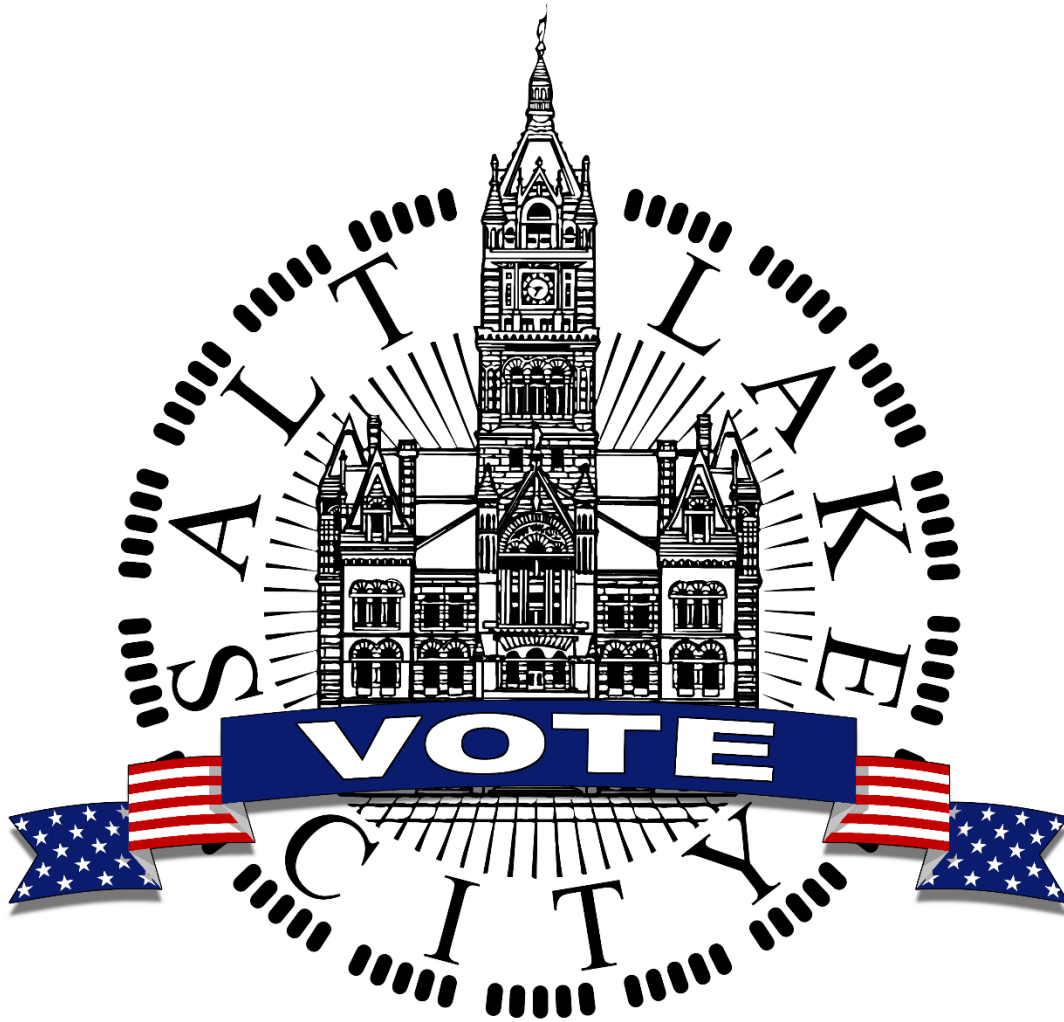


Salt Lake City
Candidate Guide
2017 Municipal Election



Salt Lake City Recorder's Office
451 S. State St. Rm 415, P.O. Box 145515
Salt Lake City, UT 84114-5515
801-535-7671/elections@slcgov.com



May 1, 2017

Dear Candidate,

Congratulations on deciding to run for an elected office in Salt Lake City.

This guide contains certain information needed to run for office. Included are copies of the Salt Lake City Code governing elections, campaign finance laws, important dates, and forms/instructions on filing your campaign finance statements online. This guide is also available under Candidates/Prospective Candidates on our website at: <http://www.slcgov.com/recorder>.

One free map of your City Council District is available from the City Recorder's Office when you file your Declaration of Candidacy.

This package was designed to assist you in your campaign; however, it does not relieve you of your obligation to know the election laws of the State of Utah and Salt Lake City (found respectively in Titles 10 and 20A of the Utah Code and Sections 2.46, and 2.68 of the Salt Lake City Code).

The City Recorder's Office oversees the entire Salt Lake City election process as well as the candidate filing process. If you have any questions or need more information, please call us at 801-535-7671 or visit the Recorder's Office at 451 S. State St., Room 415. You can contact us by email at elections@slcgov.com.

Information provided to the City Recorder in conjunction with the election is considered public information. Upon request, the public will be given copies of your campaign files including your address and phone numbers. Additionally, this information will be made available on Salt Lake City Corporation's website at www.slcgov.com/recorder.

Best wishes for a successful campaign.

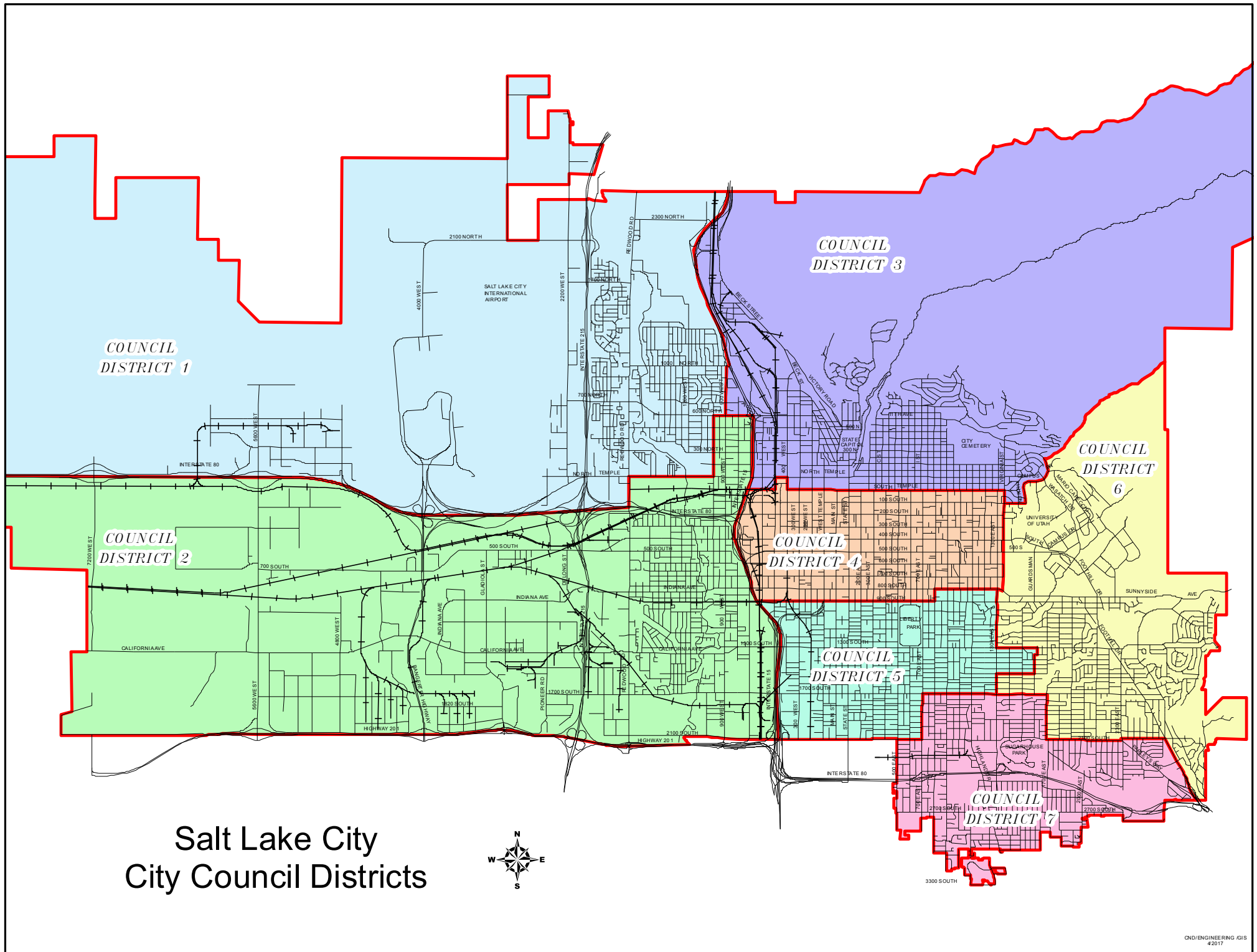
Sincerely,

Handwritten signature of Cindi Mansell in cursive script.

Cindi Mansell, MMC/CRM
Salt Lake City Recorder

Handwritten signature of Nicole Smedley in cursive script.

Nicole Smedley, CMC
Assistant City Recorder/Elections Specialist



Salt Lake City City Council Districts





2017 Important Election Dates

Candidate Filing Period	June 1-7 (Monday – Friday 8 a.m. to 5 p.m.)
Official Candidate List on Website	June 8
Primary Election	August 15
General Election	November 7

Primary Election Dates

Last Day to Remove Name from Ballot	June 22
Military and Overseas Ballot Mailing	June 30
Candidate Bio on State Website Due	July 3
Ballot Mailing begins	July 25
Primary Election	August 15
Primary Election Canvass	August 22 or 29

General Election Dates

Candidate Bio on State Website	September 8
Last Day to Qualify as a Write-In	September 8
Last Day to Remove Name from Ballot	September 14
Military and Overseas Ballot Mailing	September 22
Ballot Mailing begins	October 17
General Election	November 7
General Election Canvass	November 21

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CANDIDATE INFORMATION

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2017 MUNICIPAL ELECTION CITY COUNCIL DISTRICTS 1, 3, 5, & 7

HOW TO BECOME A CANDIDATE

Qualifications for Candidacy

Anyone wishing to file for candidacy must meet the following qualifications:

- Be a United States citizen at the time of filing;
- Be at least 18 years old at the time of the next municipal election;
- Be a registered voter of the municipality;
- Be a resident of Salt Lake City for 12 months immediately preceding the date of the election, and in the case of Council Member, be a resident of the council district 12 months immediately preceding the date of election;
- Be mentally competent, have not been convicted of a felony, and have not been convicted of treason or a crime against the elective franchise, unless right to hold office has been restored pursuant to Utah Code Annotated §20A-2-101.5, as amended.

Qualifications for Write-In Candidates

Anyone wishing to become a valid write-in candidate must meet the above qualifications and file a Declaration of Candidacy no later than 60 days before the municipal general election.

Fee Required

Mayor candidate:

- \$352
- Or in lieu of fee, submit a petition signed by 45 residents from each council district, for a total of 315 residents who are at least eighteen (18) years old. This petition will be construed as an alternative to payment of the required fee for persons for whom such fee would create a financial hardship.

Councilmember candidate:

- \$84
- Or in lieu of fee, submit a petition signed by 75 residents within the council district who are at least eighteen (18) years old. This petition will be construed as an alternative to payment of the required fee for persons for whom such fee would create a financial hardship.

Declaration of Candidacy – Requirements

Candidates must file a “Declaration of Candidacy” form with the City Recorder (see Section IV of this guide). Candidate must file in person on any business day during the hours of 8:00 a.m. to 5:00 p.m. from June 1, 2017 to June 7, 2017 (excluding Saturday and Sunday). The City Recorder’s Office is located at 451 S. State Street, Room 415, Salt Lake City, UT.

If the position is up for election, any resident of Salt Lake City may nominate a candidate for mayor by filing a “Nomination Petition” with the City Recorder during the declaration of candidacy period from June 1, 2017 to June 7, 2017 of any odd-numbered year. The nomination petition must be signed by 25

residents of the city who are at least eighteen (18) years old or by 20% of the residents of the city who are at least 18 years old. The \$352 fee is also required and the prospective candidate must meet all the requirements to run for office. In lieu of the fee, an *additional* 45 signatures per council district is required for a total of an additional 315 signatures.

Any resident of Salt Lake City may also nominate a candidate for council member by filing a “Nomination Petition” with the City Recorder between the dates of June 1, 2017 and June 7, 2017 on any odd-numbered year during regular business hours. The nomination petition must be signed by 25 residents of the council district which the candidate seeks to represent who are at least eighteen (18) years old or by 20% of the residents of the council district who are at least 18 years old. The \$84 fee is also required and the prospective candidate must meet all the requirements to run for office. In lieu of the fee, an *additional* 75 residents of the council district is required.

Any candidate may withdraw candidacy by filing a “Withdrawal of Candidacy” form (see Section IV of this guide). The deadline for the Primary Election is June 22, 2017 and the deadline for the General Election is September 14, 2017.

Immediately following the filing deadline, the City Recorder will publish the names of candidates in the Salt Lake Tribune and the Deseret News. Any “Declaration of Candidacy” or “Nominating Petition” will be deemed valid unless a written objection is filed with the City Recorder within five days after the last day of filing. If an objection is made, the City Recorder will immediately email or personally deliver notice of the objection to the affected candidate and decide on any objection within 48 hours after it is filed. If the City Recorder sustains the objection, the candidate may correct the problem by either amending the declaration/nominating petition or filing a new declaration within three days after the objection is sustained.

Personal Campaign Committees

Each candidate must file a “Registration of Personal Campaign Committee” form (see Section IV of this guide) with the City Recorder indicating their personal campaign committee has been appointed and giving the name and address of each member and designating the secretary of the committee. At the time, the candidate must declare to limit campaign contributions and expenditures or decline to limit campaign contributions and expenditures (see Section IV of this guide).

Personal Campaign Committees Left Open

Candidates who leave their committees open beyond the election year must make another declaration to limit campaign contributions and expenditures or decline to limit campaign contributions and expenditures on February 16 of the year after the election. The candidate will be required to submit a campaign finance statement on February 15 of each consecutive year.

Fair Campaign Pledge

Each candidate is given the opportunity to voluntarily pledge to follow the basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that after vigorously contested but fairly conducted campaigns, citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues. (UCA §20A-9-206) (See Section IV of this guide).

GENERAL INFORMATION

Map and Statistics

Salt Lake City Recorder can provide the following:

- Council district maps with boundaries and precincts. The first copy is free; additional copies are \$1.50 each.
- Voting statistics from past elections.

Campaign Signs

- Unattended signs are NOT permitted in the public right of way, on telephone poles or similar structures such as street signs.
- All signs located in the public right of way may be confiscated immediately with no further notice.

Salt Lake County Election Services

Salt Lake City Corporation contracts with Salt Lake County Elections to manage the following:

- Polling places and poll workers
- Absentee ballot administration
- Voting on Election day
- Tabulating, and reporting
- Voter registration data and forms

Salt Lake County Elections can provide the following information

- List of registered voters in a council district
- Voter registration forms

Feel free to contact Salt Lake County Elections at (385) 468-7400 for any items listed under Salt Lake County.

Questions Regarding Municipal Elections

If citizens have questions about which voting precinct they live in or where their polling place is located, they should call the *Salt Lake County Elections* office at (385) 468-7400.

Any questions about the candidates seeking office in any council district should call the City Recorder's office at 801-535-7671 or access the information at <http://www.slcgov.com/recorder/recorders-office-elections> .

Master Ballot Position List

In accordance with Utah Code Section 20A-6-305, Utah Lieutenant Governor Spencer J. Cox hereby establishes the Master Ballot Position List, establishes written procedures for election officials to use the Master Ballot Position List, establishes written procedures for the Lieutenant Governor in conducting the randomization in a fair manner, and proved a record of the random selection process used.

Master Ballot Position List

1	P
2	N
3	I
4	H
5	D
6	E
7	S
8	B
9	K
10	U
11	A
12	O
13	R
14	J
15	G
16	V
17	F
18	T
19	Y
20	Q
21	C
22	X
23	Z
24	M
25	L
26	W

Statewide Electronic Voter Information Website

This website allows registered voters to view information particular to them including their polling place, election officials, and a sample ballot with information on candidates and propositions. The website is <http://vote.utah.gov>.



2017
State of Utah

ELECTRONIC VOTER INFORMATION WEBSITE

As directed in Utah Code section 20A-7-801, Utah's lieutenant governor hosts a statewide electronic voter information website. All candidates may submit statements of qualifications* (no more than 200 words) and certain biographical information for inclusion on the website.

You can create an online profile page that will provide voters with information about you at VOTE.UTAH.GOV. Hover your mouse over "Candidates and Parties" and then select "Enter Candidate Profile."

	<u>Submission Deadline</u>	<u>Passcode</u>
Primary Election	<u>July 3, 2017 - 5:00 p.m.</u>	<u>voteaugust2017</u>
General Election	<u>September 8, 2017 - 5:00 p.m.</u>	<u>votenovember2017</u>

Candidate's profiles can be edited until the submission deadline. Once the deadline has passed, **no changes may be made to a candidate's profile and no late submissions will be accepted.**

The Lt. Governor's office will review and approve your profile page and link it to your name on the "Sample Ballot" found at VOTE.UTAH.GOV.

No candidate profiles will appear on the website until 7 days after the submission deadline.

Please contact us with any questions.

Office of the Lieutenant Governor
Utah State Capitol
350 North State Street, Suite 220
Salt Lake City, Utah 84114-2325
Phone: 801-538-1041
Email: elections@utah.gov

***NOTICE: THE LIEUTENANT GOVERNOR SHALL REVIEW INFORMATION SUBMITTED FOR INCLUSION ON THE STATEWIDE ELECTONIC VOTER INFRMATION WEBSITE FOR COMPLIANCE WITH LAW. THE LIEUTENANT GOVERNOR**

MAY REFUSE TO INCLUDE INFORMATION THAT IS NOT IN KEEPING WITH UTAH VOTER NEEDS, PUBLIC DECENCY, OR THE PURPOSES, ORGANIZATION OR UNIFORMITY OF THE WEBSITE (SEE UTAH CODE § 20A-7-801(4)(D))
20A-7-801 Statewide Electronic Voter Information Website Program -- Duties of the lieutenant governor -- Content -- Duties of local election officials -- Deadlines -- Frequently asked voter questions -- Other elections.

20A-7-801. (1) there is established the Statewide Electronic Voter Information Website Program administered by the lieutenant governor in cooperation with the county clerks for general elections and municipal authorities for municipal elections.

(2) In accordance with this section, and as resources become available, the lieutenant governor, in cooperation with county clerks, shall develop, establish, and maintain a state-provided Internet website designed to help inform the voters of the state of:

(a) the offices and candidates up for election; and

(b) the content, effect, operation, fiscal impact, and supporting and opposing arguments of ballot propositions submitted to the voters.

(3) Except as provided under Subsection (6), the website shall include:

(a) all information currently provided in the Utah voter information pamphlet under Title 20A, Chapter 7, Part 7, Voter Information Pamphlet, including a section prepared, analyzed, and submitted by the Judicial Council describing the judicial selection and retention process;

(b) all information submitted by election officers under Subsection (4) on local office races, local office candidates, and local ballot propositions;

(c) a list that contains the name of a political subdivision that operates an election day voting center under Section **20A-3-703** and the location of the election day voting center; and

(d) other information determined appropriate by the lieutenant governor that is currently being provided by law, rule, or ordinance in relation to candidates and ballot questions.

(e) any differences in voting method, time, or location designated by the lieutenant governor under Subsection 20A-1-308(2).

(4) (a) An election official shall submit the following information for each ballot label under the election official's direct responsibility under this title:

(i) a list of all candidates for each office;

(ii) if submitted by the candidate to the election official's office on or before at least 45 days before the primary election and 60 days before the general election.

(A) a statement of qualifications, not exceeding 200 words in length, for each candidate;

(B) the following biographical information if desired by the candidate, current:

(I) age;

(II) occupation;

(III) city of residence;

(IV) years of residence in current city; and

(V) email address; and

(C) a single web address where voters may access more information about the candidate and the candidate's views; and

(iii) factual information pertaining to all ballot propositions submitted to the voters, including:

(A) a copy of the number and ballot title of each ballot proposition;

(B) the final vote cast for each ballot proposition, if any, by a legislative body if the vote was required to place the ballot proposition on the ballot;

(C) a complete copy of the text of each ballot proposition, with all new language underlined and all deleted language placed within brackets; and

(D) other factual information determined helpful by the election official.

(b) The information under Subsection (4)(a) shall be submitted to the lieutenant governor no later than one business day after the deadline under Subsection (4)(a) for each general election year and each municipal election year.

(c) The lieutenant governor shall:

(i) review the information submitted under this section, to determine compliance under this section, prior to placing it on the website;

(ii) refuse to post information submitted under this section on the website if it is not in compliance with the provisions of this section; and

(iii) organize, format, and arrange the information submitted under this section for the website.

(d) The lieutenant governor may refuse to include information the lieutenant governor determines is not in keeping with:

(i) Utah voter needs;

(ii) public decency; or

(iii) the purposes, organization, or uniformity of the website.

(e) A refusal under Subsection (4)(d) is subject to appeal in accordance with Subsection (5).

(5) (a) A person whose information is refused under Subsection (4), and who is aggrieved by the determination, may appeal by submitting a written notice of appeal to the lieutenant governor within 10 business days after the date of the determination. A notice of appeal submitted under this Subsection (5)(a) shall contain:

- (i) a listing of each objection to the lieutenant governor's determination; and
- (ii) the basis for each objection.

(b) The lieutenant governor shall review the notice of appeal and shall issue a written response within 10 business days after the notice of appeal is submitted.

(c) An appeal of the response of the lieutenant governor shall be made to the district court, which shall review the matter de novo.

(6) (a) The lieutenant governor shall ensure that each voter will be able to conveniently enter the voter's address information on the website to retrieve information on which offices, candidates, and ballot propositions will be on the voter's ballot at the next general election or municipal election.

(b) The information on the website will anticipate and answer frequent voter questions including the following:

- (i) what offices are up in the current year for which the voter may cast a vote;
- (ii) who is running for what office and who is the incumbent, if any;
- (iii) what address each candidate may be reached at and how the candidate may be contacted;
- (iv) for partisan races only, what, if any, is each candidate's party affiliation;
- (v) what qualifications have been submitted by each candidate;
- (vi) where additional information on each candidate may be obtained;
- (vii) what ballot propositions will be on the ballot; and
- (viii) what judges are up for retention election.

(7) As resources are made available and in cooperation with the county clerks, the lieutenant governor may expand the electronic voter information website program to include the same information as provided under this section for special elections and primary elections.

MUNICIPAL CAMPAIGN FINANCE REPORTING

Personal Campaign Committees

- Required for every candidate prior to receiving any contributions or making expenditures.
- Register committee at the City Recorder's Office

Filing Dates for 2017 Campaign Finance Statements

- **July 3, 2017**
(Reporting period: February 11, 2017 to June 28, 2017)
- **August 8, 2017** (7 days before the Primary Election*)
(Reporting period: June 29, 2017 to August 3, 2017)
- **September 14, 2017** – For unsuccessful candidates in Primary Election
(Reporting period: August 4, 2017 to September 14, 2017)
- **October 31, 2017** – For General Election candidates (7 days before the General Election*)
(Reporting period: August 4, 2017 to October 26, 2017)
- **December 7, 2017** – For General Election candidates
(Reporting period: October 27, 2017 to December 7, 2017)
- **February 15, 2018**
(Reporting period: General Election Candidates: December 8, 2017 to February 12, 2018
Primary Election Candidates: September 15, 2017 to February 12, 2018)

*During the seven (7) day period before any election, **each personal campaign committee shall file with the City Recorder a verified report of each contribution over five hundred dollars (\$500.00) within twenty-four (24) hours after receipt of each such contribution.** Such report shall contain the information required by SLC Code § 2.46.090(A)(3).

Other Requirements

- All statements are due at 5:00 p.m. on the filing due date.
- If a general election candidate fails to file the campaign finance statement which is due 7 days before the General Election (**October 31, 2017**) before 5:00 p.m., the candidate will be disqualified and votes cast for the candidate will not be counted.

How to File Finance Statements

- Electronic Filing – Register with the City Recorder's Office to file online. A tutorial for online reporting system is in Section III of this guide.
- Hard copy – Use Campaign Finance Statement form (see Section IV of this guide).
 - Must be signed and notarized, Free public notary service is available at the Recorder's Office.
 - Deliver to the Recorder's Office, fax to 801-535-7681, or email to elections@slcgov.com

CONTRIBUTIONS AND EXPENDITURES

Contributions Prohibited

It shall be unlawful for any person:

1. Who enters into any contract or seeks to enter into any contract with the city either for the rendition of personal services or furnishing any material, supplies, or equipment to the city or for selling any land or building to the city, if payment for the performance of the contract is to be made in whole or in part from city funds, at any time between the commencement of negotiations for the contract and the later of: a) the completion of performance under the contract, or b) the termination of negotiations for the contract, directly or indirectly to make any contribution to a candidate or personal campaign committee; or
2. Knowingly to solicit a contribution from any such person during any such period.

Contribution Limits:

- Mayoral - \$3,520/ per contributor
- City Council - \$750/ per contributor

Voluntary Limitation on Contribution and Expenditures:

- Declaration to Limit
 - Contributions to personal campaign from personal funds
 - Mayoral - \$75,000 limit
 - City Council - \$3,000 limit
 - Expenditures
 - Mayoral - \$375,000 limit
 - City Council - \$15,000 limit

Contributions

- A gift, subscription, donation, loan, advance, or deposit of money or anything of value, including non-monetary contributions such as in-kind contributions and contributions of tangible things
- Shall not include personal services provided without compensation by individuals volunteering their time

Coordinated Expenditure

- An expenditure made by any person in cooperation, consultation, or concert with, or at the request or suggestion of a candidate.
- Includes coordinated advertising on billboards and taxicabs or other ground transportation as described in Salt Lake City Code § 5.71.010.
- Does not include lawn signs, a sign on residential property, a bumper sticker, a handheld sign, a sign on the body of a person, a sign on a motor vehicle other than a taxicab or other ground transportation vehicle, or a sign in a part of a building that is not normally used for commercial advertising by a third party.
- In-kind coordinated expenditure

- Shall be valued at the usual and normal value of such expenditure, i.e., use of advertising space on billboard or taxicab
- Taxicabs – treated as rooftop advertising if the sign is located in a space not usually or normally used for advertising. Value determined as value of rooftop advertising

For complete reference to the law, go to Salt Lake City Code 2.46, Campaign Financing, in Section II of this guide. The summarizations in Section I does not relieve you of your obligation to know the election laws of Salt Lake City or the State of Utah.

SECTION II

ELECTION CODE

SALT LAKE CITY

Chapter 2.68 - Elections

Chapter 2.46 - Campaign Finance Disclosure

STATE OF UTAH

20A-3-501 - Electioneering Prohibited at a Polling Place

20A-3-201 - Poll Watcher Instructions in Municipal Elections

Chapter 2.68
ELECTIONS

2.68.010 Declarations of Candidacy Salt Lake City General Elections:

A. A person may become a candidate for mayor if the person is a registered voter and:

1. The person has resided within Salt Lake City for the twelve (12) consecutive months immediately before the date of the election; or
2. If the territory in which the person resides was annexed into Salt Lake City, the person has resided within the annexed territory or Salt Lake City for twelve (12) consecutive months immediately before the date of the election.

B. Each person seeking to become a candidate for mayor shall file a declaration of candidacy with the city recorder during office hours and not later than five o'clock (5:00) P.M. between June 1 and June 7 of any odd numbered year and pay the fee shown on the Salt Lake City consolidated fee schedule at the time of filing the declaration. When June 7 is a Saturday, Sunday, or holiday, the filing time shall be extended until five o'clock (5:00) P.M. on the following regular business day. In lieu of the fee, the person may submit to the city recorder, in addition to the declaration of candidacy, a nominating petition signed by forty five (45) residents of each council district, for a total of three hundred fifteen (315) residents, who are at least eighteen (18) years old. Said nominating petition shall be construed as constituting an alternative to payment of the required fee for persons for whom such fee would create a financial hardship.

C. The declaration of candidacy for the office of mayor shall substantially comply with the following form:

I, (print name) , being first sworn, say that I reside at Street, Salt Lake City, County of Salt Lake, State of Utah, Zip Code , Telephone Number (if any) ; that as of the date of the election for mayor on I will have resided within Salt Lake City for the 12 consecutive months immediately before such election; that I am a registered voter; and that I am a candidate for the office of mayor. I request that my name be printed upon the applicable official ballots.

(Signed) _____

Subscribed and sworn to (or affirmed) before me by ____ on this ____ day of, 2____.

(Signed) _____

(City Recorder or Notary Public)

D. A person may become a candidate for council member if the person is a registered voter and:

1. The person has resided within the council district for which such person seeks office for the twelve (12) consecutive months immediately before the date of the election; or
2. If the territory in which the person resides was annexed into Salt Lake City and into the council district for which such person seeks office, the person has resided within the annexed territory or the council district for which such person seeks office for the twelve (12) consecutive months immediately before the date of the election.

E. Each person seeking to become a candidate for council member shall file a declaration of candidacy with the city recorder during office hours and not later than five o'clock (5:00) P.M. between June 1 and June 7 of any odd numbered year together with the fee shown on the Salt Lake City consolidated fee schedule. When June 7 is a Saturday, Sunday, or holiday, the filing time shall be extended until five o'clock (5:00) P.M. on the following regular business day. In lieu of the fee, the person may submit to the city recorder, in addition to the declaration of candidacy, a nominating petition signed by seventy five (75) residents of the council district such person seeks to represent who are at least eighteen (18) years old. Said nominating petition shall be construed as constituting an alternative to payment of the required fee for persons for whom such fee would create a financial hardship.

F. The declaration of candidacy for the office of council member shall substantially comply with the following form:

I, (print name), being first sworn, say that I reside at Street, Salt Lake City, County of Salt Lake, State of Utah, Zip Code, Telephone Number (if any); that as of the date of the election for councilmember on I will have resided within council district # in Salt Lake City for the 12 consecutive months immediately before such election; that I am a registered voter; and that I am a candidate for the office of councilmember for council district #. I request that my name be printed upon the applicable official ballots.

(Signed) _____

Subscribed and sworn to (or affirmed) before me by _____ on this _____ day of, 2____.

(Signed) _____

(City Recorder or Notary Public)

G. 1. Any resident of Salt Lake City may nominate a candidate for mayor by filing a nomination petition with the city recorder during office hours but not later than five o'clock (5:00) P.M. between June 1 and June 7 of any odd numbered year signed by:

- a. twenty five (25) residents of Salt Lake City who are at least eighteen (18) years old; or
- b. twenty percent (20%) of the residents of Salt Lake City who are at least eighteen (18) years old; and
- c. paying the fee shown on the Salt Lake City consolidated fee schedule.

When June 7 is a Saturday, Sunday, or holiday, the filing time shall be extended until five o'clock (5:00) P.M. on the following regular business day. In lieu of the fee, the nominating petition may be signed by an additional forty five (45) residents of each council district, for a total of three hundred fifteen (315) additional residents, who are at least eighteen (18) years old. Said additional signatures on the nominating petition shall be construed as constituting an alternative to payment of the required fee for persons when such fee would create a financial hardship.

- 2. a. The petition for mayor shall substantially conform to the following form:

NOMINATION PETITION

The undersigned residents of Salt Lake City being 18 years old or older nominate (name of nominee) to the office of mayor.

b. The remainder of the petition shall contain lines and columns for the signatures of persons signing the petition and their addresses and telephone numbers.

H. 1. Any resident of Salt Lake City may nominate a candidate for council member by filing a nomination petition with the city recorder during office hours but not later than five o'clock (5:00) P.M. between June 1 and June 7 of any odd numbered year signed by:

a. twenty five (25) residents of the council district which the candidate seeks to represent who are at least eighteen (18) years old; or

b. twenty percent (20%) of the residents of the council district which the candidate seeks to represent who are at least eighteen (18) years old; and

c. paying the fee shown on the Salt Lake City consolidated fee schedule.

When June 7 is a Saturday, Sunday, or holiday, the filing time shall be extended until five o'clock (5:00) P.M. on the following regular business day. In lieu of the fee, the nominating petition may be signed by an additional seventy five (75) residents of the said council district who are at least eighteen (18) years old. Said additional signatures on the nominating petition shall be construed as constituting an alternative to payment of the required fee when such fee would create a financial hardship.

2. a. The petition shall substantially conform to the following form:

NOMINATION PETITION

The undersigned residents of Salt Lake City being 18 years old or older nominate (name of nominee) to the office of councilmember.

b. The remainder of the petition shall contain lines and columns for the signatures of persons signing the petition and their addresses and telephone numbers.

I. 1. A declaration of candidacy or nomination petition filed under this section is valid unless a written objection is filed with the city recorder within five (5) days after the last day for filing.

2. If an objection is made, the city recorder shall:

a. Mail or personally deliver notice of the objection to the affected candidate immediately; and

b. Decide any objection within forty eight (48) hours after it is filed.

3. If the city recorder sustains the objection, the candidate may correct the problem by amending the declaration or petition within three (3) days after the objection is sustained or by filing a new declaration within three (3) days after the objection is sustained.

4. a. The city recorder's decision upon objections to form is final.

- b. The city recorder's decision upon substantive matters is reviewable by a district court if prompt application is made to the district court.
- c. The decision of the district court is final unless the Supreme Court, in the exercise of its discretion, agrees to review the lower court decision.

J. Any person who filed a declaration of candidacy and was nominated, and any person who was nominated by a nomination petition, may any time up to twenty three (23) days before the election, withdraw the nomination by filing a written affidavit with the city recorder. (Ord. 14-13, 2013; Ord. 24-11, 2011)

2.68.020 Write-In Candidates:

A. Each person wishing to become a valid write-in candidate for mayor or for city council member shall file a declaration of candidacy with the City Recorder and pay the fee as provided by this chapter not later than sixty (60) days before the municipal general election in which the person intends to be a write-in candidate.

B. The City Recorder shall:

- a. Read to the candidate the constitutional and statutory requirements for office and the requirements for office under this chapter; and
- b. Ask the candidate whether or not the candidate meets the requirements.
- c. If the candidate cannot meet the requirements of office, the City Recorder may not accept the write-in candidate's declaration of candidacy.

C. Notwithstanding the requirement in Subsection 1 to file a declaration of candidacy in person, a person may designate an agent to file the declaration of candidacy in person with the City Recorder if:

a. The person is located outside the state during the filing period because:

(i) of employment with the state or the United States; or

(ii) the person is a member of:

(A) the active or reserve components of the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States who is on active duty;

(B) the Merchant Marine, the commissioned corps of the Public Health Service, or the commissioned corps of the National Oceanic and Atmospheric Administration of the United States; or

(C) the National Guard on activated status; and the person communicates with the City Recorder using an electronic device that allows the person and filing officer to see and hear each other. (Ord. 1-06 § 6, 2005; Ord. 53-95 § 1, 1995)

Chapter 2.46
CAMPAIGN FINANCING DISCLOSURE

2.46.010: DEFINITIONS:

For the purpose of this chapter the following words shall have the meanings as defined in this chapter:

BUMPER STICKER: A sign not exceeding four inches (4") in height or thirteen inches (13") in length affixed to any part (including the interior) of a motor vehicle.

CANDIDATE: Any person who:

- A. Files a declaration of candidacy for an elected office of the city;
- B. Receives contributions, makes expenditures, or consents to another person receiving contributions or making expenditures with a view to bringing about such person's nomination or election to such office;
or
- C. Causes, on his or her behalf, any written material or advertisement to be printed, published, broadcast, distributed or disseminated which indicates his or her intention to seek such office.

CONTRIBUTION:

- A. A gift, subscription, donation, loan, advance, or deposit of money or anything of value, including nonmonetary contributions such as in-kind contributions and contributions of tangible things, except a loan of money by a financial institution made in accordance with the applicable financial institution laws and regulations and in the ordinary course of business, made for political purposes;
- B. A contract, promise or agreement, express or implied, whether or not legally enforceable, to make a contribution described in subsection A of this definition;
- C. A transfer of funds between a political committee and a candidate's personal campaign committee;
- D. Compensation paid by a person other than the candidate's personal campaign committee for personal services of another person rendered without charge to the candidate or such candidate's personal campaign committee;
- E. A coordinated expenditure; but
- F. "Contribution" shall not include personal services provided without compensation by individuals volunteering their time on behalf of a candidate or such candidate's personal campaign committee.

CONTRIBUTION ACCOUNT: A separate bank account of a hybrid committee existing for the purpose of financing contributions.

COORDINATED EXPENDITURE: Except as provided in the next sentence, an expenditure made by any person in cooperation, consultation, or concert, with, or at the request or suggestion of, a candidate, his or her personal campaign committee, or their agents. Coordinated expenditures include, but are not limited to, coordinated advertising on billboards and on taxicabs or other ground transportation vehicles as defined in

section [5.71.010](#) of this code, but do not include a lawn sign, a sign on residential property, a bumper sticker, a handheld sign, a sign on the body of a person, a sign on a motor vehicle other than a "taxicab" or other "ground transportation vehicle" as defined in section [5.71.010](#) of this code, or a sign in a part of a building that is not normally used for commercial advertising by a third party. An in-kind coordinated expenditure shall be valued at the usual and normal value of such expenditure, such as the value of the use of the advertising space on a billboard or "taxicab" or other "ground transportation vehicle" as defined in section [5.71.010](#) of this code. In the case of a "taxicab" or other "ground transportation vehicle" as defined in section [5.71.010](#) of this code, if a sign is located in a space that is not usually or normally used for advertising, the sign shall be treated as if it were rooftop advertising on a "taxicab" or other "ground transportation vehicle" as defined in section [5.71.010](#) of this code, and its value shall be determined in the same manner that the value of such rooftop advertising is determined.

ELECTION: A general, special or primary election conducted by the city, including elections limited to referendums or bond issues.

ELECTION CYCLE:

A. With respect to a general city election or a city primary election for an elective position, the four (4) year period that ends on the February 15 immediately following the next general city election for such elective position; and

B. With respect to an election to fill an unexpired term of office, the period that begins on the earlier of:

1) The day the vacancy occurs, or

2) The day the impending vacancy is publicly announced, and ends on the February 15 immediately following the next general city election for such elective position.

ELECTION YEAR: A calendar year during which a primary or general election is held or is scheduled to be held.

EXPENDITURE:

A. A purchase, payment, donation, distribution, loan, advance, deposit, or gift of money or anything of value made for political purposes;

B. A contract, promise or agreement, express or implied, whether or not legally enforceable, to make an expenditure described in subsection A of this definition; or

C. A transfer of funds by a political committee to another political committee or to a candidate's personal campaign committee.

HYBRID POLITICAL COMMITTEE: An entity or group of persons that represents in writing to the city recorder that it: a) maintains a noncontribution account, b) maintains a contribution account, c) makes contributions only from its contribution account, and d) allocates its administrative expenses between the noncontribution account and the contribution account in a manner that closely corresponds to the percentage of activity for each account.

INDEPENDENT EXPENDITURE: An expenditure on behalf of, or opposing the election of, any

candidate, when such expenditure is made independently of the candidate or the candidate's personal campaign committee, or their agents, and when such expenditure is made without the prior consent or the collusion or cooperation of, and not at the request or suggestion of, the candidate or the candidate's personal campaign committee or their agents.

INDEPENDENT EXPENDITURES COMMITTEE: A person or entity that represents to the city recorder that it exists for the exclusive purpose of making independent expenditures and that it does not and will not make contributions, directly or indirectly, to a candidate or a personal campaign committee.

ISSUE: Any question other than the election of a candidate to city office placed upon any municipal ballot to be affirmed or defeated by popular vote including, but not limited to, bond issues and referendums.

NONCONTRIBUTION ACCOUNT: A separate bank account of a hybrid committee existing for the exclusive purpose of financing or making independent expenditures.

PARTY COMMITTEE: Any committee organized by or authorized by the governing body of a registered political party.

PERSON: Both natural and legal persons including, but not limited to, individuals, business organizations, personal campaign committees, political committees, party committees, labor unions, labor organizations and any other organized group of individuals.

PERSONAL CAMPAIGN COMMITTEE: The committee appointed by a particular candidate to act for such candidate as hereinafter provided.

POLITICAL COMMITTEE: A group of persons cooperating to aid or promote the success or defeat of a candidate or issue, including the making of donations to a personal campaign committee. "Political committee" does not mean an individual, a personal campaign committee, an independent expenditures committee, a hybrid political committee with respect to its noncontribution account, individuals who are related and who make contributions from a joint checking account, an entity that provides goods or services to a candidate or committee in the regular course of its business at the same price that would be provided to the general public, or a business entity using its own funds, except a business entity whose intended purpose is to act as a political committee.

POLITICAL PURPOSE: An act done with intent or in such a way as to influence or tend to influence, directly or indirectly, the nomination or election of a candidate or the passage or defeat of any issue on the ballot at a municipal election.

PRIMARY ELECTION: Any primary election held pursuant to title 20A, Utah Code Annotated, or its successor.

REPORTING DATE:

A. Ten (10) days before the election, for a campaign finance statement required to be filed not later than seven (7) days before a primary or general election conducted by the city;

B. The day of filing, for a campaign finance statement required to be filed not later than thirty (30) days after a primary or general election conducted by the city; and

C. Three (3) days before the filing date, for any other campaign finance statement required to be filed pursuant to this chapter. (Ord. 68-15, 2015)

2.46.020: PERSONAL CAMPAIGN COMMITTEE REQUIRED:

A candidate shall appoint a personal campaign committee consisting of one or more persons; or such candidate alone may constitute such a committee. No candidate shall appoint more than one personal campaign committee and no candidate shall solicit or receive contributions or authorize expenditures in furtherance of his or her candidacy except through such candidate's personal campaign committee. Each personal campaign committee shall appoint a secretary. If the personal campaign committee consists of only one person, such person is deemed the secretary. If the candidate acts as the personal campaign committee, the candidate is deemed the secretary. (Ord. 77-98 § 1, 1998)

2.46.030: REGISTRATION WITH CITY RECORDER:

Before a personal campaign committee or a political committee solicits or receives its first contribution, or makes its first expenditure, such committee shall file a written statement with the city recorder, which filing shall constitute registration with the city by such candidate or committee:

A. The written statement of a personal campaign committee shall be personally signed by the candidate and shall set forth:

1. That the personal campaign committee is appointed; and
2. The name and address of each member of such committee and of its secretary.

B. The written statement of a political committee shall be signed by the chairperson of such committee, shall state that committee exists, and shall list the names and addresses of its officers. (Ord. 15-07 § 2, 2007; Ord. 1-01 § 2, 2001; Ord. 77-98 § 1, 1998)

2.46.040: CHANGES IN OR WITHDRAWAL FROM A PERSONAL CAMPAIGN COMMITTEE:

A. Any candidate may revoke the selection of any member of such candidate's personal campaign committee by: 1) revoking that person's appointment in writing; 2) personally serving the written revocation on the person whose appointment is revoked; and 3) filing a copy of the written revocation with the city recorder.

B. Any individual may voluntarily withdraw from a personal campaign committee by filing a written notice of withdrawal with the city recorder. The date of withdrawal is the date the notice is received by the city recorder.

C. A candidate may select a replacement to fill any vacancy on the candidate's personal campaign committee. In the case of a vacancy in the office of secretary of a personal campaign committee, the candidate shall be deemed the secretary until a replacement secretary is appointed.

D. A candidate may appoint additional persons to the personal campaign committee. The candidate shall file with the city recorder a written notice containing the name and address of any additional or replacement members of the personal campaign committee. (Ord. 77-98 § 1, 1998)

2.46.050: CONTRIBUTIONS TO CANDIDATES; LIMITATIONS:

A. No person shall make contributions in coin or currency during any election cycle, as set forth in this chapter, to any candidate or such candidate's personal campaign committee, or to any political committee with respect to any election for city office, that exceed, in the aggregate, fifty dollars (\$50.00).

B. No person shall make contributions during any election cycle, as set forth in this chapter, to any candidate or his or her personal campaign committee, or to any political committee with respect to any election for city office, that, in the aggregate, exceed the following amounts:

<u>Office</u>	<u>Amount</u>
Mayor	\$3,520 .00*
City council	750 .00

**Calculation based on Consumer Price Index at beginning of Election Cycle, [February 2016](#).*

At the beginning of each election cycle, the city recorder shall adjust to the nearest ten dollars (\$10.00) the amounts in this subsection B by the percentage change in the consumer price index since the beginning of the previous election cycle and post the new amounts on the city's website. For purposes of this subsection, "consumer price index" means the consumer price index for all urban consumers, United States city average, that is published by the United States department of labor, bureau of labor statistics.

C. The acceptance of anonymous contributions is prohibited. Any anonymous contributions received by a candidate or a personal campaign committee or a political committee shall be transmitted to the city treasurer for deposit in the general fund of the city. Each contributor of a contribution shall disclose to the personal campaign committee or political committee the name and address of such contributor.

D. The limitations imposed by subsections A through C of this section shall not apply to contributions by a candidate of the candidate's own resources to the candidate's own campaign.

E. Each candidate or the candidate's personal campaign committee shall deposit each contribution received in one or more separate campaign accounts in a financial institution and may not deposit or mingle any contributions received into a personal or business account.

F. The candidate or the candidate's personal campaign committee may use the monies in campaign accounts only as follows:

1. For political purposes;
2. For expenses incurred in connection with duties of the individual as a holder of a city office;
3. For contributions to an organization described in section 170(c) of the internal revenue code of 1986 (26 USCS section 170(c));
4. For transfers to a national, state, or local committee of a political party;
5. For donations to federal, state, or local candidates; or

6. For any other lawful purpose unless prohibited by subsection G of this section.

G. A contribution shall not be converted by any person to personal use. For purposes of this subsection, a contribution or donation shall be considered to be converted to personal use if the contribution or donation is used to fulfill any commitment, obligation, or expense of a person that would exist irrespective of the candidate's election campaign or the individual's duties as an elected official of the city. For purposes of this subsection, it shall not be considered a conversion to personal use for a candidate or elected official of the city to use a contribution or donation to pay for the attendance of one guest at a social, entertainment, or other event related to political purposes or to the duties of the person as an elected official of the city.

H. It shall be unlawful for any person:

1. Who enters into any contract or seeks to enter into any contract with the city either for the rendition of personal services or furnishing any material, supplies, or equipment to the city or for selling any land or building to the city, if payment for the performance of the contract is to be made in whole or in part from city funds, at any time between the commencement of negotiations for the contract and the later of: a) the completion of performance under the contract, or b) the termination of negotiations for the contract, directly or indirectly to make any contribution to a candidate or personal campaign committee; or

2. Knowingly to solicit a contribution from any such person during any such period. (Ord. 68-15, 2015)

2.46.060: RESPONSIBILITY FOR POLITICAL COMMUNICATIONS REQUIRED:

Every advertisement or communication made for a political purpose which is broadcast or published by means of television, radio, newspaper, billboards, direct mailings, automatic telephone equipment, paid telephonists, leaflets, fliers, posters, bumper stickers or other printed matter shall contain a disclosure of the name of the personal campaign committee or political committee responsible for its broadcast or publication. (Ord. 15-07 § 3, 2007: Ord. 77-98 § 1, 1998)

2.46.070: CONTRIBUTIONS IN THE NAME OF ANOTHER PROHIBITED:

No person shall make a contribution in the name of another person or make a contribution with another person's funds in his or her own name, and no personal campaign committee or political committee shall knowingly accept any such contribution. (Ord. 15-07 § 4, 2007: Ord. 77-98 § 1, 1998)

2.46.080: VOLUNTARY LIMITATION ON CONTRIBUTIONS AND EXPENDITURES:

A. Declaration To Limit: A candidate may sign a written declaration pursuant to which the candidate agrees: 1) not to make contributions during the current election cycle to his or her own personal campaign committee in an amount exceeding, in the aggregate, three thousand dollars (\$3,000.00), in the case of candidates for the city council, and seventy five thousand dollars (\$75,000.00), in the case of candidates for mayor; and 2) to limit total campaign expenditures during the current election cycle by his or her personal campaign committee to an amount not exceeding, in the aggregate, fifteen thousand dollars (\$15,000.00), in the case of candidates for the city council, and three hundred seventy five thousand dollars (\$375,000.00), in the case of candidates for mayor. Except as provided in subsection B of this section, the city recorder shall require that each candidate either make such a declaration or sign a written statement declining to make such declaration, on the earliest of the following: 1) the day the

candidate establishes a personal campaign committee pursuant to section [2.46.030](#) of this chapter; or 2) the day the candidate files a declaration of candidacy with the city. Except as provided in the next sentence, declarations by candidates shall be deemed terminated on the February 15 next following the general election. If, before the effective date of this amendment, a candidate entered into a contract with the city to limit campaign contributions and expenditures, such contract shall be deemed terminated on the effective date hereof.

B. Existing Committees: With respect to any personal campaign committee which exists prior to the effective date hereof, on February 15, 2001, the city recorder shall require the candidate for whom such committee exists to either make the declaration described in subsection A of this section or sign a written statement declining to make such a declaration.

C. Declaration Following Election: On the February 15 following any general election conducted by the city, any candidate for elective office at such general election or at the primary election preceding such general election, whose personal campaign committee has not been terminated before such date, shall notify the city recorder in writing whether or not such committee shall remain in existence after that date. Any candidate whose personal campaign committee shall remain in existence after that date shall, on such February 15, either make the written declaration described in subsection A of this section, or sign a written statement declining to make such a declaration.

D. Form Of Declaration: The city, with the approval of the city attorney, shall prepare a form of declaration, containing in substance the requirements set forth in subsection A of this section, for use by candidates and the city in complying with this section.

E. Reversal Of Decision:

1. If a candidate for an office has made the declaration described in subsection A of this section, and thereafter another candidate for the same office declines to make such a declaration, the candidate may, within fifteen (15) days after the city recorder provides public notice of such other candidate's decision not to make a declaration, void his or her declaration.

2. If a candidate has made the declaration described in subsection A of this section, and thereafter such candidate determines that a person is making independent expenditures in opposition to the candidate's candidacy, the candidate may, at any time after making such determination, by a written document provided to the city recorder, void his or her declaration.

3. If a candidate for an office has declined to make the declaration described in subsection A of this section, and thereafter another candidate for the same office makes such a declaration, within fifteen (15) days after the city recorder provides public notice of such other candidate's declaration the candidate may, unless he or she has already exceeded the contribution or expenditure limit, make such a declaration.

F. Publicity By City: Within forty eight (48) hours after any candidate either makes a declaration or signs a written statement declining to make such a declaration pursuant to subsection A of this section, the city recorder shall make available to the public a report stating whether or not such candidate made such a declaration. The city recorder shall also promptly make available to the public: 1) any reversal of a declaration to exceed or not to exceed the contribution or expenditure limits set forth in subsection A of this section, other than a reversal pursuant to subsection E1 of this section; and 2) any violation of a declaration entered into pursuant to subsection A of this section. (Ord. 1-01 § 2, 2001; Ord. 77-98 § 1, 1998)

2.46.090: FINANCIAL REPORTING:

A. Personal Campaign Committees:

1. Each personal campaign committee shall file with the city recorder a campaign finance statement containing the information required in this section, on the following dates:

- a. July 1 of any election year;
- b. Except as provided in subsection A2 of this section, no later than seven (7) days before the date of any municipal general or primary election;
- c. Except as provided in subsection A2 of this section, no later than thirty (30) days after the date of the municipal general election; and
- d. On February 15 of every year unless a termination report has been filed with the city recorder as provided by subsection A8 of this section or its successor subsection.

Notwithstanding the foregoing provisions of this subsection A1, the personal campaign committee for a candidate shall be required to file a campaign finance statement on the dates specified in subsections A1a, A1b, and A1c of this section only during an election year in which the elective office that such candidate seeks is open for election.

2. The personal campaign committee for each candidate who is eliminated at a primary election shall file with the city recorder a campaign finance statement no later than thirty (30) days after the date of the primary election. Personal campaign committees for candidates who lose at a primary election need not file a campaign finance statement seven (7) days before the general election pursuant to subsection A1b of this section or thirty (30) days after the general election pursuant to subsection A1c of this section.

3. During the seven (7) day period before any election, each personal campaign committee shall file with the city recorder a verified report of each contribution over five hundred dollars (\$500.00) within twenty four (24) hours after receipt of each such contribution. Such report shall contain the information required by subsection A4b(2)(A) of this section.

4. Each campaign finance statement shall:

- a. Contain a summary of contributions and expenditures reported in previously filed campaign finance statements during the calendar year in which the statement is due;

- b. Except as provided in subsection A4c of this section:

- (1) Report all of the committee's or candidates itemized and total:

- (A) Contributions during the election cycle received before the close of the reporting date; and

- (B) Expenditures during the election cycle made through the close of the reporting date; and

(2) Identify:

(A) For each contribution in excess of fifty dollars (\$50.00), the amount of the contribution, the name and address of the donor, and the date the contribution was made;

(B) The aggregate total of all contributions that individually do not exceed fifty dollars (\$50.00); and

(C) For each expenditure, the amount of the expenditure, the name of the recipient of the expenditure, the date the expenditure was made, and the purpose of the expenditure; or

c. Report the total amount of all contributions and expenditures if the committee or candidate receives five hundred dollars (\$500.00) or less in contributions and spends five hundred dollars (\$500.00) or less on the candidate's campaign.

5. Each campaign finance statement shall contain a statement by the secretary or by the chairperson of the committee to the effect that:
 - a. All contributions and expenditures not theretofore reported have been reported;
 - b. There are no bills or obligations outstanding and unpaid except as set forth in the campaign finance statement;
 - c. The campaign finance statement represents a good faith effort by the committee to comply with the provisions of this chapter; and
 - d. The information contained in the campaign finance statement is, to the best knowledge of the committee, true, accurate and complete.
6. In the event the personal campaign committee had no contributions or expenditures during the calendar year, the campaign finance statement shall state that no contributions were received and no expenditures were made during that calendar year.
7. Within thirty (30) days after distribution of any surplus campaign funds and/or the payment or compromise of all debts, a personal campaign committee shall file a campaign finance statement with the city recorder. The campaign finance statement shall state the amount of such surplus and the name and address of any recipient of such surplus, and shall identify any debt which was paid or compromised and the name and address of any person to whom any debt was paid or compromised.
8. In the event a personal campaign committee has permanently ceased operations, the secretary or chairperson of the committee shall file a termination report with the city recorder certifying that the personal campaign committee has permanently ceased operations.
9. The requirements of this chapter shall not be construed to abrogate the necessity of making any other reports or disclosure required by law.
10. With respect to contributions received and expenditures made before the effective date hereof, the first campaign finance statement filed pursuant to this section need only contain the information required by

this section to the extent such information is known by the personal campaign committee that files such campaign finance statement.

B. Political Committees:

1. Each political committee that has received contributions or made expenditures that total at least seven hundred fifty dollars (\$750.00) during a calendar year shall file a verified financial statement with the city recorder on:

- a. July 1 of any election year;
- b. No later than seven (7) days before any municipal primary or general election; and
- c. January 31, reporting contributions and expenditures as of December 31 of the previous year.

2. The political committee shall report:

- a. A detailed listing of all contributions received and expenditures made since the filing of the last financial statement; and
- b. For financial statements filed on July 1 and before the municipal general election, all contributions and expenditures as of three (3) days before the required filing date of the financial statement.

3. If the political committee had no contributions or expenditures since the filing of the last financial statement, the financial statement shall state that no contributions were received and no expenditures were made since the filing of the last financial statement.

4. The verified financial statement shall include:

- a. The name and address of any individual that makes a contribution to the reporting political committee, and the amount of the contribution;
- b. The identification of any publicly identified class of individuals that makes a contribution to the reporting political committee, and the amount of the contribution;
- c. The name and address of any political committee, group, or entity that makes a contribution to the reporting political committee, and the amount of the contribution;
- d. The name and address of each candidate, personal campaign committee, party committee, or political committee that received an expenditure from the reporting political committee, and the amount of each expenditure;
- e. The total amount of contributions received and expenditures disbursed by the reporting political committee;
- f. A statement by the political committee's secretary or chairperson to the effect that:

(1) All contributions and expenditures not theretofore reported have been reported;

- (2) There are no bills or obligations outstanding and unpaid except as set forth in the financial statement;
- (3) The financial statement represents a good faith effort by the committee to comply with the provisions of this chapter; and
- (4) The information contained in the financial statement is, to the best knowledge of the committee, true, accurate and complete; and

g. A summary page in the form required by the city recorder that identifies:

- (1) Beginning balance;
- (2) Total contributions during the period since the last financial statement;
- (3) Total contributions to date;
- (4) Total expenditures during the period since the last financial statement; and
- (5) Total expenditures to date.

- 5. Contributions received by a political committee that have a value of fifty dollars (\$50.00) or less need not be reported individually, but shall be listed in the financial statement as an aggregate total.
- 6. Two (2) or more contributions from the same source that have an aggregate total of more than fifty dollars (\$50.00) may not be reported in the aggregate, but shall be reported separately.
- 7. Within thirty (30) days after distribution of any surplus campaign funds and/or the payment or compromise of all debts, a political committee shall file a verified financial statement with the city recorder. The financial statement shall state the amount of such surplus and the name and address of any recipient of such surplus, and shall identify any debt that was paid or compromised and the name and address of any person to whom any debt was paid or compromised.
- 8. In the event a political committee has permanently ceased operations, the secretary or chairperson of the committee shall file a termination report with the city recorder certifying that the political committee has permanently ceased operations.
- 9. The requirements of this chapter shall not be construed to abrogate the necessity of making any other reports or disclosure required by law.
- 10. With respect to contributions received and expenditures made before the effective date hereof, the first financial statement filed pursuant to this section need only contain the information required by this section to the extent such information is known by the political committee that files such financial statement.

C. Filing Time: A campaign finance statement or other report required under this chapter shall be considered filed if it is received by the city recorder or the recorder's office by five o'clock (5:00) P.M. on the date it is due. (Ord. 20-13, 2013)

2.46.100: FORMS OF STATEMENTS ON FILE WITH CITY RECORDER; AVAILABLE FOR PUBLIC INSPECTION; NOTICE FROM CITY RECORDER:

- A. The city recorder shall prepare forms for all campaign finance and financial statements required by this chapter and shall furnish copies thereof, together with a copy of this chapter, to the secretary of every political committee or personal campaign committee, to every candidate, and to all others who make a request therefor.
- B. 1. At the time a candidate files a declaration of candidacy and again fourteen (14) days before each election, the city recorder shall inform the candidate in writing or, if requested by the reporting entity, by electronic mail:
- a. Of the provision of this chapter governing the disclosure of campaign contributions and expenditures; and
 - b. The dates when the candidate's campaign finance statements are required to be filed.
 - c. That if the campaign finance statement due seven (7) days before the general election is not received in the city recorder's office by five o'clock (5:00) P.M. on the due date due, if practicable the candidate's name will be removed from the ballot by blocking out the candidate's name before the ballots are delivered to the voters, or, if removing the candidate's name is not practicable, the voters will be informed that the candidate has been disqualified and that any votes cast for the candidate will not be counted.
 - d. That if any campaign finance statement or verified financial statement is not filed when due, the entity or candidate may be guilty of an infraction.
- C. All statements and reports required by this chapter shall be available for public inspection and copying at the office of the city recorder during normal business hours and no later than one business day after the statement or report is filed.
- D. The city recorder shall inspect all campaign finance statements, verified financial statements, and reports within one day after the same are filed. In addition, the city recorder shall inspect any filed campaign finance statement, verified financial statement, or report within one day after receiving a complaint from a candidate or a voter that such campaign finance statement, verified financial statement, or report does not comply with this chapter. If it appears to the city recorder that any political committee or personal campaign committee has failed to file a campaign finance statement, verified financial statement, or report required by this chapter, or that a campaign finance statement, verified filed financial statement, or report does not comply with this chapter, the city recorder shall notify in writing the delinquent political committee or personal campaign committee, requesting compliance with this chapter. Such notification may be given by United States mail, hand delivery, facsimile transmission, or overnight delivery service. (Ord. 24-05 § 4, 2005: Ord. 1-01 § 2, 2000: Ord. 77-98 § 1, 1998)

2.46.110: FAILURE TO FILE FINANCIAL STATEMENTS:

- A. If a candidate or the candidate's personal campaign committee fails to file a campaign finance statement due seven (7) days before the municipal general election, the city recorder shall inform the appropriate election official who:
- 1. Shall:

- a. If practicable, remove the candidate's name from the ballot by blacking out the candidate's name before the ballots are delivered to voters; or
- b. If removing the candidate's name from the ballot is not practicable, inform the voters by any practicable method that the candidate has been disqualified and that votes cast for the candidate will not be counted; and

2. May not count any votes for that candidate.

B. Notwithstanding subsection A of this section, a candidate who files a campaign finance statement seven (7) days before the municipal general election is not disqualified if:

1. The statement details accurately and completely the information required under subsection [2.46.090A4](#) of this chapter, except for inadvertent omissions or insignificant errors or inaccuracies; and
2. The omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.

C. If a political committee or personal campaign committee or person fails to file or correct a financial statement within two (2) days after receiving notice under subsection [2.46.100D](#) of this chapter, or its successor, or if any filed financial statement or report discloses a violation of this chapter, the city recorder shall notify the city attorney and shall furnish the city attorney copies of all papers and other information in the city recorder's possession relating thereto. (Ord. 20-13, 2013: Ord. 56-05 § 4, 2005: Ord. 24-05 § 5, 2005: Ord. 1-01 § 2, 2001: Ord. 77-98 § 1, 1998)

2.46.120: UNLAWFUL ACTS DESIGNATED; VIOLATION; PENALTY:

- A. It shall be an infraction, punishable as provided by [title 1, chapter 1.12](#) of this code, or its successor: 1) for any person to fail to file when due any required campaign finance statement, verified financial statement, or report specified in this chapter or to knowingly or willfully falsify or omit any information required by any of the provisions of this chapter, or 2) for any candidate, either personally or through a personal campaign committee, to receive a contribution in violation of the limits set forth in subsections [2.46.050A](#) and B of this chapter.
- B. The city recorder shall monitor compliance with this chapter, or its successor, and shall report any violations thereof to the mayor, the city council, and the city attorney.
- C. A private party in interest may bring a civil action in district court to enforce the provisions of this chapter. In accordance with section 10-3-208, Utah Code Annotated, in such a civil action, the court may award costs and attorney fees as to the prevailing party. (Ord. 24-05 § 6, 2005: Ord. 1-01 § 2, 2001: Ord. 77-98 § 1, 1998)

2.46.130: FORM OF FILINGS; ELECTRONIC FILING AND RECORD STORAGE:

Any filing of statements, reports or other information with the city pursuant to this chapter may be made either in written form on paper or by electronic media consistent with the city's electronic filing system. The city shall retain any filed statements, reports or other information pursuant to this chapter in accordance with its adopted retention schedule. (Ord. 24-05 § 7, 2005: Ord. 77-98 § 1, 1998)

2.46.140: COMPUTATION OF TIME:

In computing any period of time prescribed or allowed by this chapter, the day of the act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday. Except as otherwise provided in this section, Saturdays, Sundays, and legal holidays shall be included in the computation. (Ord. 20-13, 2013)

Electioneering and other Prohibited Activities at a Polling Place

Utah State Code, Title 20A, Chapter 3, Section 501 (20A-3-501)

20A-3-501. Polling place -- Prohibited activities.

(1) As used in this section:

(a) "electioneering" includes any oral, printed, or written attempt to persuade persons to refrain from voting or to vote for or vote against any candidate or issue; and

(b) "polling place" means the physical place where ballots and absentee ballots are cast and includes the county clerk's office or city hall during the period in which absentee ballots may be cast there.

(2) (a) A person may not, within a polling place or in any public area within 150 feet of the building where a polling place is located:

(i) do any electioneering;

(ii) circulate cards or handbills of any kind;

(iii) solicit signatures to any kind of petition; or

(iv) engage in any practice that interferes with the freedom of voters to vote or disrupts the administration of the polling place.

(b) A county, municipality, school district, or local district may not prohibit electioneering that occurs more than 150 feet from the building where a polling place is located, but may regulate the place and manner of that electioneering to protect the public safety.

(3) (a) A person may not obstruct the doors or entries to a building in which a polling place is located or prevent free access to and from any polling place.

(b) A sheriff, deputy sheriff, or municipal law enforcement officer shall prevent the obstruction of the entrance to a polling place and may arrest any person creating an obstruction.

(4) A person may not:

(a) remove any ballot from the polling place before the closing of the polls, except as provided in Section **20A-4-101**; or

(b) solicit any voter to show his ballot.

(5) A person may not receive a voted ballot from any voter or deliver an unused ballot to a voter unless that person is a poll worker.

(6) Any person who violates any provision of this section is guilty of a class A misdemeanor.

(7) A political subdivision may not prohibit political signs that are located more than 150 feet away from a polling place, but may regulate their placement to protect public safety.

Amended by Chapter 75, 2007 General Session

Amended by Chapter 329, 2007 General Session

Poll Watcher Instructions & Activities in Municipal Elections
Utah State Code, Title 20A, Chapter 3, Section 201 (20A-3-201)

20A-3-201. Watchers.

(1) (a) (i) For each regular general election or statewide special election, and for each regular primary and Western States Presidential Primary, each registered political party and any person interested in a ballot proposition appearing on the ballot may appoint one person to act as a voting poll watcher to observe the casting of ballots, another person to act as a counting poll watcher to observe the counting of ballots, and another person to act as an inspecting poll watcher to inspect the condition and observe the securing of ballot packages.

(ii) Each party poll watcher shall be designated, and his selection made known to the poll workers, by an affidavit made by the county chair of each of the parties.

(iii) Each issue poll watcher shall be designated, and his selection made known to the poll workers, by an affidavit made by the individual appointing him.

(b) (i) For each municipal general election, municipal primary, local special election, or bond election that uses paper ballots, each candidate and any person interested in an issue appearing on the ballot may appoint one person to act as a voting poll watcher to observe the casting of ballots, another person to act as a counting poll watcher to observe the counting of ballots, and another person to act as an inspecting poll watcher to inspect the condition and observe the securing of ballot packages.

(ii) For each municipal general election, municipal primary, local special election, or bond election that uses ballot sheets, each candidate and any person interested in an issue appearing on the ballot may appoint one person to act as a voting poll watcher to observe the casting of ballots, another person to act as a counting poll watcher to observe the counting of ballots, and another person to act as an inspecting poll watcher to inspect the condition and observe the securing of ballot packages.

(iii) Each candidate poll watcher shall be designated, and his selection made known to the poll workers, by an affidavit made by the candidate appointing him.

(iv) Each issue poll watcher shall be designated, and his selection made known to the poll workers, by an affidavit made by the individual appointing him.

(2) If an appointed poll watcher is temporarily absent for meals, or is sick or otherwise absent, that poll watcher may substitute some other watcher of similar political beliefs by informing the poll workers of the substitution by affidavit.

(3) Voting poll watchers may watch and observe the voting process, and may make a written memorandum, but they may not interfere in any way with the process of voting except to challenge a voter as provided in this part.

(4) The counting poll watcher shall remain in the counting room, except in the case of necessity, until the close of the polls and may not divulge the progress of the count until the count is completed.

(5) (a) It is unlawful for a counting poll watcher to communicate in any manner, directly or indirectly, by word or sign, the progress of the count, the result so far, or any other information about the count.

(b) Any person who violates this subsection is guilty of a third degree felony.

(6) The inspecting poll watcher may be present in the office of the clerk or recorder to whom ballots are delivered after elections to:

(a) inspect the condition of the packages containing the ballots upon their arrival; and

(b) observe the placement of these packages in a safe and secure place.

(7) (a) Prior to each election in which a ballot sheet or electronic ballot is used, any interested person may act as a testing watcher to observe a demonstration of logic and accuracy testing of the voting devices prior to the commencement of voting.

(b) The election officer shall give prior notice of the logic and accuracy testing demonstration at least two days prior to the date of the demonstration by publishing notice of the date, time, and location of the demonstration:

(i) in at least one newspaper of general circulation in the jurisdiction holding the election; and

(ii) as required in Section **45-1-101**.

(c) An election official shall provide, upon request, a copy of testing results to a testing watcher.

SECTION III

ONLINE FINANCE REPORTING

Tutorial

Campaign Finance Disclosure Dates

Introduction

This program was created to provide public access to all finance statements of each candidate running for public office. As a candidate, please use this program to submit your finance statements electronically. This program will track your contributions and expenditures for each election period. It is recommended you double check your figures against the totals that the program calculates.

The online finance statement reporting system was developed by Salt Lake City Corporation in accordance with Salt Lake City Code § 2.46.

By completing and signing a *Signature Authorization for Electronic Financial Disclosure* form (see Section IV of this guide), you may enter your campaign financial contributions and expenditures data online to fulfill your obligation to file your finance statements according to Salt Lake City Code § 2.46.090.

I. Before You Begin

Before accessing the system, complete a Signature Authorization for Electronic Financial Disclosure form. You may obtain this form from the Salt Lake City Recorder's office or from the elections page on the City's website, <http://www.slcgov.com/recorder/recorders-office-elections>.

Your **User ID** is your last name.

A password to access the system will be provided by the City Recorder's Office.

II. Internet Access

Note: This program needs Internet Explorer 7 or better or Google Chrome in order to operate. If your computer does not have these internet browsers, the program will tell you to download Internet Explorer or Google Chrome. The program will take you through the steps of downloading. Therefore, if you do not immediately get into the Candidate Finance Reporting system right away and it looks like an error, it is probably because your browser needs to be updated to a higher version. If you have any questions, please contact the City Recorder's Office at 535-7671.

1. Connect to Salt Lake City Corporation's home page, www.slcgov.com/recorder
2. Scroll down and choose "Elections"
3. Click on Candidates / Prospective Candidates.
4. Click on Online Finance Reporting System.
5. Click on Candidate Log In.
6. Your user ID is your last name. Your password was given to you by the City Recorder's Office. If you have not received it, please call or 535-6225.
7. The election year should read 2017. If it is not listed as 2017, please call 801-535-6225 or email elections@slcgov.com.

III. Changing Your Password

You can change your password after you receive it from the Recorder's Office. Whatever password you decide on will be recorded in the system, visible only to system administrators in the City Recorder's office.

The following are instructions for changing your password.

Steps for Changing Password:

1. Click on Change Password from the menu on the left side under Your Information.
2. Enter a new password, no less than 6 characters or numbers. Enter the password again to confirm.
3. Click on Submit New Password.

IV. If You Forget Your Password

Steps to get your password:

1. From the Candidate Finance Reporting System home page, click on Candidate Log In.
2. Find the words, "If you forget your password, "Click Here."
3. Enter in your First Name, then your Last Name in the appropriate boxes, then press Submit. Be sure to spell your name as it was entered into the system. Do not use middle initials or middle names.

By completing these steps, you are notifying the system that you have forgotten your password. The system will automatically send you your password to the email address you have on file with the City Recorder's Office. It is advisable to maintain a password to your email account, and that you are the only one who knows it.

V. Updating your Personal Data

Steps for Updating Personal Data:

1. Click on Personal Data from the menu at the left side of your screen.
2. Add or change any data.
3. Submit changes by clicking on the appropriate button.

VI. Entering Contribution Information

Steps for entering Contribution Information:

1. Click on Add Contributions from the menu at the left side of your screen.

YOU MUST SEARCH THE SITE TO DETERMINE IF THE CONTRIBUTOR'S NAME IS ALREADY IN THE SYSTEM.

2. Type the name or **part of the name** of your contributor. Click on Search.
3. Names of contributors that satisfy the search criteria will appear. **IT IS VERY IMPORTANT NOT TO DUPLICATE CONTRIBUTORS.** Notice the contributor's address also appears on the list. If your contributor appears on this list, check it against the address. If the contributor and address match yours, click on the name.
4. Enter the amount, the date received, the type, if any, and purpose. When entering the amount, the system will calculate the total for the contributor, **as long as the name is spelled the same.** For this reason, it is important that you choose the right contributor after you do a contributor search.
5. To continue to enter contributions, start at step 1 again.

If your contributor is not in the database:

1. After doing the Contributor search, and if your contributor is not in the database, click on the box that says "Add Contributor".
2. Enter information on the contributor, i.e., name, address, city, state, and zip code. Do not enter phone number. The question, "Is Contributor the Candidate?" is important to the system if you are also the contributor.
3. **SPELL THE NAME CORRECTLY.** The database considers the following as different records, i.e., David Smith, David E. Smith, Dave Smith, David Smith, even if these spellings were intended to be a single person. For this reason, it is important to search your contributor first in the database of contributors.
4. When all the blanks are filled, click on Add Contributor. If successful, the system will say so. Press OK.
5. Enter information about the contribution such as amount, date received, etc.
6. To continue to enter contributors, start at step 1 again.

VII. Entering Expenditures

Steps to enter expenditures:

1. Click on Add Expenditure from the menu on the left.
2. Add the information required, the recipient's name, date paid, amount, and purpose of expenditure.
3. Click on the button, Add Expenditure. If successful, the system will let you know.
4. Click OK. A list of expenditures will appear.

VIII. Editing Contributions or Expenditures

Steps to edit a contribution:

1. Click on View Contributions from the menu on the left.
2. Click on the amount. This brings up the individual contribution.
3. Make the change in the appropriate box.
4. Click on the button Update.

Steps to delete a contribution:

1. Click on View Contributions from the menu on the left.
2. Click on the amount. This brings up the individual contribution.
3. Click on the button Delete.

Steps to edit or delete an expenditure:

1. Click on View Expenditure from the menu on the left.
2. Click on the amount. This brings up the individual expenditure.
3. Make your changes, then click on Edit Expenditure.
4. If you want to delete, click on the button Delete.

IX. View Summary

You can check your overall statement by clicking on View Summary. Please use this system to check against your own calculations. If there are differences, we would be happy to review them with you.

X. Important Dates

This is a list of the dates and the reporting periods when finance statements are due.

XI. Reports and Printing

View Summary

You can get a summary of your finance statement and be able to print it. On the left side of the screen, click on **View Summary**. This report gives you the filing date, contribution and expenditure total for the filing date, the cumulative total for the election period, and your balance. To print this report, look for a Print button at the bottom right of the summary page. Do not use the commands at the top of your screen. If you print this report, you need to tell the printer to use Landscape mode. You can do this from the Print screen by choosing Preferences, then Landscape. All other reports in this program uses the Portrait mode.

On the summary page, you can access just your contributions or your expenditures by clicking in the corresponding column on the dollar figure for either your contributions or expenditures per report date. If you need a printed report, look for the Print button at the bottom right of the page.

View Contributions or View Expenditures

You can also view all your contributions or expenditures. On the left side of the screen, look for **View Contributions** or **View Expenditures**. Once in the report, you can sort the report by contributor, recipient, date, or amount by clicking on the heading of the corresponding column. With each report, you will see a Print button at the bottom right of the page if you would like a print out.

Contact Us

If your calculations do not match those of the system, if you need any help, or if you would like to make comments about this program, please use the following contact information:

Elections Coordinator:

Email: elections@slcgov.com

Direct Telephone: 801-535-6225

City Recorder's Office: 801-535-7671

Fax #: 801-535-7681

Website: <http://www.slcgov.com/recorder/recorders-office-elections>

CAMPAIGN FINANCE DISCLOSURE DATES

Filing Dates for 2017 Campaign Finance Statements

- **July 3, 2017**
(Reporting period: February 11, 2017 to June 28, 2017)
- **August 8, 2017** (7 days before the Primary Election*)
(Reporting period: June 29, 2017 to August 3, 2017)
- **September 14, 2017** – For unsuccessful candidates in Primary Election
(Reporting period: August 4, 2017 to September 14, 2017)
- **October 31, 2017** – For General Election candidates (7 days before the General Election*)
(Reporting period: August 4, 2017 to October 26, 2017)
- **December 7, 2017** – For General Election candidates
(Reporting period: October 27, 2017 to December 7, 2017)
- **February 15, 2018**
(Reporting period: General Election Candidates: December 8, 2017 to February 12, 2018
Primary Election Candidates: September 15, 2017 to February 12, 2018)

*During the seven (7) day period before any election, **each personal campaign committee shall file with the City Recorder a verified report of each contribution over five hundred dollars (\$500.00) within twenty-four (24) hours after receipt of each such contribution.** Such report shall contain the information required by SLC Code § 2.46.090(A)(3).

Other Requirements:

- All statements are due at 5:00 p.m. on the filing due date.
- If a general election candidate fails to file the campaign finance statement which is due 7 days before the General Election (**October 31, 2017**) before 5:00 p.m., the candidate will be disqualified and votes cast for the candidate will not be counted.

SECTION IV

ELECTION FORMS

ELECTION FORMS

Declaration of Candidacy

File between *June 1, 2017* and *June 7, 2017* during regular office hours, 8:00 a.m. to 5:00 p.m. Monday thru Friday. The declaration of candidacy must be filed in person. Utah State Code, 20A-9-203(2) requires the declaration be signed before the filing officer and read the constitutional and statutory qualification requirements for office to the candidate. The candidate must state whether or not they meet those requirements.

Candidate Information

Filed at the time you register your campaign committee or when declaring candidacy.

Registration of Personal Campaign Committee

Required for every candidate *PRIOR* to collecting contributions or spending any funds.

Declaration to Limit Campaign Contributions and Expenditures

A candidate declares whether they plan to limit campaign contributions and expenditures or decline to limit (see below). Filed at the time of registering a personal campaign committee. If personal campaign committee remains open beyond the current election period, another declaration is made at the beginning of the next 4-year election period on February 15.

Statement Declining to Make a Declaration to Limit Campaign Contributions and Expenditures

Filed in lieu of the Declaration to Limit Campaign Contributions and Expenditures when the personal campaign committee is registered. If personal campaign committee remains open beyond the current election period, another declaration is made at the beginning of the next 4-year election period on February 15.

Electronic Signature Authorization

Required as authorization to accept your online campaign finance statement.

Fair Campaign Practices Pledge

A voluntary pledge to follow the basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that after vigorously contested but fairly conducted campaigns, citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues. (UCA § 20A-9-206)

Nomination Petition for Mayor

In lieu of a fee, a person declaring their candidacy for Mayor may use this petition form to gather 45 signatures of residents who are at least 18 years old or older from each of the seven council districts (315 signatures total)

Nomination Petition for City Council

In lieu of a fee, a person declaring their candidacy for councilmember may use this petition form to gather 75 signatures of residents of the council district the candidate wants to represent.

Campaign Financial Disclosure Statement

Candidates may choose to file a hard copy statement instead of filing their statement in the online campaign reporting system.

Filing Dates

July 3, 2017	all candidates file on this date
August 8, 2017	all candidates file on this date.
September 14, 2017	for candidates not successful in the Primary Election.
October 31, 2017	for candidates participating in the General Election.
December 7, 2017	for candidates who participated in the General Election.
February 15, 2018	all personal campaign committees left open.

Affidavit for Withdrawal of Candidacy

Filed when a candidate withdraws their candidacy. Filed no less than **23** days prior to the election to have their name removed from the ballot. UCA §20A-9-203(12)

Statement Regarding EXISTING Personal Campaign Committee

This form is used when a candidate wishes to keep their personal campaign open past the General Election and into the next election cycle.

Post-Election Declaration to Limit Campaign Contributions & Expenditures –OR– Post-Election Statement Declining to Make a Declaration to Limit Campaign Contributions and Expenditures

When a candidate decides to keep their personal campaign open past the General Election, a choice of either of these statements must be made.

Termination Report

Filed when a candidate's campaign committee ceases operation. Filed no later than 30 days after campaign committee has permanently ceased operations.

Distribution of Surplus Funds

Filed when a candidate's campaign committee ceases operation. Filed no later than 30 days after campaign committee has permanently ceased operations.

Some of these forms need to be notarized. Public notary service is provided free of charge by the City Recorder's staff at the Recorder's Office in Room 415, 451 South State Street, Salt Lake City.

The following pages are the forms listed in this section. You may use or make copies of the forms. All information supplied is public information.

If you have a question, please call 801-535-7671 or e-mail elections@slcgov.com.



Declaration of Candidacy

State of Utah)
 : ss
County of Salt Lake)

I, _____, being first sworn, say that I reside at
(Print name exactly as it is to appear on the ballot)

_____, Salt Lake City, County of Salt Lake, State of Utah,

Zip Code _____, Telephone Number _____, Email Address

_____; that I am a registered voter; and that I am a

candidate for the office of _____ for a term of four years. I meet the legal

qualifications required of candidates for this office. I will file all campaign financial disclosure reports as required

by law and I understand that failure to do so will result in my disqualification as a candidate for this office and

removal of my name from the ballot. I request that my name be printed upon the official ballot for Salt Lake City.

(Candidate Signature)

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

Clerk/or other Officer Qualified to Administer Oath

NOTE: The qualifications to be a candidate are:

- (1) Be a United States citizen at time of filing.
- (2) Be a registered voter of the municipality.
- (3) Be a resident of the municipality or a resident of a recently annexed area for 12 consecutive months immediately preceding the date of the election.
- (4) In accordance with Utah Constitution Article IV, Section 6, any mentally incompetent person, any person convicted of a felony, or any person convicted of treason or a crime against the elective franchise may not hold office in this state until the right to hold elective office is restored under Section 20A-2-101.5.



Candidate Information

Candidate for Office of: _____

Name: _____

Home Address: _____

City: _____, State _____, Zip _____

Cell Phone: _____

E-Mail Address _____

CAMPAIGN COMMITTEE INFORMATION

Name of Campaign Chairperson: _____

Address-Campaign Headquarters: _____

Campaign Headquarters Phone: _____

Campaign Headquarters Email: _____

Who will be doing your Finance Statements: _____

Cell phone: _____ Email Address: _____



Registration of Personal Campaign Committee

I, _____, being duly sworn, do hereby state; I am a candidate for the 20____
Municipal Election in Salt Lake City for the Office of _____.

For the purposes of, and pursuant to Section §2.46.020 of the Salt Lake City Code, I herewith appoint the following
person(s) as my Personal Campaign Committee:

Name	Position	Email Address	Phone No.
	Secretary		

The E-mail address I designate for receiving official election filing notices is:

(Candidate Signature)

STATE OF UTAH)
) : ss
COUNTY OF SALT LAKE)

Subscribed and sworn/affirmed to before me this _____ day of _____, 20____
by _____.

NOTARY PUBLIC

My Commission Expires:



**DECLARATION to LIMIT
CAMPAIGN CONTRIBUTIONS & EXPENDITURES**

I, _____, am a candidate for the office of _____
for the 2015 Municipal Election of Salt Lake City, Utah (the "Election"). I have read and understand Section
§2.46.080 of the Salt Lake City Code. Candidate hereby promises to voluntarily limit campaign expenditures and
contributions to his/her own personal campaign committee in accordance with Section §2.46.080 of the Salt Lake
City Code, Salt Lake City Corporation is required to make public a report stating that I have made such a
declaration.

DATED this _____ day of _____, 20____.

(Candidate's Signature)

Print name

STATE OF UTAH)
 : ss
COUNTY OF SALT LAKE)

The foregoing Declaration to Limit Campaign Contributions and Expenditures was acknowledged
before me this _____ day of _____, 20____, by _____, an individual.

NOTARY PUBLIC

My Commission Expires:

5/27/15

All information supplied is determined to be public information and will be made available for
public review at the Office of the City Recorder and on Salt Lake City Corporation's website.



**STATEMENT DECLINING to MAKE a DECLARATION TO LIMIT
CAMPAIGN CONTRIBUTIONS and EXPENDITURES**

I, _____, am a candidate for the office of _____
for the 2015 Municipal Election of Salt Lake City, Utah (the "Election"). I have read and understand Section
§2.46.080 of the Salt Lake City Code. I hereby decline to make a declaration, pursuant to such section, to
voluntarily limit campaign expenditures and my contributions to my own personal campaign committee in
connection with the Election. I acknowledge that pursuant to Section §2.46.080 of the Salt Lake City Code, Salt
Lake City Corporation is required to make public a report stating that I have declined to make such a declaration.

DATED this _____ day of _____, 20____.

(Candidate's Signature)

Print name

STATE OF UTAH)
 : ss
COUNTY OF SALT LAKE)

The foregoing statement declining to make a Declaration to Limit Campaign Contributions and
Expenditures was acknowledged before me this _____ day of _____, 20____, by
_____, an individual.

NOTARY PUBLIC

My Commission Expires:

5/27/15

All information supplied is determined to be public information and will be made available for
public review at the Office of the City Recorder and on Salt Lake City Corporation's website.



Signature Authorization for Electronic Financial Disclosure

I, _____, candidate for office of _____, affirm that reports of contributions and expenditures filed electronically with the Office of the Salt Lake City Recorder, Elections Division, using the Salt Lake City Campaign Finance Disclosure System, will be complete, true and correct in accordance with Salt Lake City Code §2.46.090.

I authorize the Office of the Salt Lake City Recorder to accept my reports filed electronically.

Signature of Candidate

Date



PLEDGE OF FAIR CAMPAIGN PRACTICES

UCA § 20A-9-206

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

I SHALL conduct my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing, without fear or favor, the record and policies of my opponents that I believe merit criticism.

I SHALL NOT use nor shall I permit the use of scurrilous attacks on any candidate or the candidate's immediate family. I shall not participate in or nor shall I permit the use of defamation, libel, or slander against any candidate or the candidate's immediate family. I shall not participate in nor shall I permit the use of any other criticism of any candidate or the candidate's immediate family that I do not believe to be truthful, provable, and relevant to my campaign.

I SHALL NOT use nor shall I permit the use of any practice that tends to corrupt or undermine our American system of free elections, or that hinders or prevents the free expression of the will of the voters, including practices intended to hinder or prevent any eligible person from registering to vote or voting.

I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees or volunteers.

I SHALL immediately and publicly repudiate support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of an opponent, to methods in violation of the letter or spirit of this pledge. I shall accept responsibility to take firm action against any subordinate who violates any provision of this pledge or the laws governing elections.

I SHALL defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of Utah, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

Name: _____

Signature: _____ Date: _____

NOMINATION PETITION for MAYOR

The undersigned residents of Salt Lake City being 18 years or older
nominate _____ to the **Office of Mayor.**

Council District # _____

NOTE: Please copy this form for each council district.

NAME (Printed)	Name (Signature)	Address	Telephone #
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

NAME (Printed)	Name (Signature)	Address	Telephone #
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

NAME (Printed)	Name (Signature)	Address	Telephone #
32			
33			
34			
35			
36			
37			
38			
39			
40			
41			
42			
43			
44			
45			

NOMINATION PETITION for Council Member

The undersigned residents of Salt Lake City being 18 years or older
nominate _____ to the **Office of Councilmember**.

Council District # _____

NAME (Printed)	Name (Signature)	Address	Telephone #
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

NAME (Printed)	Name (Signature)	Address	Telephone #
15			
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25			
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28			
29			
30			
31			
32			
33			

NAME (Printed)	Name (Signature)	Address	Telephone #
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NAME (Printed)	Name (Signature)	Address	Telephone #
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CAMPAIGN FINANCE STATEMENT

FINANCIAL REPORT TO SALT LAKE CITY RECORDER

Name of Candidate or Political Committee		Office Seeking	
Street Address		City	Zip Code
Area Code & Day Telephone	Area Code & Fax Number	FILE DATE:	
		Is this an AMENDMENT? <input type="checkbox"/> Yes <input type="checkbox"/> No *Mark File Date Below	

SUMMARY PAGE

(Complete this page after filling out Schedule A and Schedule B)

PLEASE NOTE: You must report all loans or donations given
to your campaign from personal accounts.

File Dates

☐ February 15, 2017
☐ July 3, 2017
☐ August 8, 2017
☐ September 14, 2017
☐ October 31, 2017
☐ December 7, 2017
☐ February 15, 2018

	PREVIOUS Total-to-Date	COLUMN A Total this Period	COLUMN B Total-to-Date
CONTRIBUTIONS RECEIVED			
1 TOTAL CONTRIBUTIONS RECEIVED (See Schedule A)			
EXPENDITURES MADE			
2 TOTAL EXPENDITURES MADE (See Schedule B)			
BALANCE SUMMARY			
3 Balance at Beginning of Reporting Period			
4 Total Contributions Received (From Line 1 Column A)			
5 Subtotal (Add Line 3 and Line 4)			
6 Total Expenditures Made (From Line 2 Column A)			
7 Balance at Close of Reporting Period (Subtract Line 6 from Line 5)			

← Figure numbers in Column B by adding Previous Total-to-Date to numbers in Column A. If this is your first report for your campaign, the figures in Column A & B should be the same.

← Refer to Line 7 on your last report.



Schedule A

Itemized Contributions Received

Page of
Candidate Name or Political Committee
Date of Report

PLEASE NOTE: List all contributions of \$50 or less as contributor, 50-Under.
 If your contributions total less than \$500 for the election year, list grand total only. Note: Keep a list of contributors and their amount for your files. Once you reach \$500, you must list contributors and the amount.

Copy and attach additional pages, if needed.

Date Received	Name of Contributor	Mailing Address	Contribution Amount
SUBTOTAL FOR THIS PAGE			
TOTAL CONTRIBUTIONS RECEIVED (Sum of subtotals from all Schedule A pages)			

Schedule B

Itemized Expenditures Made

Page	of
Candidate Name or Political Committee	
Date of Report	

PLEASE NOTE: Any in-kind contributions reported on Schedule A should be listed as expenditures on Schedule B and should be included in the totals. If expenditures total less than \$500 for the election year, list grand total only. Note: Keep a list of all expenditures and amounts in your files. Once you reach \$500, you must itemize all expenditures.

Copy and attach additional pages, if needed.

Date of Expenditure	Name of Recipient	Purpose	Amount
SUBTOTAL FOR THIS PAGE			
TOTAL EXPENDITURES MADE (Sum of subtotals from all Schedule B pages)			

NOTARY CERTIFICATE

State of Utah

County of Salt Lake

I, _____, as _____
(Print Name) Secretary / Candidate

for _____
(Name of Committee or Name of Candidate)

of the aforesaid personal or political campaign committee, being duly sworn, says the foregoing is a full and true statement or account of all contributions received or made by the committee, and of the disposition thereof made and all liabilities incurred by the committee to my knowledge and that all contributions and expenditures not heretofore reported have been reported and there are no bills or obligations outstanding and unpaid except as set forth in this report.

Signature

Subscribed and Sworn to before me by _____
this _____ day of _____, 20 ____.

Notary Public

My Commission Expires _____.



Affidavit for Withdrawal of Candidacy

STATE OF UTAH)
 : ss
COUNTY OF SALT LAKE)

I, _____, first being duly sworn, do hereby state:
(Candidate)

I do hereby willingly and officially withdraw my Declaration of Candidacy/Nomination for the
office of _____ in the 20 ____ Salt Lake City Municipal
election.

(Candidate Signature)

SUBSCRIBED AND SWORN to before me by _____, on this
____ day of _____, 2015.

NOTARY PUBLIC

My Commission Expires:



Statement Regarding Existing Personal Campaign Committee

STATE OF UTAH)
 : ss
COUNTY OF SALT LAKE)

I, _____, was a candidate for the office of
_____ for the 20____ Municipal General Election of Salt Lake City, Utah, or for the Primary
Election preceding such General Election and my personal campaign committee has not been terminated as of this
date.

(Please mark one of the boxes below.)

☐

My personal campaign committee shall remain in existence after February 15, 20____.

☐

My personal campaign committee shall **not** remain in existence after February 15, 20____.

(Candidate Signature)

The foregoing Statement Regarding Existing Personal Campaign Committee was acknowledged before me
this _____ day of _____, 20____, by _____, an individual.

NOTARY PUBLIC

My Commission Expires:



**DECLARATION to LIMIT
CAMPAIGN CONTRIBUTIONS & EXPENDITURES
(Post-General Election)**

This declaration is made by _____ ("Candidate").

DECLARATION

(1) I was a candidate for the office of _____ for the 20____ Municipal Election of Salt Lake City, Utah.

(2) I have read and understand Section §2.46.080(C) of the Salt Lake City Code.

(3) I have elected to keep my personal campaign committee in existence and I hereby promise to voluntarily limit campaign expenditures and contributions to my own personal campaign committee in accordance with Section §2.46.080 of the Salt Lake City Code.

DATED this _____ day of _____, 20____.

(Candidate's Signature)

Print name

STATE OF UTAH)
 : ss
COUNTY OF SALT LAKE)

The foregoing Declaration to Limit Campaign Contributions and Expenditures was acknowledged before me this _____ day of _____, 20____, by _____, an individual.

NOTARY PUBLIC

My Commission Expires:



**STATEMENT DECLINING to MAKE a DECLARATION TO LIMIT
CAMPAIGN CONTRIBUTIONS and EXPENDITURES
(Post General Election)**

I, _____, was a candidate for the office of _____
in the 20__ Municipal Election of Salt Lake City, Utah. I have read and understand Section §2.46.080(C) of the Salt
Lake City Code. I have elected to keep my personal campaign committee in existence and I hereby decline to make
a declaration, pursuant to such section, to voluntarily limit campaign expenditures and my contributions to my
own personal campaign committee.

DATED this _____ day of _____, 20____.

(Candidate's Signature)

Print name

STATE OF UTAH)
 : ss
COUNTY OF SALT LAKE)

The foregoing Declaration to Limit Campaign Contributions and Expenditures was acknowledged
before me this _____ day of _____, 20____, by _____, an individual.

NOTARY PUBLIC

My Commission Expires:



Termination of Campaign Committee

STATE OF UTAH)
 : ss
COUNTY OF SALT LAKE)

I, _____, the secretary or candidate (circle one) of the
_____ personal campaign committee, hereby certify that
such personal campaign committee has permanently ceased operations and is thereby terminated.

(Signature of Secretary or Candidate)

Subscribed and sworn/affirmed to before me on this _____ day of _____, 20____,
by _____.

Notary Public

My Commission Expires:

Campaign Finance Statement of the Distribution of Any Surplus and/or the Payment or Compromise of All Debts



Please Note: This report must be filed no later than 30 days after
the distribution of any surplus campaign funds and/or
the payment or compromise of all debts.

Name of Committee	Office Sought/Office Holding
Date	

AMOUNT OF SURPLUS

(Balance of last Financial Statement)

RECIPIENT OF SURPLUS

Name	Address	Amount

AMOUNT OF DEBT

(Balance of last Financial Statement)

RECIPIENT OF AMOUNTS FOR DEBTS PAID OR COMPROMISED

Name	Address	Amount

This statement represents a good faith effort by the committee to comply with the provisions of Salt Lake City Code Chapter 2.46 and is, to the best knowledge of the committee, true, accurate, and complete.

State of Utah)
) ss.
County of Salt Lake)

I, _____, as _____
(Print Name) Secretary / Chairperson

for _____
(Name of Committee)

state that the foregoing is a full and true statement or account of all campaign surplus and the recipient(s) of such surplus and a full and true statement of all debts paid or compromised by the committee, and the persons to whom any debt was paid or compromised, and that there are no bills or obligations outstanding and unpaid.

Signature of Secretary / Chairperson

Date _____

SECTION V

VOTE BY MAIL

General Information

Vote by Mail Q & A

Vote by Mail Ballot Processing



Salt Lake City

2017 Municipal Election

General Information

- Ballots will be mailed July 25, 2017 for the Primary Election held on August 15, 2017 and October 17, 2017 for the General Election held on November 7, 2017
- Military and Overseas ballot mailing will be June 30, 2017 for the Primary Election and September 22, 2017 for the General Election
- Ballots will include a postage paid return envelope
- Ballots must be postmarked the Monday before Election Day
- There will be ballot drop-box locations at The Salt Lake County Government Center, 2001 South State Street, Suite S1-200; The City and County Building, 451 South State Street; The River's Bend Senior Center, 1300 West 300 North; and at designated Vote Centers (locations to be determined).
- Voters who need assistance or did not receive a ballot, may vote at any of the one of the designated Vote Centers in the City on Election Day. These locations will be identified as soon as possible.

The Salt Lake City Recorder's Office mission is to conduct fair, open, and honest elections. We maintain integrity in elections, thereby protecting and instilling public confidence in the democratic process. We are dedicated to providing professional service and accurate information. We provide the people of Salt Lake City the opportunity to exercise their right to vote, and through education and outreach, we encourage participation in the electoral process.





Salt Lake City

2017 Municipal Election

Q: Why is Salt Lake City conducting an election by mail?

A: Salt Lake City held its first Vote by Mail Election in 2015, resulting in the highest voter participation in Salt Lake City history. Conducting an election by mail ensures that registered voters are aware of the election and have an opportunity to participate. Salt Lake City encourages voter participation, a Vote by Mail election is one way to increase voter turnout. Salt Lake County has reported that electronic voting machines are starting to fail and are beyond their functional use; this could lead to longer lines at polling locations and voter frustration. In an effort to protect the citizens' constitutional right to vote, the Vote by Mail system is being chosen across the state.

Q: What are the benefits of casting a ballot by mail?

A: Voting by mail serves residents who are temporarily out of the State or Country, are homebound, or have trouble getting to the polls due to work schedules, childcare, or long commutes. It also allows residents to study the ballot at their leisure and avoid a long line during Election Day.

Q: What is the difference between an absentee ballot and a Vote by Mail Ballot?

A: Nothing, they are the same.

Q: How do I know if I am registered to vote?

A: If you are not sure if you are currently registered to vote, please call the Salt Lake County Election Division at (385) 468-8683 or visit [check your registration status](#) on the Salt Lake County Website.

Q: Who will receive a ballot in the mail?

A: A ballot will be mailed to every active voter. An active voter is a voter that has voted at least once in the past four years. If you have not voted in the past four years, you are considered an inactive voter and will receive a postcard in the mail verifying your address. Once address verification has been received, you will be mailed a ballot. Please call the Salt Lake County Election Division at (385) 468-8683 to update your address via telephone. You will be asked to provide proper identifying information.

Q: What if my address has changed since the last Election Cycle?

A: For voters that are believed to have moved, a postcard will be mailed to confirm their address. Upon receiving an updated address, a ballot will be mailed. Ballots will not be forwarded. If the county receives a ballot back with a forwarding address within Salt Lake County, they will spoil the returned ballot, update the address and send a new ballot for the new precinct. You can also call the Salt Lake County Election Division at (385) 468-8683 and update your address via telephone by providing proper identifying information. All mailings, along with the official ballot, will have an official "Election Mail" Logo:



Q: How do I return my ballot?

A: Your ballot will include a postage paid return envelope. All Primary Election ballots returned through the mail must be postmarked no later than Monday, August 14, 2017 (the day before Election Day). All General Election ballots returned through the mail must be postmarked no later than Monday, November 6, 2015 (the day before Election Day).

Q: Will there be ballot drop-box locations?

A: Yes. Ballots may be dropped at The Salt Lake County Government Center, 2001 South State Street, S1-200; The River's Bend Senior Center, 1300 West 300 North; The City and County Building, 451 S. State Street; and at designated Vote Centers (locations to be determined).

Q: What if I change my mind and decide to vote at a Vote Center on Election Day?

A: That's fine. Ideally, you need to bring in your unused ballot and surrender it to a poll worker. If you lose your ballot or forget to bring it with you, you will still be able to vote provisionally. Once the election staff determines that your paper ballot was not cast, your provisional ballot will be counted.

Q: Can I still vote on Election Day if I haven't registered to vote by the deadlines?

A: Yes! You can still vote on Election Day if you have not registered to vote prior to any of the deadlines. You will need to go to a Vote Center, present proof of residency and ID, you will then be issued a provisional ballot. *Note: This change in the voter registration requirement is because Salt Lake City is participating in a pilot project for Election Day Voter Registration, which was passed by the Legislature in 2014.*

Q: How can I know that my ballot is really secret? Isn't there a possibility that someone from the Elections Office could look and see how I voted?

A: Every paper ballot is treated with great care. Once the voted ballot arrives at Salt Lake County it is stored in a locked location. At no time is the ballot handled by a single person, there is always a second set of eyes to ensure proper processing. Ballots remain in the envelope through this entire process, not visible to the elections staff. Ballot extraction is done by machine, once the ballot has been removed from the envelope there is no way of knowing who the ballot came from.



Step 1: Receive returned ballots from:



- US Post Office
- Secure Ballot drop boxes
- Vote Centers (Election Day)

Step 2: Incoming Scan and sort VBM pieces using Agillis



- Problematic pieces are identified and separated (i.e. previous election, too thick/too thin)
- Unreadable/unverified pieces are sorted out for manual research and resolution
- Voter records are updated to indicate that ballots have been received
- A digital image of the signature and each piece is captured.

Step 3: Automatic Signature Recognition (ASR)/Signature Verification



- Run the Agillis ASR software for electronic comparison of signatures on affidavits against voter records to find valid matches
- Remaining scanned affidavits are reviewed by Signature Verification Team
- Matched and verified signatures are accepted and voter record is updated to reflect ballot was counted
- Ballots are run through Audit Pass to be sorted out into challenged and accepted pieces
- Challenged pieces are sent to the Resolution Team
- Accepted pieces are prepared for Ballot Extraction Team

Step 4: Extraction of ballots using Opex (Opener and Extractor) machines



- Ballot Extraction team runs pieces through the Opex machines
- Machines mill the envelope open and operator removes ballots and places them in a tray
- Trays of ballots are sent to be back-folded and prepared for tabulation

Step 5: Preparation of ballots for Tabulation



- Ballots are separated from secrecy sleeves and remaining stubs on ballots are removed
- Ballots are back-folded, flattened and inspected
- Damaged or identifiable ballots are sent to the Duplication Team; light bubble marks are enhanced for scanning as needed
- Once ballots are properly unfolded/flattened, they are placed in long mail trays
- Using the precision scale, two people measure the weight of ballots and measure into groups of 200 ballots
- Each group of 200 ballots is batched and prepared for tabulation

Step 6: Ballot Tabulation using high speed scanner machines



- Ballots are sent through high speed scanners for counting and vote tabulation
- Counted ballots are placed back in batch boxes and sealed for storage
- Adjudication Team reviews ballots to determine voter intent on blank and over voted ballots
- Un-scannable ballots are sent to duplication team and then returned to be scanned