



**Linn County Auditor
Linn County, Iowa**

Joel D. Miller, Auditor
Rebecca Shoop, First Deputy

Date: April 11, 2017

To: Potential City Election Candidates

From: Linn County Election Services

Thank you for your interest in becoming a candidate in the City Elections to be held on November 7, 2017. During the candidate nomination process, our goal is the same as yours: to see your name on the ballot. To assist in this goal, we have put together the enclosed candidate packet.

The candidate packet can also be downloaded from the **Campaign and Candidate Resources** page of our website, <http://www.linncounty.org/157/Election-Services>. We encourage you to visit this site to access other resources such as maps, past election results and to place an online order for voter data.

Another valuable resource is the **Iowa Ethics and Campaign Disclosure Board**. As you prepare for your campaign, you will need to understand financial disclosure requirements and other campaigning regulations. It is recommended that you visit their website, www.iowa.gov/ethics, or call 515-281-4028.

Submit your nomination papers to the Election Services Department of the Linn County Auditor's Office during the candidate filing period. The candidate filing period begins on Monday, August 28th and ends on September 21st at 5pm.

Please read through the enclosed materials and contact Linn County Election Services if you have any questions.

Web: <http://www.linncounty.org/157/Election-Services>

Email: elections@linncounty.org

Phone: 319-892-5300 EXT 1

Privacy Note

Our office will not track who has requested a candidate packet. However, an individual's name will become public once they have officially become a candidate by successfully filing nomination papers.

linncountyauditor.org

Public Service Center
935 Second Street Southwest
Cedar Rapids, Iowa 52404-2100

 auditor@linncounty.org
Phone 319.892.5300
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Candidate's Guide to the Regular City Election

November 7, 2017

Prepared by the Office of the Iowa Secretary of State

(515) 281-0145

sos@sos.iowa.gov

<http://sos.iowa.gov/elections/candidates/index.html>

For more information, please contact your city clerk or county auditor.

Important Note: The information provided in this guide has been compiled in the Iowa Secretary of State's Office to assist candidates and the public in meeting the requirements of Iowa's election laws. If any errors in compilation or computation have occurred, or if there have been amendments to the *Iowa Code* or *Iowa Administrative Code*, the provisions of the *Iowa Code*, *Iowa Administrative Code*, and the session laws shall prevail.

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Overview

What is the City Election?

The city election is held in odd-numbered years to elect city officers and vote on public measures. All cities will hold a regular city election.

As part of the election process, a city may hold a city runoff after the regular city election if set by city ordinance.

[§39.3(3)]

Candidate Qualifications

A candidate must be an eligible elector in the city and city ward (if any) at the time of filing nomination papers and at the time of the election.

[§376.4(1)]

An eligible elector meets all requirements to register to vote but does not have to be registered to vote. An eligible elector must:

- Be a citizen of the United States,
- Be a resident of Iowa, and
- Be at least 18 years old.

An eligible elector may not:

- Be a convicted felon (unless voting rights have been restored by the president or governor),
- Be currently judged incompetent to vote by a court, and
- Claim the right to vote in any other place.

[§39.3(6)]

Control County Auditor

In cities that cross county lines, the county auditor whose county has the largest taxable base is given the responsibility of conducting the election in that city. Candidate nomination papers are filed with this auditor. This auditor is known as the "control county auditor."

[§47.2(2)]

Nomination Papers

Candidates for the regular city election in cities without primary election provisions may be nominated by two methods:

1. Circulating nomination petitions (Chapter 45 nominations or runoff provisions)
2. Holding a non-party political organization (NPPO) nomination convention (Chapter 44 nominations)

A NPPO is a political organization that is not a political party as defined by Iowa law.
[§44.1, 376.3]

Check with the city clerk or county auditor to determine which nomination method is allowed and whether the city has a runoff provision.

Each candidate must file nomination papers with the control county auditor or the city clerk, if designated by the control county auditor. Check with the control county auditor to determine the proper office for filing nomination paperwork. The affidavit of candidacy and nomination petitions or convention certificate must be filed together or they will be rejected.

[§376.4(1)(a)]

Copies of nomination papers are available at the city clerk's office, county auditor's office, or on the Secretary of State's website: <http://sos.iowa.gov/elections/electioninfo/CityElections.html>.

Filing Period

Nomination papers must be filed with the control county auditor during the filing period. They cannot be filed before or after the filing period. The filing period is:

First day: Monday, August 28, 2017

Last day: Thursday, September 21, 2017 – 5 p.m.

There are no filing fees in Iowa.

[§376.4(1)(a)]

Preparing Nomination Papers

Affidavit of Candidacy

Each candidate must complete and file an affidavit of candidacy. The affidavit of candidacy form is available on the Secretary of State's website:

<http://sos.iowa.gov/elections/pdf/candidates/affidavit.pdf>.

The affidavit should include the following information:

- Candidate's Name

The candidate's name should be printed exactly as the candidate wishes the name to appear on the ballot. No parentheses, quotation marks, or titles (e.g. Dr., Mrs., etc.) may be included. Please provide the phonetic spelling of the candidate's name. This is helpful when producing audio ballots for voters who are visually impaired. Be as clear as possible. For example, Eisenhower = "EYES-in-how-er."

- Office Sought and Ward (if any)

The name of the office and the city and city ward (if any) that the candidate is running for must be included.

- Vacancy Information

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

The "yes" box must be checked if the candidate is running to fill the remainder of an unexpired term. This happens when an incumbent office holder resigned, died, or was removed from office before the end of the term and another officer was appointed (not elected) to fill the remainder of the unexpired term.

Contact the city clerk or county auditor with questions about whether you are running to fill a vacancy.

- Type and Date of Election

The 2017 Regular City Election will be held on Tuesday, November 7.

- Candidate's Home Address

Candidates must provide their house number and street name. Mailing address, phone, and email are optional but do assist the county auditor, city clerk, and the public in contacting the candidate.

- Candidate's Affirmation, Signature and Notarization

The affidavit must be notarized. A notarial officer must be present when the candidate signs the affidavit and the notarial officer will complete the verification on the bottom of the affidavit. Once an affidavit is notarized, the affidavit cannot be altered.

Affidavits missing the information listed below must be rejected:

- Candidate's name,
- Office sought and ward (if any),
- Candidate's signature, and
- Signature of notary public.

[§376.4]

The candidate's party affiliation should be left blank.

Nomination Petitions

Candidates must collect signatures on nomination petitions and file the petitions at the same time the affidavit of candidacy is filed. The nomination petition form is available on the Secretary of State's website: <http://sos.iowa.gov/elections/pdf/candidates/nompctnonpartisan.pdf>.

Preparing Nomination Petitions

Before anyone signs the petition, complete the required information in the header of every petition page.

Best Practice: Complete the header on one petition page and make copies of that page so all petition page headings are identical.

The information listed below must appear on each petition header. Signatures cannot be counted on petition pages missing the following information:

- **Candidate's Name**

The candidate's name should be printed exactly as the candidate wishes the name to appear on the ballot. No parentheses, quotation marks, or titles (e.g. Dr., Mrs., etc.) may be included.

- **Office Sought**

- **City Ward (if any)**

The candidate must provide the city ward (if any). Signatures on petition pages that do not provide the applicable city ward (when required) cannot be counted.

- **Type and Date of Election**

The 2017 Regular City Election will be held on Tuesday, November 7.

- **Signers' and Candidate's Affirmation of Residence**

The following statement must appear on each petition page:

"We, the undersigned eligible electors of the appropriate county, city, school district, school or community college director district, or other district as established by law, hereby make the nomination outlined above. If the candidate named above accepts the nomination, we believe the candidate is or will be a resident of the appropriate county, city, school district, school or community college director district, or other district established by law as required by law."

The following information should also appear on each petition header:

- Candidate's County and City of Residence

- Vacancy Information

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

The "yes" box must be checked if the candidate is running to fill the remainder of an unexpired term. This happens when an incumbent office holder resigned, died, or was removed from office before the end of the term and another officer was appointed (not elected) to fill the remainder of the unexpired term.

Contact the city clerk and county auditor with questions about whether you are running to fill a vacancy.

[§376.4]

Signature Requirements for Cities Without Primary or Runoff Provisions (Chapter 45 nominations)

The minimum number of signatures needed is dependent on the size of the city.

- For cities with a population of 3,500 or greater: at least 25 signatures
- For cities with a population between 100 and 3,499: at least 10 signatures
- For cities with a population of 99 or less: at least 5 signatures

[§45.1(8)]

Elected by Ward

In cities where council members are only voted on by the residents of the ward, petition signers must live within the ward.

Elected At-Large

In cities where council members must be residents of a ward but are voted on by the entire city, petition signers may live anywhere in the city.

Signature Requirements for Cities with Runoff Provisions

The minimum number of signatures needed is at least 10 or two percent of the number of people who voted for the office at the last regular city election, whichever is greater.

Ask the city clerk or county auditor for the minimum number of signatures needed.

Elected by Ward

In cities where council members are only voted on by the residents of the ward, petition signers must live within the ward.

Elected At-Large

In cities where council members must be residents of a ward but are voted on by the entire city, petition signers may live anywhere in the city.

[§376.4(1)(b)]

Collecting Signatures

Eligible electors of the city and ward (if applicable) may sign nomination petitions. (See page 1 for the definition of an eligible elector.)

Candidates may sign their own petitions assuming they are eligible electors of the city and ward (if applicable).

Candidates may begin collecting signatures at any time. However, the signers must still be eligible electors when the papers are filed for the signatures to count.

All signers must include the following information:

- A signature (the signature may be printed)
- The address of their residence

This must include a house number, street name, and city. Providing a post office box only is not sufficient. A signer who is homeless should describe where the signer lives or write "homeless."

[§376.4(2)]

There is no limit on the number of nomination petitions one elector may sign for different candidates.

Important Note: Petition signers often use "ditto" marks when appropriate (e.g. when the name of a city or the date of signing the petition is the same as the previous signer). The use of ditto marks alone does not invalidate a signature.

Convention Certificate (Chapter 44 – Nominated by NPPO Convention)

Non-party political organizations (NPPOs) may make nominations by convention in some cities. Candidates who are not members of any political organization may not be nominated by convention.

Important Note: Candidates nominated by NPPO convention will not have the name of the NPPO follow their name on the ballot because the city election is a non-partisan election.

Minimum Number of Convention Attendees

At least ten eligible electors must attend the convention and at least half of the precincts in the city must be represented by those electors. (See page 1 for definition of eligible elector.)

If the minimum attendance requirements are not met for the specific office for which a nomination is being made, the nominations made at the convention cannot be included on the ballot.

[§44.1]

Completing the Convention Certificate

The convention certificate must include the following information:

- Name of NPPO

The name of the organization may not exceed five words and no part or version of the words Democratic or Republican may be used as part of the NPPO's name.

- Candidate's Name

- Office Sought and Ward (if any)

- Candidate's Home Address

Candidates must provide their house number and street name.

- Names and Addresses of NPPO's Executive or Central Committee Members

- Method for Filling Ballot Vacancies

NPPOs may specify the organization's provisions (if any) for filling vacancies in nominations. If it wishes to make a substitution for a ballot vacancy, the NPPO must file these provisions.

- Affidavit and Addresses Chairperson and Secretary

The chairperson and secretary of the convention must certify the certification of nomination from the convention. They must also include their places of residence.

- Names and Addresses of Each Delegate in Attendance at Convention

The convention certificate should also include the following information:

- Date of Convention

- Type and Date of Election

The 2017 Regular City Election will be held on Tuesday, November 7.

- Vacancy Information

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

The "yes" box must be checked if the candidate is running to fill the remainder of an unexpired term. This happens when an incumbent office holder resigned, died, or was removed from office before the end of the term and another officer was appointed (not elected) to fill the remainder of the unexpired term. Contact the city clerk and county auditor with questions about whether you are running to fill a vacancy.

When more than one candidate has been nominated at the same convention, those nominations may be added to the certificate by including the required information and using a separate sheet of paper.

[§44.3]

Filing Checklist

- ☐ **Review affidavit and nomination petition headers or convention certificate.**

Nothing can be added to a notarized affidavit, a petition header, or a convention certificate if there are signatures on the page. Nomination papers can only be returned to the filer if they have been rejected.

- ☐ **Count the signatures.**

Best Practice: File more than the required number of signatures since it is possible for signatures to be challenged. If there are signatures on a petition that should not be included, simply draw a line through the name. Those signatures will not be counted.

- ☐ **Make a copy of nominations papers for own records.**

- ☐ **Bind your nomination papers together.**

Nomination papers may be rejected without examination if not bound together.

Best Practice: Use staples or a three-ring binder.

- ☐ **File both the affidavit and nomination petitions or convention certificate at the same time.**

- ☐ **File as early as possible.**

Nomination papers will be inspected for completeness before they are accepted for filing. If nomination papers are filed early, candidates may have time to correct any errors in rejected papers and resubmit them.

Nomination papers may be filed in person or by mail. When filing by mail, postmark dates are irrelevant. The county auditor or the city clerk, if designated by the county auditor must receive the papers by 5 p.m. on the filing deadline. If candidates would like to be contacted when their nomination papers have been received, they should indicate that when they mail their papers and include a daytime phone number at which they can be reached.

Important Note: It is the responsibility of the candidate to ensure the nomination papers are received by the county auditor or the city clerk, if designated by the county auditor before the deadline. Check with the county auditor to determine the proper office for filing nomination papers.

After Regular City Election Day

Cities Without Runoff Provisions

Who Wins?

Candidates who receive the most votes, up to the number of seats to be filled, are declared elected. If there is a tie, the board of supervisors must draw lots.

[§50.44, 376.11(1)]

Write-In Votes

Write-In Candidate Wins and Accepts

If a write-in candidate wins and accepts, the candidate is declared elected as if their name had been printed on the ballot. The person does not need to file an affidavit of candidacy.

[§376.11(1)]

Write-In Candidate Wins and Declines

When a write-in candidate wins a city election and does not want the job, the winning candidate may submit a letter of resignation to the city clerk by 5 p.m. on the 10th day after the county canvass. If the write-in winner does not resign within 10 days after the canvass, the office is vacant if the write-in winner fails to take the oath of office at the beginning of the next term.

[§376.11(1)]

If a letter of resignation is submitted within 10 days of the county canvass, the city clerk then notifies the person who received the next-highest number of votes. If there is a tie vote for the next highest number of votes, the board of supervisors draws lots to determine the person who received the next highest number of votes.

[§50.44, 376.11(2)]

If the next highest vote-getter accepts, the person is considered the duly elected officer.

Exception: A petition may be filed requesting a special election if the next highest vote-getter takes office. The petition must be signed by eligible electors of the city equal in number to 25% of the people who voted for the office in the election. The petition must be filed within 10 days of the city clerk notifying the next highest vote getter.

[§376.11(2)]

If the next highest vote-getter declines, the person must do so in writing within 10 days of the notice from the city clerk. If this occurs:

- The office is vacant at the end of the term.
- The vacancy must be filled pursuant to §372.13(2).
- If the council chooses to appoint, the appointment may be made before the end of the current term.

[§376.11(2)]

Cities With Runoff Provisions

Who Wins?

It depends. If a city has a runoff provision, all candidates must receive a majority of the votes cast to be declared elected at the regular city election.

Majorities in "Vote for No More Than One" Races

A simple majority is needed to be declared elected at the regular city election in a city with a runoff provision. A simple majority is at least one vote more than 50% of the total votes cast.

If no candidate receives a majority in this type of race, a runoff must be held between the two highest vote getters. For example, a runoff for the office of mayor will have two candidates on the runoff ballot.

[§376.8(2), 376.9(1)]

If there is a tie, the board of supervisors must draw lots.

[§50.44]

Majorities in At-Large Multi-Member Body Races

A majority is found by dividing the total number of votes cast for all candidates for that body by the number of positions to be filled then dividing that by 2 and adding 1. Total votes cast equals the votes cast for all candidates plus write-ins (do not include over and under votes).

If no candidate receives a majority in this type of race or if not enough candidates received a majority to fill all the seats, a runoff will be held to fill the remaining seat(s). The number of candidates on the runoff ballot will equal twice the number of seats to be filled.

[§376.8, 376.9(1)]

Example: Happytown has a five member at-large city council and a runoff provision. At the regular city election, three at-large seats are on the ballot. There were eight candidates on the ballot and 15,876 total votes cast (TVC).

To determine the majority:

1. Divide the TVC by the number of seats to be filled: $15,876 \div 3 = 5,292$
2. Divide 5,292 by 2 = 2,646
3. Add one to 2,646 = 2,647 (always round up if necessary)

The majority is 2,647.

The highest vote-getter, Tom, received 8,215 votes so Tom won this council seat with a majority of the votes. A runoff is not necessary for this seat.

The second highest vote-getter, Nancy, received 2,488 votes. The third highest vote-getter, Mark, received 1,774 votes. Neither of these candidates received a majority (2,647) so two of the three council seats require a runoff between the highest vote-getters. The number of candidates on the runoff ballot will equal twice the number of seats to be filled. There are two seats left to be filled in Happytown so the four highest vote-getters who did not receive a majority will appear on the runoff ballot.

[§376.8]

Write-In Votes in Cities with Runoff Provisions

Write-In Candidate Receives Majority at Regular City Election and Declines

1. The winner must file a notice of resignation with the county auditor by 5 p.m. on the day following the canvass.
2. All remaining persons who received write-in votes and who want to be on the run-off ballot must file affidavits of candidacy with the county auditor by 5 p.m. on the fourth day following the canvass. The auditor should notify the write-in candidates of this requirement.
3. The runoff election must still be held even if one of the remaining candidates has a majority of the votes after the write-in votes of candidates that fail to file an affidavit are disregarded.

[§376.11(4)]

Runoff Election Necessary Because No Candidate(s) Received the Majority and Write-In Votes Were Cast for that Office

1. Everyone who received write-in votes and who wants to appear on the runoff election ballot must file an affidavit of candidacy with the county auditor by 5 p.m. on the day after the canvass. The write-in votes received by a person who does not file an affidavit will be disregarded. The auditor should notify the write-in candidates of this requirement.
2. The runoff election must still be held even if one of the remaining candidates has a majority of the votes after the write-in votes of candidates that file to file an affidavit are disregarded.

[§376.11(5)]

After the Runoff City Election

Who Wins?

Candidates who receive the most votes, up to the number of seats to be filled, are declared elected. If there is a tie, the board of supervisors must draw lots.

[§50.44, 376.9]

Write-In Votes

No affidavit of candidacy is required. The person is declared elected as if their name had been printed on the ballot.

[§376.11(1)]

Frequently Asked Questions

Can I run for more than one office?

No. If a candidate files nomination papers for more than one office appearing on the same ballot, the candidate must file an affidavit on or before the last day to file candidate nomination papers declaring the one office for which the candidate wishes to run. If the affidavit is not filed, the candidate's name cannot appear on the ballot for any of the offices for which the person filed nomination papers.

Exception: This prohibition against seeking more than office does not apply to:

- County agricultural extension council members or
- Soil and water conservation district commissioners.

[§39.11, 49.41]

Can I hold more than one office?

Statewide elected officials, state senators, and state representatives cannot hold more than one elective office at a time.

All other elected officials cannot hold more than one elective office at the same level of government at a time. For example, a person could serve on the school board and county board of supervisors, but a person could not serve on the county board of supervisors and serve as county auditor.

Exception: This prohibition against holding more than one office does not apply to:

- County agricultural extension council members or
- Soil and water conservation district commissioners.

[§39.11]

What is the Hatch Act?

The Hatch Act restricts the political activities of people principally employed by state or local government executive agencies in connection with a program financed in whole or in part by federal loans or grants. For more information, contact:

U.S. Office of Special Counsel – Hatch Act Unit
1730 M. Street, N.W. Suite 218
Washington, D.C. 20036-4505
1-800-854-2824 or 202-254-3650
hatchact@osc.gov
www.osc.gov/hatchact.htm

Who do I contact for questions about nomination papers, filing procedures, and lists of registered voters?

The Elections Division of the Secretary of State's Office is available to assist with questions about the filing process and to provide lists of registered voters.

- Phone: 1-888-SOS-VOTE or 515-281-0145
- Email: sos@sos.iowa.gov
- Mail: Lucas Building, 1st Floor
321 E. 12th Street
Des Moines, IA 50319

The Secretary of State's website also provides useful information for candidates on these topics: sos.iowa.gov/elections/candidates/index.html.

Where can I find information about campaign disclosure and ethics requirements?

For information about candidates' ethics and campaign filing responsibilities and deadlines, please contact the Iowa Ethics and Campaign Disclosure Board at 515-281-4028 or www.iowa.gov/ethics.

2017 Regular City Election and City Runoff Election Candidates' Calendar

| Date | Event | Code Cite |
|---------------------------------------|---|----------------------------------|
| Monday, August 28 | Regular City Election Candidate Filing Begins. First day to file nomination papers with the county auditor or designated city clerk. | §376.4(1)(a) |
| Thursday, September 21 – 5 p.m. | Regular City Election Candidate Filing Deadline. Last day to file nomination papers with the county auditor or designated city clerk. Deadline is 5 p.m. | §376.4(1)(a) |
| Tuesday, September 26 – 5 p.m. | Regular City Election Candidate Withdrawal Deadline. Last day for candidates to withdraw by filing a written request with the county auditor or designated city clerk. Deadline is 5 p.m. | §44.9(6), 376.4(6) |
| | Regular City Election Candidate Objection Deadline. Last day to file written objections to nomination papers or eligibility of a candidate with the county auditor or designated city clerk. Deadline is 5 p.m. | §44.4(2), 376.4(6) |
| Monday, October 9 – 5 p.m. | Regular City Election Satellite Absentee Voting Station Petition Deadline. A petition requesting a satellite absentee voting station must be filed with the county auditor no later than 5 p.m. | §53.11(2)(b) |
| Monday, October 23 | Regular City Election Worry-Free Postmark Date. Mailed voter registration forms which are postmarked on or before today are considered on time to be pre-registered for the regular city election even if they are received after Friday, October 23. | §48A.9(3) |
| Friday, October 27 - 5 p.m. | Regular City Election Voter Pre-Registration Deadline. The deadline to pre-register to vote for the regular city election is 5 p.m. | |
| | Exception: Mailed voter registration forms postmarked on or before Monday, October 19, are considered on time even if they are received after 5 p.m. today. | §48A.9(1) |
| Friday, November 3 – 5 p.m. | Regular City Election Absentee Ballot by Mail Request Deadline. Last day to request an absentee ballot by mail. Deadline is 5 p.m. | §53.2(1)(b) |
| Monday, November 6 | Regular City Election Absentee Ballot In-Person Deadline. Last day to request and vote an absentee ballot in person at the county auditor's office. | §53.2(1)(a) |
| | Exception: If the polls open at noon on election day, voters may vote by absentee ballot in person at the auditor's office from 8 a.m. until 11 a.m. | |
| Tuesday, November 7 | Regular City Election Day. Polls are open from 7 a.m. until 8 p.m. | §49.73(1), 49.73(3), 376.1 |
| | Exception: The polls may be opened at noon for any city election unless the county auditor receives a petition objecting to the shortened hours. | |
| | If the polls open at noon, voter may vote by absentee ballot in person at the county auditor's office from 8 a.m. until 11 a.m. | §53.2(1)(a) |

| Date | Event | Code Cite |
|---|--|-----------------------------------|
| Wednesday, November 8 | Special Precinct Board Convened at Noon for Cities with Runoff Provisions. The auditor must convene the special precinct board at noon to consider provisional ballots and absentee ballots that were postmarked Monday, November 2 or earlier. | §50.21, 50.22 |
| Thursday, November 9 | County Canvass of Votes for Regular City Election for Cities with Runoff Provisions. Must occur this day no earlier than 1 p.m. Special Precinct Board Convened for Cities without Runoff Provisions. The auditor may convene the special precinct board no earlier than noon to consider provisional ballots and absentee ballots that were postmarked Monday, November 2 or earlier. | §376.9(1) §50.21, 50.22 |
| Friday, November 10 – 5 p.m. | Veteran's Day Observed – State Offices Closed. | |
| Friday, November 10 – 5 p.m. | Recount Request Deadline for Cities with Runoff Provisions. Written requests must be filed in the county auditor's office by 5 p.m. <i>If the county auditor's office is closed, the holiday moves to the next business day Monday, November 13.</i> | §50.48(7) |
| Moved to Monday, November 13 5 p.m. | Last Day for Write-in Candidates to File Affidavits of Candidacy for City Runoff Election. In cities with runoff provisions, candidates who received write-in votes at the regular city election must file affidavits of candidacy not later than the day after the canvass to become eligible for the city runoff election. Deadline is 5 p.m. <i>If the county auditor's office is closed, the holiday moves to the next business day Monday, November 13.</i> | §376.11(5) |
| Monday, November 13/ Tuesday, November 14 | County Canvass of Votes for Regular City Election for Cities without Runoff Provisions. May occur either Monday or Tuesday. | §50.24(1) |
| Tuesday, November 14 – 5 p.m. | City Runoff Election Satellite Absentee Voting Station Petition Deadline. A petition requesting a satellite absentee voting station must be filed with the county auditor no later than 5 p.m. | §53.11(2)(c) |
| Thursday, November 16/ Friday, November 17 – 5 p.m. | Recount Request Deadline for Cities without Runoff Provisions. Written requests must be filed with the county auditor by 5 p.m. on the third day after the canvass of votes. | §50.48(1) |
| Friday, November 17 | Regular City Election Contest Notice Deadline. Statement of intent to contest election must be filed in the city clerk's office no later than 10 days after the election. | §376.10 |

| Date | Event | Code Cite |
|--|--|---|
| Monday, November 20 | City Runoff Election Worry-Free Postmark Date. Mailed voter registration forms which are postmarked on or before today are considered on time to be pre-registered for the runoff city election even if they are received after Friday, November 24. | §48A.9(3) |
| Thursday, November 23 – Friday, November 24 | Thanksgiving Holiday – State Offices Closed. | §1C.1 |
| Monday, November 27 – 5 p.m. | City Runoff Election Pre-Registration Deadline. The deadline to pre-register to vote for the runoff city election is 5 p.m. Exception: Mailed voter registration forms postmarked on or before Monday, November 20, are considered on time even if they are received after 5 p.m. today. <i>*Deadline moved due to Thanksgiving holiday.</i> | §48A.9(1) |
| Friday, December 1 – 5 p.m. | City Runoff Election Absentee Ballot by Mail Request Deadline. Last day to request an absentee ballot by mail. Deadline is 5 p.m. | §53.2(1)(b) |
| Monday, December 4 | City Runoff Election Absentee Ballot In-Person Deadline. Last day to request and vote an absentee ballot in person at the county auditor's office. Exception: If the polls open at noon on election day, voters may vote by absentee ballot in person at the auditor's office from 8 a.m. until 11 a.m. | §53.2(1)(a) |
| Tuesday, December 5 | City Runoff Election Day (if necessary). Runoff is only held in cities with runoff provisions for offices in which no one received a majority of votes at the regular city election or if a write-in winner refused the office. Polls are open from 7 a.m. until 8 p.m. Exception: The polls may be opened at noon for any city election unless the county auditor receives a petition objecting to the shortened hours. If the polls open at noon, voter may vote by absentee ballot in person at the county auditor's office from 8 a.m. until 11 a.m. | §49.73(1), 376.9, 376.11 §53.2(1)(a) |
| Thursday, December 7 | Special Precinct Board Convened at Noon for City Runoff Election. The auditor may convene the special precinct board no earlier than noon to consider provisional ballots and absentee ballots that were postmarked Monday, December 4 or earlier. | §50.21, 50.22 |
| Monday, December 11/ Tuesday, December 12 | County Canvass of Votes for City Runoff Election. May occur either Monday or Tuesday. | §50.24(1) |

| Date | Event | Code Cite |
|--|--|------------------|
| Thursday, December 14/ Friday, December 15– 5 p.m. | City Runoff Election Recount Request Deadline. Written requests for a recount must be filed with the county auditor by 5 p.m. on the third day after the canvass of votes. | §50.48(1)(a) |
| Friday, December 15 | City Runoff Election Contest Notice Deadline. Statement of intent to contest election must be filed in the city clerk's office no later than 10 days after the election. | §376.10 |



**Linn County Auditor
Linn County, Iowa**

Joel D. Miller, Auditor
Rebecca Shoop, First Deputy

Campaign Sign Information

County auditors **do not** control campaign signs in Iowa. The Iowa Ethics and Campaign Disclosure Board is in charge of what you can put on your campaign signs. Local Planning and Zoning boards are in charge of where you can put your campaign signs.

We want you to understand the state and local laws and recommend campaigns learn about the content and placement of campaign signs.

Website link to the laws for the State of Iowa, the City of Cedar Rapids, City of Marion, and rural Linn County are listed on this page. Please look up the laws online or contact the correct group for the latest version.

If you want to place signs in other cities within the county, please contact that city directly for any additional restrictions.

Contact numbers for information and enforcement are as follows:

| | |
|---|--|
| Iowa Ethics and Campaign Disclosure Board: | <u>515-281-4028</u> |
| Cedar Rapids Building and Zoning: | <u>319-286-5836</u> Zoning@cedar-rapids.org |
| City of Marion Planning & Development: | <u>319-743-6320</u> |
| Linn County Planning & Development: | <u>319-892-5130</u> plan_dev@linncounty.org |
| Linn County Secondary Roads: | <u>319-892-6400</u> |

Code of Iowa, Chapter 68A.406: Campaign signs — yard signs.

<https://www.legis.iowa.gov/docs/code/68a.406.pdf>

City of Cedar Rapids, Municipal Code Chapter 33E: Sign Code

https://www.municode.com/library/ia/cedar_rapids/codes/code_of_ordinances?nodeId=CH33ESICO

City of Marion, Zoning Code Chapter 176.31: Signs

<http://www.cityofmarion.org/home/showdocument?id=4521>

Unincorporated Linn County, County Ordinance Chapter 41 Unified Development Code, Article 5: General Regulations

<http://www.linncounty.org/DocumentCenter/View/724>

linncountyauditor.org

Public Service Center
935 Second Street Southwest
Cedar Rapids, Iowa 52404-2100



auditor@linncounty.org
Phone 319.892.5300
fax 319.892.5359



**Linn County Auditor
Linn County, Iowa**

Joel D. Miller, Auditor
Rebecca Shoop, First Deputy

November 7, 2017 Regular City Elections: Signature Requirements

Cedar Rapids

Mayor: **390**

Council Member at Large (1 Position): **229**

Council Member District 1: **81**

Council Member District 3: **72**

Council Member District 5: **40**

- *Signatures for district candidates must come from within the district.*
- *See pages 3 & 4 for formulas*

Marion

Council Member at Large (1 Position): **25**

Council Member Ward 2: **25**

Council Member Ward 4: **25**

- *Signatures for ward candidates must come from within the ward.*

Alburnett

Mayor: **10**

Council Member (2 Positions): **10**

Bertram

Mayor: **10**

Council Member (5 Positions): **10**

Center Point

Mayor: **10**

Council Member (3 Positions): **10**

Central City

Council Member (3 Positions): **10**

Coggon

Mayor: **10**

Council Member (2 Positions): **10**

Ely

Council Member (2 Positions): **10**

Fairfax

Mayor: **10**

Council Member (3 Positions): **10**

Hiawatha

Council Member (2 Positions): **25**

Lisbon

Council Member (3 Positions): **10**

Mount Vernon

Mayor: **25**

Council Member (2 Positions): **25**

Palo

Mayor: **10**

Council Member (3 Positions): **10**

Prairieburg

Council Member (2 Positions): **10**

Robins

Mayor: **10**

Council Member (2 Positions): **10**

Springville

Mayor: **10**

Council Member (2 Positions): **10**

Walker

Mayor: **10**

Council Member (3 Positions): **10**

Notes:

These numbers are based on the city's population with the exception of Cedar Rapids and Marion.

Linn County Election Services provides signature requirement information as a courtesy to the public and to assist the city clerks in the county.

Reminder:

Linn County Election Services is the filing officer for city candidates per Iowa Code Section §376.4.

linncountyauditor.org

Public Service Center
935 Second Street Southwest
Cedar Rapids, Iowa 52404-2100



auditor@linncounty.org
Phone 319.892.5300
fax 319.892.5359

Process for Filing Nomination Papers – City Elections

Overview

You must file an Affidavit of Candidacy and collect signatures on Nomination Petitions to run for city office in Linn County. Mark on your Nomination Petitions if you are running at large or in a district before you have people sign the petitions. If you run for a district or ward position, the signatures have to come from people who live in that district or ward. File your paperwork with the Linn County Auditor's Office during the filing period.

In 2017, the filing period begins on Monday, August 28 and ends at 5:00 PM on Thursday, September 21.

Filing Process

1. Turn in Nomination Petition and Affidavit of Candidacy

Mail or bring in your paperwork to the County Auditor's Office at 935 2nd Street SW, Cedar Rapids, Iowa. If you need your Affidavit of Candidacy notarized, our office has notaries available.

2. Auditor's Office Staff Reviews Paperwork

The Linn County Election Services Staff will review paperwork using the checklist provided by the Secretary of State's Office. If your paperwork meets the requirements, staff will accept the papers, add a date and time stamp, and formally receive them. Paperwork that doesn't meet the requirements will have the errors marked, papers will be stamped "rejected", and they will be returned to the candidate.

Please note: Paperwork that has been accepted cannot be returned to the candidate or changed in any way.

3. Public Views and Reviews Paperwork

Paperwork that has been accepted by the Auditor's Office will be uploaded to our website and kept on file for the public to review. The public can view the paperwork during our normal office hours, Monday through Friday, 8 AM to 5 PM. During this time, if the public finds an error or objects to something in the paperwork, they can object to the paperwork by turning in a written objection. Objections can be turned in up to 5 days after the candidate filing period ends.

Please note: If an objection is filed, a public hearing will be held to listen to the objection and determine if the candidate's name can appear on the ballot.

Candidate Withdrawal

If you want to take your name off the ballot, you can turn in a written statement to the Auditor's Office. Withdrawal statements can be turned in up to 5 days after the candidate filing period ends.

If your paperwork is accepted by the Auditor's Office and no objections are filed (or objections are overruled), your name will appear on the ballot.

Tips for Successful Filing

- Turn in paperwork early, not on the very last day. If your paperwork has mistakes, you will need time to correct them and gather more signatures.
- Review the sample forms provided in the candidate packet.
- Review the "Checklist for Reviewing Nomination Papers." This is the checklist that our office uses to review your paperwork.
- Fill in the header of one petition page, check to make sure it's complete and correct, then photocopy as many pages as you need.
- Fill in all spaces. Use "N/A" if a space doesn't apply to you.
- Gather more than the minimum number of signatures that you need. We recommend that you collect 20% more if possible.
- Only let your supporters sign your petition once.
- Have your supporters use their street address, not a P.O. Box. Signatures with P.O. Boxes are not counted.
- Only let your supporters sign the front of your petition. Signatures on the back of a petition can only be counted if the header information is also on the back.
- Have friends or campaign team members review your papers before you file.
- Use a form substantially the same as the one provided in the packet. If you use a different form, it must be on 8 1/2 x 11" paper and have all of the required information.

**State of Iowa
Affidavit of Candidacy**

Candidate's Name (exactly as it should appear on the ballot – no titles, parentheses, or quotation marks): _____

Candidate's Name Sounds Like (phonetic spelling): _____

Office Sought: _____

District or Ward (if any): _____

Vacancy – Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

☐ Yes

☐ No

Type and Date of Election:

☐ Primary on ____/____/____

☐ General on ____/____/____

☐ City on ____/____/____

☐ School on ____/____/____

☐ Special on ____/____/____

Candidate's Affiliation (only complete for partisan offices or Ch. 44 city nominations):

☐ Democratic

☐ Republican

☐ Not affiliated with any organization

☐ Name of Non-Party Political Organization: _____

No more than 5 words and exactly as it should appear on the ballot.

Candidate's Home Address:

Street (no P.O. boxes)

City

State

Zip

County

Candidate's Mailing Address (if different than above):

Street

City

State

Zip

County

Candidate's Phone: _____ **Email:** _____

Candidate's Affirmation

I swear (or affirm) that the information provided on this form is correct. I will be qualified to hold this office and if I am elected, I will qualify by taking the oath of office. I know that I cannot hold public office if I have been convicted of a felony or other infamous crime and my rights have not been restored by the governor or by the president of the United States.

I know that I am required to organize a candidate's committee, which shall file an organization statement and disclosure reports if I (or my committee) receive contributions, make expenditures, or incur indebtedness in excess of \$1,000 in a calendar year for the purpose of supporting my candidacy for public office. (This does not apply to candidates for federal office.)

I know that I cannot be a candidate for more than one office to be filled at this election (except in the case of county agricultural extension council or soil and water conservation district commission).

Candidate's Signature: _____

Must be signed in the presence of a notary.

State of: ____ County of: _____

Signed and sworn (or affirmed) before me on date of: _____

(Stamp)

By: _____
Print Candidate's Name

Notary Signature: _____

Notary Title: _____

**State of Iowa
Affidavit of Candidacy**

Candidate's Name (exactly as it should appear on the ballot – no titles, parentheses, or quotation marks):
Patrick Candidate

Candidate's Name Sounds Like (phonetic spelling): _____

Office Sought: City Council Member

District or Ward (if any): At-Large

Vacancy – Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

☐ Yes ☒ No

Type and Date of Election:

☐ Primary on ____/____/____

☐ General on ____/____/____

☒ City on 11/07/17

☐ School on ____/____/____

☐ Special on ____/____/____

Candidate's Affiliation (only complete for partisan offices or Ch. 44 city nominations):

☐ Democratic

☐ Republican

☒ Not affiliated with any organization

☐ Name of Non-Party Political Organization: _____

No more than 5 words and exactly as it should appear on the ballot.

Candidate's Home Address:

1234 Electric Ave

Vote City

Iowa

55555

Linn

Street (no P.O. boxes)

City

State

Zip

County

Candidate's Mailing Address (if different than above):

Street

City

State

Zip

County

Candidate's Phone: 555-555-5555

Email: pcandidate@pcandidate4council.com

Candidate's Affirmation

I swear (or affirm) that the information provided on this form is correct. I will be qualified to hold this office and if I am elected, I will qualify by taking the oath of office. I know that I cannot hold public office if I have been convicted of a felony or other infamous crime and my rights have not been restored by the governor or by the president of the United States.

I know that I am required to organize a candidate's committee, which shall file an organization statement and disclosure reports if I (or my committee) receive contributions, make expenditures, or incur indebtedness in excess of \$1,000 in a calendar year for the purpose of supporting my candidacy for public office. (This does not apply to candidates for federal office.)

I know that I cannot be a candidate for more than one office to be filled at this election (except in the case of county agricultural extension council or soil and water conservation district commission).

Candidate's Signature: _____

Must be signed in the presence of a notary.

State of: ____ County of: _____

Signed and sworn (or affirmed) before me on date of: _____

(Stamp)

By: _____
Print Candidate's Name

Notary Signature: _____

Notary Title: _____

State of Iowa Nomination Petition for Non-Partisan Office

Candidate Information

Name of Candidate: _____ Office Sought: _____

Candidate's County of Residence: _____ Candidate's City of Residence: _____

Type and Date of Election:

☐ General on ____/____/____ ☐ Special on ____/____/____ ☐ School on ____/____/____ ☐ City on ____/____/____

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder? ☐ No ☐ Yes

For School Elections Only

School District: _____

School Director District (if any): _____

For City Elections Only

Office Ward (if any): _____

For Other Elections Only

Office District (if any): _____

We, the undersigned eligible electors of the appropriate county, city, school district, school or community college director district, or other district as established by law, and the state of Iowa hereby make the nomination outlined above. If the candidate named above accepts the nomination, we believe the candidate is or will be a resident of the appropriate county, city, school district, school or community college director district, or other district established by law as required by law.

| Sign your name | Address where you live in Iowa | | Today's Date |
|----------------|--------------------------------|------|--------------|
| | House number and street | City | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |

State of Iowa Nomination Petition for Non-Partisan Office

Candidate Information

Name of Candidate: Patrick Candidate Office Sought: City Council Member

Candidate's County of Residence: Linn Candidate's City of Residence: Voter City

Type and Date of Election:

☐ General on ___/___/___ ☐ Special on ___/___/___ ☐ School on ___/___/___ ☐ City on 11 / 07 / 17

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder? ☐ No ☐ Yes

For School Elections Only

School District: _____

School Director District (if any): _____

For City Elections Only

Office Ward (if any): At-Large

For Other Elections Only

Office District (if any): _____

We, the undersigned eligible electors of the appropriate county, city, school district, school or community college director district, or other district as established by law, and the state of Iowa hereby make the nomination outlined above. If the candidate named above accepts the nomination, we believe the candidate is or will be a resident of the appropriate county, city, school district, school or community college director district, or other district established by law as required by law.

| Sign your name | Address where you live in Iowa | | Today's Date |
|----------------|--------------------------------|------|--------------|
| | House number and street | City | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |

State of Iowa
Checklist for Reviewing Nomination Papers

Sample

Affidavit of Candidacy

| Required Element | Action to Take if Missing |
|--|--|
| Candidate's Name | Reject |
| Name Pronunciation | Do nothing |
| Office Sought | Reject |
| District or Ward (if applicable) | Reject when it is impossible to determine for which district or ward the candidate is filing |
| To Fill a Vacancy | Reject when box not marked "yes" if the office will appear on the ballot as "to fill vacancy" and it is impossible to determine for which office the candidate is filing |
| Type and Date of Election | Do nothing if it is obvious the candidate is filing papers for a particular election |
| Party Affiliation | Reject if candidate is filing for the primary election or a special election to fill a vacancy in a partisan office |
| Home Address | Do nothing |
| Mailing Address | Do nothing |
| Phone and Email | Do nothing |
| Candidate's Signature | Reject |
| Notarization, including notary signature | Reject |

Nomination Petition Header

| Required Element | Action to Take if Missing |
|----------------------------------|--|
| Candidate's Name | Reject |
| Office Sought | Reject |
| District or Ward (if applicable) | Reject when it is impossible to determine for which district or ward the candidate is filing |
| To Fill a Vacancy | Reject when box not marked "yes" if the office will appear on the ballot as "to fill vacancy" and it is impossible to determine which office the candidate is filing for |
| Type and Date of Election | Reject |
| Candidate's Residence Statement | Reject |
| Petitioners' Residence Statement | Reject if missing on federal and statewide petitions |
| Candidate's Affiliation | Reject if candidate is filing for the primary election or a special election to fill a vacancy in a partisan office |

Nomination Petition Signature Lines

| Required Element | Action to Take if Missing |
|-------------------------------|--|
| Signature of Eligible Elector | Reject |
| Address of Eligible Elector | Reject if left blank, missing house number or street, or obviously outside applicable district |
| Date Eligible Elector Signed | Do nothing |

**Linn County, Iowa
Voter List Specifications and Order Form**

Personal Information Complete all blanks.

Name: _____ Daytime Phone: _____

Organization: _____ Email: _____

Address: _____

Information from voter registration records can **only** be used:

- To request a registrant's vote at an election
- For bona fide political research
- For a bona fide official purpose by an elected official
- For a genuine political purpose

Linn County makes no warranties, expressed or implied, including without limitation, any warranties of merchantability or fitness for a particular purpose. In no event shall Linn County be liable for lost profits or any consequential or incidental damages caused by the use of this voter list and/or voter dataset.

I am aware that information from voter registration records may be used lawfully for the reasons listed above. I understand that using the information for any commercial purpose is a serious misdemeanor under Iowa law. I agree to pay the cost of the above ordered list upon delivery.

Signature: _____ Date: _____

Lists are produced as soon as possible after an order is received. It can take up to 14 days to prepare a list. Orders received immediately before major elections may be delayed while preparations for the election are finalized.

Voter List Blackout Period: There will be a voter list blackout period forty days prior to General Election Day. A voter list can be requested through the Secretary of State's Office during this time.

Cancel this order if the list cannot be completed by (date): _____

Statewide and congressional lists must be produced by the Secretary of State's Office. Linn County may only produce lists for districts of which are wholly in the county.

Price for Lists:

- The minimum data charge is \$10.00 for voter lists 20,000 records or less. For lists more than 20,000 records, the cost is \$0.50 per 1,000 records.

Additional Pricing Information

- Paper voter list cost \$0.10 per page plus any data charge(s).
- Household mailing labels cost \$0.27 per sheet (30 labels per sheet) plus any data charges.
- Our department will email a paid voter list for free if requested.
- Our department will create a CD-ROM with a paid voter list for free if requested.

Acceptable Payment Methods – New as of March, 2015:

- Cash
 - Cash payments **must** be for the **exact** amount.
 - Our department does not have cash on hand for making change.
- Check
 - Check payments **must** be for the **exact** amount.
 - Please make checks payable to Linn County **Treasurer**.
- Credit Card
 - **Free** service. No convenience fee.

Data Describe the voters to be included. Specify that which differentiates them from the ones you do not want included.

Do you want inactive voters? ☐ Yes ☐ No

Registration records become "inactive" when evidence shows that a voter has moved from the address where registered.

List Type Check one or more of the boxes below.

☐ **Electronic List** ☐ Email ☐ CD-ROM

The records will include the registration address, mailing address, and the name and code of the precinct. **Social Security numbers, driver license numbers, and non-operator ID numbers are not included in any list.**

Do you want vote history? ☐ Yes ☐ No

Vote history is only available for electronic lists.

Vote history from up to eight (8) specific election dates:

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____

8. _____

☐ **Paper (printed) List**

In what sequence do you want the voters listed? (by last name, by precinct, etc.) _____

☐ **Household Mailing Labels** - *This will produce one mailing label for each unique address.*

☐ **Absentee Reports**

Delivery Check one box below.

☐ Pick up at the Linn County Election Services Department, where I will pick up and pay for the list.

☐ Email the list to: _____.

Send the completed form to:

Linn County Election Services Department
935 2nd Street Southwest
Cedar Rapids, IA 52404
Phone: (319) 892-5300 Fax: (319) 892-5359
Email: eric.loecher@linncounty.org

Linn County Election Services Cost Sheet

4/11/2017

Data Charges for Voter Records

| Description | Rate | Notes |
|--------------------|----------------------|-----------------------------|
| Voter Records | \$0.0005 per record | \$10.00 Minimum Charge |
| Absentee Reports | \$25.00 per Election | Comes in a text file format |
| Street Directory | \$10.00 | PDF version free by email |

Data Services

| Description | Rate | Notes |
|---|-----------------------------|-------------------------|
| Map Design, Data Prep | \$60/hour - minimum \$15.00 | need prior notification |
| Rates to be figured in 15-minute intervals after minimum fee. Time will be rounded to the next highest interval. Obtain payment in advance for all orders unless an invoice is being sent with product. | | |

Printed Products

| Description | Rate | Notes |
|---------------------------------------|----------------------------|-----------------------------|
| Materials & Printing Costs | | |
| Plain Paper | \$0.10 per sheet for B&W | \$0.11 per sheet for duplex |
| (print or photocopy) | \$0.15 per sheet for color | \$0.21 per sheet for duplex |
| Three Hole Punched Paper | \$0.12 per sheet for B&W | \$0.13 per sheet for duplex |
| (print or photocopy) | \$0.17 per sheet for color | \$0.23 per sheet for duplex |
| Labels (30 labels per sheet) | \$0.27 per sheet | no duplexing |
| (print or photocopy) | no color labels | no duplexing |

Printed Map Products

| Description | Rate | Notes |
|--|-------------------------------------|------------------------|
| Printed Maps | | |
| Letter | \$1/pg solid fill patterns \$2/pg | |
| Ledger | \$2/pg solid fill patterns \$4/pg | |
| ARCH or ANSI C | \$4/pg solid fill patterns \$8/pg | from 2 up to 4 sq ft |
| ARCH or ANSI D | \$8/pg solid fill patterns \$16/pg | from 4 up to 10 sq ft |
| ARCH or ANSI E | \$16/pg solid fill patterns \$32/pg | from 10 up to 16 sq ft |
| Larger than ARCH or ANSI E | starting at \$20/pg | from 16 up to 28 sq ft |
| Copies | \$0.25/page up to ledger size | |
| Mailing Maps | Production cost plus postage | |
| PDF maps are provided for free online at http://www.linncountyelections.org | | |



Reminder of Change in Candidate Filing Location

Due to a change in Iowa law, city clerks are no longer the filing officer for candidate nomination papers. The law now requires that city candidates file their nomination papers with the county commissioner of elections. The county auditor is the commissioner of elections. That means that candidates for the Regular City Election or any special election to fill a city council vacancy must file their nomination petitions and affidavit of candidacy directly with the County Auditor's Office.

In Linn County, nomination papers are received in the Election Services Department of the Auditor's Office.

Address: Public Service Center, 935 2nd St. SW, Cedar Rapids
Hours: Monday – Friday, 8:00 AM to 5:00 PM.
Filing Period: Monday, August 28th to Thursday, September 21st

All candidates are encouraged to file soon after the filing period begins and not wait until the last day. With candidates from 17 cities needing to file paperwork, a line can be expected if the majority of candidates file on the last day.

As always, candidates may mail their nomination papers or they may have another person deliver their nomination papers for them. City clerks are not prohibited from delivering a candidate's nomination papers to the Auditor's Office for filing, but it is not advised. City clerks should consult their city attorney before providing this service to candidates.

Excerpt – Code of Iowa

376.4 Candidacy.

1. a. An eligible elector of a city may become a candidate for an elective city office by filing with the *county commissioner of elections* responsible under section 47.2 for conducting elections held for the city a valid petition requesting that the elector's name be placed on the ballot for that office. The petition must be filed not more than seventy-one days and not less than forty-seven days before the date of the election, and must be signed by eligible electors equal in number to at least two percent of those who voted to fill the same office at the last regular city election, but not less than ten persons. However, for those cities which may be required to hold a primary election, the petition must be filed not more than eighty-five days and not less than sixty-eight days before the date of the regular city election. Nomination petitions shall be filed not later than 5:00 p.m. on the last day for filing.

