

# Davis County

# 2018 Candidate Manual

A guide for Davis County and Local School Board candidates



**Office of the Davis County Clerk/Auditor,  
Curtis Koch**

Updated: November, 2017  
Address: 61 South Main Street  
Farmington Utah, 84025  
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# Getting Started

## Disclaimer

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This guide is not a substitute for Utah State Code, or County Ordinance, and it is not intended to be a comprehensive or an authoritative statement of law. For further legal information, please consult Utah State Code or other appropriate legal resources. If any inconsistency exists between this publication and statute, the statutory language governs.

The contents of this guide are subject to change by legislative or judicial action. The contents of this manual are also for the exclusive use of Davis County and Local School Board Candidates. All instructions for partisan candidates within this guide are for Qualified Political Party (QPP) candidates.

## About this manual & additional assistance

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Congratulations on deciding to run for public office in Davis County! Running for office is exhilarating, but the requirements can also be complicated and difficult to navigate — particularly if you are new to the process.

This manual is designed to help you adhere to all campaign laws and complete the required steps in order to become an official candidate. If this manual does not answer all of your questions, please use the resources below:

### Davis County Clerk's Office



(801) 451-3508



[Bmckenzie@DavisCountyUtah.gov](mailto:Bmckenzie@DavisCountyUtah.gov)



[DavisVotes.com](http://DavisVotes.com)



61 South Main Street , Room 104  
PO Box 618  
Farmington, Utah 84025

### Lieutenant Governor's Office



(801) 538-1041



[elections@utah.gov](mailto:elections@utah.gov)



[vote.utah.gov](http://vote.utah.gov) & [elections.utah.gov](http://elections.utah.gov)



Utah State Capitol  
350 North State Street, Suite 220  
PO Box 142325  
Salt Lake City, UT 84114

### Utah Political Parties:

Constitution Party ([constitutionpartyofutah.com](http://constitutionpartyofutah.com)) (435-363-4453)

Democratic Party ([utahdemocrats.org](http://utahdemocrats.org)) (801-328-1212)

Green Party ([greenpartyutah.com](http://greenpartyutah.com))

Independent American Party ([utahiap.org](http://utahiap.org))

Libertarian Party ([libertarianutah.org](http://libertarianutah.org)) (801-565-0894)

Republican Party ([utah.gop](http://utah.gop)) (801-533-9777)

United Utah Party ([unitedutah.org](http://unitedutah.org))

## Qualifications for office

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Before you begin campaigning, meeting voters, or collecting campaign donations, you must ensure you meet certain requirements to hold office. Review the information below to determine whether you meet the requirements of the office you plan to seek.

### General Qualifications for all offices

- U. S. Citizen at time of filing.
- A registered voter in the county.
- At least a one year resident of the county immediately before the date of the election.
- If ever been convicted of a felony:
  - All felony convictions have been expunged; or
  - Ten years have passed since the most recent felony conviction and
  - All court-ordered fines and penalties have been paid
  - Probation is completed
  - Parole has been granted
  - Term of incarceration is completed.

### County Assessor

Utah Code 17-16-1; 17-17-2; 20A-2-101.5; 20A-9-201; 20A-9-202

- Shall be a state-licensed or state certified appraiser prior to filing for office.
- Unless unaffiliated, be a member of a registered political party.

### County Attorney

Utah Code 17-16-1; 20A-2-101.5; 20A-9-201; 20A-9-202

- An attorney licensed to practice law in Utah who is an active member in good standing of the Utah State Bar.
- If there is no qualified attorney residing in the county, or a qualified attorney does not file, the county commission will fill the office by appointment.
- Unless unaffiliated, be a member of a registered political party.

### County Clerk/Auditor, Commission, Recorder

Utah Code 17-16-1; 20A-2-101.5; 20A-9-201; 20A-9-202

- Unless unaffiliated, be a member of a registered political party.

### County Sheriff

Utah Code 17-16-1; 17-22-1.5; 20A-2-101.5; 20A-9-201; 20A-9-202; Title 53 Chapters 6 and 13

- At the time of filing has successfully met the requirements of the Peace Officer Training and Certification Act; or has passed a certification examination and be qualified to be certified as defined in 53-13-103.
- Provides at the time of filing to the county clerk a certificate issued by the Peace Officer Standards and Training Division created under Utah Code 53-6-103 stating that the candidate has:
  - successfully met the standards and training requirements established for peace officers under Title 53, Chapter 6, Part 2, Peace Officer Training and Certification Act; or
  - met the waiver requirements in Section 53-6-206; and
  - met the qualifications to be certified as a law enforcement officer, as defined in section 53-13-103.
- Before taking office be qualified to be certified as a correctional officer as defined in Utah Code 53-13-104, or a correctional facility manager by having successfully completed a correctional facility management course that is offered by a certified academy in both an online web-based format and in a classroom format and that is approved by the Peace Officer Standards and Training council created in Utah Code 53-6-106.
- Complete annual certification training as required.
- Remain certified during term of office.
- Unless unaffiliated, be a member of a registered political party.

## Qualifications for office (continued)

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### Mutton Hollow Township

Utah Code 17-16-1; 20A-2-101.5; 20A-9-201; 20A-9-202; County Ordinance 01-98

- At least a one year resident of the township immediately before the date of the election.
- Non-Partisan.

### County Surveyor

Utah Code 17-16-1; 20A-2-101.5; 20A-9-201; 20A-9-202

- Any person elected exclusively as the county surveyor shall be a registered professional land surveyor in the state of Utah.
- Unless unaffiliated, must be a member of a registered political party.

### County Treasurer

Utah Code 17-16-1; 20A-2-101.5; 20A-9-201; 20A-9-202

- Unless unaffiliated, be a member of a registered political party.

### Local School Board Member

Utah Code 20A-2-101.5; 20A-9-201; 20A-9-202; 20A-14-203

- Resident in the school representative district from which elected at least one year immediately preceding the date of the election.
- Registered voter of the school representative district.
- Maintain primary residence within district for term of office.
- Non-partisan.
- May not be an employee of the district during term of office.
- May not have any conviction of a grievous sexual offense, as defined in Utah Code 76-1-601, against a child.

## Selecting your path to become a candidate

You have several paths from which to select to become a candidate. If you want to be a partisan (political party) candidate, you have 3 options:

1. Participate in your political party's caucus and convention system.
2. Gather signatures from voters.
3. Participate in your political party's caucus and convention system *and* gather signatures from voters.

If you prefer not to be a partisan candidate, you can be an unaffiliated candidate or a write-in candidate. An unaffiliated candidate's name appears on the ballot, but a write-in candidate's name does not appear on the ballot. Below is a simple chart that illustrates the basic requirements for each path.

**Local School Board** and **Mutton Hollow** Candidates need only declare candidacy, or may file as a Write-In.

Partisan Candidates			Non-Partisan Candidates	
Convention Path <i>(Pages 6-8)</i>	Gathering Signatures Path <i>(Pages 9-15)</i>	Convention & Gathering Signatures Path <i>(Pages 6-15)</i>	Unaffiliated Candidates <i>(Pages 16-20)</i>	Write-in Candidates <i>(Page 21)</i>
<ol style="list-style-type: none"> <li>1. Get to know the convention system</li> <li>2. Declare candidacy</li> <li>3. Attend your party's convention</li> <li>4. Primary election (if needed)</li> </ol>	<ol style="list-style-type: none"> <li>1. Determine your signature requirement</li> <li>2. Declare intent to gather signatures</li> <li>3. Gather signatures</li> <li>4. Declare candidacy</li> <li>5. Submit petition signatures for review</li> <li>6. Primary election (if needed)</li> </ol>	<ol style="list-style-type: none"> <li>1. Get to know the convention system</li> <li>2. Determine your signature requirements</li> <li>3. Declare intent to gather signatures</li> <li>4. Gather signatures</li> <li>5. Declare candidacy</li> <li>6. Submit petition signatures for review</li> <li>7. Attend your party's convention</li> <li>8. Primary election (if needed)</li> </ol>	<ol style="list-style-type: none"> <li>1. Determine your signature requirement &amp; obtain petition template</li> <li>2. Gather signatures</li> <li>3. Submit signatures for verification</li> <li>4. Submit the verified signatures &amp; declare candidacy</li> <li>5. General election</li> </ol>	<ol style="list-style-type: none"> <li>1. Declare candidacy</li> <li>2. General election</li> </ol>
<b>Local School Board and Mutton Hollow</b>	<ol style="list-style-type: none"> <li>1. Declare candidacy</li> <li>2. Primary Election (if needed)</li> </ol>			

# Partisan Candidates: Convention Path

The convention system is one path partisan candidates can take to get their name on the primary election ballot. If you select this path, you must complete 3 steps:

- **Step 1:** Get to know the convention system (continue reading this page).
- **Step 2:** Declare candidacy between 8:00 a.m March 9, 2018 and 5:00 p.m. on March 15, 2018 ([page 8](#)).
- **Step 3:** Attend your party's convention ([page 9](#)).

## Step 1: Get to know the convention system

### 1 Caucus Meetings

A caucus is a neighborhood meeting of a political party's members. Caucuses are typically held in March. During the meeting, caucus members select representatives from the caucus to attend either the county or state convention. These representatives are known as delegates.

### 2 County & State Conventions

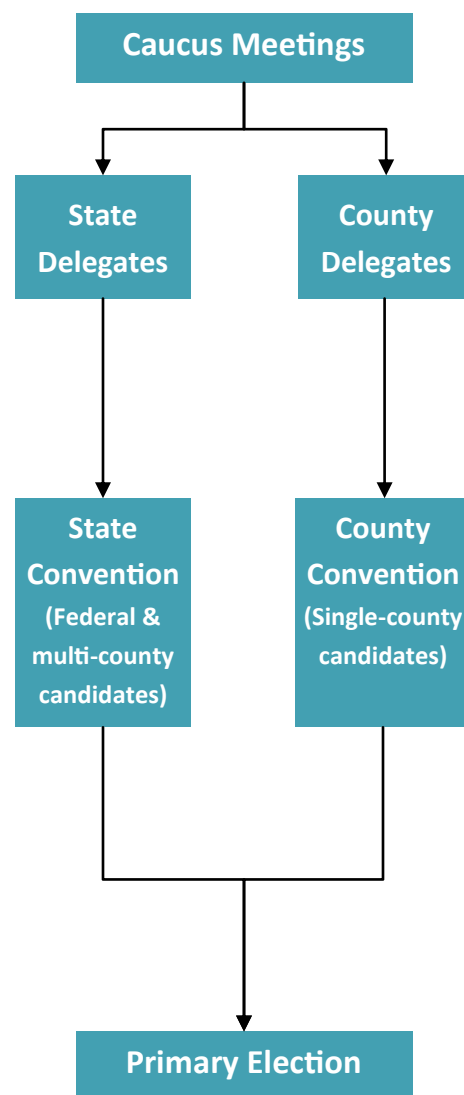
Delegates gather at the party's conventions to nominate candidates.

Delegates at the county convention vote for candidates for county, legislative, and state board of education offices that lie entirely within one county.

Delegates at the state convention vote for candidates for federal, legislative, and state board of education offices that are located within multiple counties.

### 3 Primary Election

Candidates who receive a certain percentage of delegates' votes will be nominated and their name will be placed on the primary election ballot. The Primary Election will be held on Tuesday, June 26, 2018.



## Step 2: Declare candidacy

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All candidates must declare candidacy with the Davis County Clerk .

When do I declare candidacy?

You must declare candidacy between 8:00 a.m. Friday, March 9, 2018 and 5:00 p.m. on Thursday, March 15, 2018. Late declarations cannot be accepted.

Where do I declare candidacy?

All County and Local School Board Candidates file in-person with Davis County Clerk’s Office, 61 South Main Street, Farmington, UT room 104.

What paperwork do I need to submit?

You must submit the forms listed below to declare candidacy. Your filing officer will make these forms available during the filing period. After you declare candidacy, your declaration forms will be made available to the public.

- *Declaration of Candidacy Form.*
- *Pledge of Fair Campaign Practices (optional).*

What fees do I need to pay?

You must pay a filing fee when you declare candidacy. The table to the right lists the filing fee for each office.

If you are unable to pay due to financial hardship, you may file an affidavit of impecuniosity. The filing officer may ask you to provide evidence of your inability to pay and then determine whether the fee will be waived.

Office	Filing Fee
County Attorney	\$914.74
County Clerk/Auditor	\$665.96
County Commissioner	\$653.62
County Sheriff	\$665.96
Mutton Hollow Planning Commission	\$10.00
Davis School Board	\$50.00



What if I can't declare candidacy in person?

Utah law specifies that you must declare your candidacy in person; however, it does allow you to designate another person to file on your behalf if you are located outside Utah during the entire declaration period due to:

- Employment with the State of Utah or the United States, or
- Active duty status with the military, National Guard, the Merchant Marine, the commission corps of the Public Health Service, or the commissioned corps of the NOAA.

If you meet these requirements, you must use an electronic device that allows you and the filing officer to hear and see each other (e.g., Skype, Facetime) when you declare candidacy. Candidates with family emergencies, vacations, business conferences, or other reasons cannot declare candidacy using this method.

### Step 3: Attend your party's convention

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When are conventions held?

County conventions are typically held between late March and mid-April. Contact your party (refer to [page 3](#)) to determine the exact date of your convention.

Are there other requirements?

Your party's constitution or bylaws may require you to perform additional steps to qualify for the convention. You should contact your party (refer to [page 3](#)) to determine if any additional steps exist.

# Partisan Candidates: Gathering Signatures Path

Gathering voters' signatures is one path partisan candidates can take to get their name on the primary election ballot. If you select this path, you must complete 5 steps:

- **Step 1:** Determine your signature requirement (continue reading this page).
- **Step 2:** Declare intent to gather signatures between 8:00 a.m. on January 2, 2018 and 5:00 p.m. on March 15, 2018 ([page 11](#)).
- **Step 3:** Begin gathering signatures ([page 11](#)).
- **Step 4:** Declare candidacy between 8:00 a.m. on March 9, 2018 and 5:00 p.m. on March 15, 2018 ([page 13](#)).

## Step 1: Determine your signature requirement

How many signatures do I need to gather?

The number of signatures you need to gather depends on the political party of which you are seeking nomination. The table below outlines signature requirements:

Party	Valid Signatures Required
Constitution Party	16
Democratic Party	5,207
Green Party	1,918
Independent American Party	80
Libertarian party	44
Republican Party	2,705
United Utah Party	5,207

A good rule of thumb is to collect more signatures than what is required because not every signature you collect will be valid.

Who can sign my petitions?

All signers must meet the following requirements in order for their signature to be considered valid:

- Registered to vote in Utah (or will be registered before the signature is verified by the election officer).
- Live in Davis County.
- Allowed to vote in your party's primary election.

Did not sign a petition for another candidate running for the same office.

## Step 2: Declare intent to gather signatures

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Before you begin to gather signatures, you must declare an intent to gather signatures. You may not collect any signatures before filing this notice. Declaring your intent is not the same as declaring for candidacy.

When do I declare my intent?

You must declare your intent to gather signatures between 8:00 a.m. on January 2, 2018 and 5:00 p.m. on March 15, 2018 at the Davis County Clerk's Office. Late submissions cannot be accepted.

Where do I declare my intent?

All County and Local School Board Candidates file in-person with Davis County Clerk's Office.

How do I declare my intent?

You need to submit one form to declare your intent to gather signatures. Your filing officer will make this form available during the declaration period. Your form will be made available to the public. There is no fee to declare your intent.

Once you submit your form, the filing officer will provide you with instructions and 3 documents to compile your petition packets:

- Petition cover sheet (Microsoft Word format)
- Petition signature sheet (PDF format)
- Petition verification sheet (PDF format)

Please note that these petition materials differ from those of unaffiliated candidate petitions. Do not use unaffiliated candidate petitions.

## Step 3: Gather signatures

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You may begin gathering signatures after you file your declaration of intent to gather signatures. The first thing to do is compile your petition packets.

Barcodes on petition materials

You will notice there is a barcode on your petition packet materials. These unique barcodes are linked to you, so do not use or share petition materials with other campaigns or candidates.

Printing, binding, & arranging petition packets

You are responsible for printing and binding your petition packets. They must be bound across the top in at least 3 places using either staples or spiral binding. Packets must be bound before they are circulated, and they cannot be taken apart or rearranged once they are bound. Your packets will be rejected if you do so.

Petition packets must include at least these 3 sheets and be arranged in the order below.

**1**

**Cover Sheet**

This indicates the office you are seeking, your name, party affiliation, and address. The Microsoft Word format will allow you to insert your photograph.

Each petition packet needs 1 cover sheet.

**2**

**Signature Sheet**

This is where voters will sign your petition. Voters provide their name, signature, address, and the date. They have the option of providing their age or birthdate.

Each petition packet may have up to 50 signature sheets.

**3**

**Verification Sheet**

The person circulating the petition packet must complete this sheet. The circulator must count the number of signatures in the packet and sign. A packet must be circulated by only one person, and the circulator cannot sign a signature sheet in a packet they circulate.

Each petition packet needs 1 verification sheet.

**Who can circulate petitions?**

Any resident of Utah who is over 18 years of age may circulate a petition on your behalf. They do not need to be registered to vote; however, the filing officer can better verify the circulator's age if they are registered to vote. If a circulator does not meet these requirements, the signatures they gathered are not valid.

**Responsibilities of petition circulators**

The most important responsibility of a petition circulator is to verify that a person signing a petition signs their own name and only their own name.

Circulators must complete and sign the verification sheet of every petition packet they use to gather signatures. Circulators cannot sign the signature sheets of any petitions they circulate—they must sign a petition packet of another circulator if they wish to sign the petition.

Each petition packet must be used by only one circulator. If you have multiple circulators, they will each need one packet.

Petition circulators should receive permission from the appropriate entity or owner if they want to gather signatures on private and public areas.

**Paid signature gatherers**

You can pay circulators to gather signatures. If you choose to do so, keep these rules in mind:

- Gatherers *cannot* be paid based on the total number of signatures they collect.

### Volunteer signature gatherers

- Gatherers *can* be paid based on the total number of *valid* signatures they collect, an hourly rate, or any other legal method of payment.
- Using companies that offer signature collection services is allowed, but they must follow all applicable state laws.

You can also use volunteers to gather signatures. Volunteers and their time do not qualify as campaign contributions. However, if volunteers are paid by a third party (e.g., a political action committee or corporation), this would be considered an in-kind contribution from the third party. Refer to county campaign financial ordinance for more information on in-kind contributions.

### Registering petition signers to vote

If an individual wishes to sign your petition but is not registered to vote or affiliated with your party, you may provide them with a registration form. Please ensure that the completed registration form is submitted to the county clerk *before* you submit the individual's petition signature. The County Clerk cannot guarantee that a registration form will be processed prior to the petition signature.

## Step 4: Declare candidacy

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All candidates must declare candidacy with the Davis County Clerk.

### When do I declare candidacy?

You must declare candidacy sometime between 8:00 am Friday, March 9, 2018 and 5:00 p.m. on Thursday, March 15, 2018. Late declarations cannot be accepted.

### Where do I declare candidacy?

All County and Local School Board Candidates file in-person with Davis County Clerk's Office 61 South Main Street, Farmington, UT room 104.

### How do I declare candidacy?

You must submit the forms listed below to declare candidacy. Your filing officer will make these forms available during the filing period. After you declare candidacy, your declaration forms will be posted on [elections.utah.gov](http://elections.utah.gov).

- *Declaration of Candidacy Form.*
- *Financial Disclosure/Conflict of Interest Form.*
- *Pledge of Fair Campaign Practices (optional).*

### What fees do I need to pay?

You must pay a filing fee when you declare candidacy. The table to the right lists the filing fee for each office.

If you are unable to pay due to financial hardship, you may file an affidavit of impecuniosity. The filing officer may ask you to provide evidence of your inability to pay and then determine whether the fee will be waived.

Office	Filing Fee
County Attorney	\$914.74
County Clerk/Auditor	\$665.96
County Commissioner	\$653.62
County Sheriff	\$665.96
Mutton Hollow Planning Commission	\$10.00
Davis School Board	\$50.00

### What if I can't declare candidacy in person?

Utah law specifies that you must declare your candidacy in person; however, it does allow you to designate another person to file on your behalf if you are located outside Utah during the entire declaration period due to:

- Employment with the State of Utah or the United States, or
- Active duty status with the military, National Guard, the Merchant Marine, the commission corps of the Public Health Service, or the commissioned corps of the NOAA.

If you meet these requirements, you must use an electronic device that allows you and the filing officer to hear and see each other (e.g., Skype, Facetime) when you declare candidacy. Candidates with family emergencies, vacations, business conferences, or other reasons cannot declare candidacy using this method.

## Step 5: Submit petition signatures for review

### When do I submit petition signatures?

You must submit petition signatures no later than 2 weeks prior to your party's nominating convention—even if you are not participating in the convention process. The deadline will be extended to the following business day if the 2 week

deadline falls on a weekend or holiday. You may submit petition signatures any time before this deadline.

You must also obtain the required number of signatures before you submit them for verification. For example, if you are required to obtain 1,000 signatures, you cannot submit any petition signatures until you have collected at least 1,000 signatures.

You are encouraged to submit your petition signatures earlier than the deadline. This will allow you to gather and submit more signatures if you fail to reach the required number of valid signatures with your first submission.

Where do I submit petition signatures?

All County Candidates submit their petition signatures to the Davis County Clerk's Office.

How do I submit petition signatures?

You or a designated agent must submit your petition signatures in person and complete a petition submission form that includes the following information:

- Name and contact information.
- Estimated number of petition packets being submitted.
- Estimated number of signatures being submitted.
- You or your designated agent's signature.

After you submit this form and your petitions, the election official will provide a copy of the form. Keep this copy for your records.

Can I supplement my petition signatures?

Yes. You may submit additional petition signatures if it is before the deadline and you have not yet obtained the required number of signatures. The requirements to submit supplemental signatures are identical to those of your first submission. For example if you were lacking 300 signatures, you must have 300 signatures collected before you may submit additional signatures.

How will petition signatures be verified?

Election officials will verify that each signer in your petition is qualified to sign (refer to [page 10](#) to read about these qualifications).

Election officials will also verify petitions in the order in which they are received. If your opponent submits their petition before you, election officials will verify your opponent's entire petition before yours. Note that a submission of supplemental signatures will be considered a new submission and will take its place at the bottom of the verification order.

Voters may only sign for one candidate per office. If a voter signs two separate candidate petitions for the same office, the candidate who submits the signature first will receive credit for the signature.

When will petition signatures be verified?

Election officials will verify your petition signatures until you meet the signature requirement.

The time required to verify your petition signatures will depend on the size of your petition and the number of petitions submitted before your petition. Avoid submitting your petition near the deadline, as the number of submissions is expected to increase during that period of time.

Regardless of your petition size and submission date, election officials will complete the verification of your petition at least 1 day prior to your party's convention (about 13 days after the submission deadline).

How will I know if I meet the signature requirement?

Once your petition signatures are verified, your election official will notify you within 1 business day whether you meet the signature requirement or not.



# Unaffiliated Candidates

If you prefer not to participate in the political party process, you can be an unaffiliated candidate. As an unaffiliated candidate, you are entitled to all the rights and subject to all the penalties of political party candidates. You will have your name printed on the ballot, but your name will be accompanied with a short explanation that you are not affiliated with a political party. Follow the 4 steps below to become an unaffiliated candidate:

- Step 1: Determine your signature requirement & obtain petition templates (continue reading this page).
- Step 2: Gather signatures ([page 18](#)).
- Step 3: Submit signatures for verification ([page 19](#)).
- Step 4: Submit the verified signatures and declare candidacy between March 9, 2018 and 5:00 p.m. on March 15, 2018 ([page 19](#)).

## Step 1: Determine your signature requirement & obtain petition template

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How many signatures do I need to gather?

For county candidates you must gather at least 300 signatures of registered voters within the county.

For local school board candidates you must gather at least 300 or 5% of registered voters within the district, whichever is less.

A good rule of thumb is to collect more signatures than what is required because not every signature you collect will be valid.

Who can sign my petition?

All signers must meet the following requirements in order for their signature to be considered valid:

- Registered to vote in Utah (or will be registered before the signature is verified by the filing officer)
- Live in the county or district of the office you are seeking
- Did not sign a petition for another candidate running for the same office

Where can I obtain petition templates?

You can find the unaffiliated petition packet templates on the Lieutenant Governor's website, [elections.utah.gov](http://elections.utah.gov). You may also obtain the templates from the county clerk. Refer to the next page to determine how to compile your petition packets.

## Step 2: Gather signatures

You may begin gathering signatures any time after the last regular general election (November 8, 2016). Follow the steps below to do so:

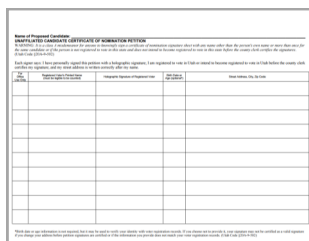
### Printing, binding, & arranging petition packets

You are responsible for printing and binding your petition. It must be bound across the top in at least 3 places using either staples or spiral binding. The packet must be bound before it is circulated, and it cannot be taken apart or rearranged once it is bound. Your packet will be rejected if you do so.

The petition must include 2 sheets and arranged in the order below. Please note that these sheets differ from those of partisan signature gathering candidates.

## 1

### Signature Sheet

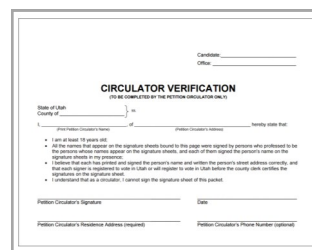
The form is titled "Petition Circulator" and "CIRCULATOR VERIFICATION (To be completed by the petition circulator only)". It contains a table with columns for "Name", "Address", "City", "State", "Zip", "Age", "Date", "Signature", and "Date". There are several rows for signatures.

This is where voters will sign your petition. Voters provide their name, signature, address, and the date. They have the option of providing their age or birthdate.

The petition may have an unlimited number of signature sheets.

## 2

### Verification Sheet

The form is titled "CIRCULATOR VERIFICATION (To be completed by the petition circulator only)". It contains fields for "Candidate", "Office", "State of Utah", "County of", "Petition Circulator Name", "Petition Circulator Address", "Petition Circulator Signature", "Date", "Petition Circulator's Residence Address (optional)", and "Petition Circulator's Phone Number (optional)". It also includes a list of instructions for the circulator.

The person circulating the petition packet must complete this sheet. The circulator must count the number of signatures in the petition and sign. The petition must be circulated by only one person.

The petition needs 1 verification sheet.

### Who can circulate petitions?

Any resident of Utah that is over 18 years of age may circulate a petition. They do not need to be registered to vote; however, the filing officer can easily verify the circulator's age if they are registered. If a circulator does not meet these requirements, the signatures they gathered are not valid.

### Responsibilities of petition circulators

The most important responsibility of a petition circulator is to verify that a person signing a petition signs their own name and only their own name.

Circulators must fill out and sign the verification sheet on each petition packet. A circulator cannot sign the signature sheets of any petitions they circulate—they must sign a petition packet of another circulator if they wish to sign the petition.

Each petition packet must be used by only one circulator. If you have multiple circulators, they will each need a packet.

Petition circulators should receive permission from the appropriate entity or owner if they want to gather signatures on private and public areas.

Volunteer signature gatherers

You can use volunteers to gather signatures. Volunteers or their time do not qualify as campaign contributions. If volunteers are paid by a third party (e.g., a political action committee or corporation), this would be considered an in-kind contribution. Refer Davis County Campaign Financial Ordinance 2.72 for more information on in-kind contributions.

Registering petition signers to vote

If an individual wishes to sign your petition but is not registered to vote, you may provide them with a registration form. Please ensure that the completed registration form is submitted to the appropriate county clerk *before* you submit the individual's petition signature.

### Step 3: Submit signatures for verification

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Once you gather the required number of signatures, you must get the signatures verified by the County Clerk. This must be done *before* you declare candidacy (step 4).

Where do I submit petition signatures for verification?

Your petitions must be submitted to the Davis County Clerk.

When do I submit signatures for verification?

The petition signatures must be verified before you declare candidacy between 8:00 a.m. on March 9, 2018 and 5:00 p.m. on March 15, 2018. Depending on the time of year and the number of signatures you collected, signature verification could take several days or weeks.

It is highly advised that you coordinate with the Davis County Clerk to ensure that they have enough time to verify the signatures.

Can I supplement my petition signatures?

Yes. You may submit additional petition signatures before the deadline. Again, please coordinate with the Davis County Clerk to ensure that there is enough time to verify supplemental signatures.

### Step 4: Submit the verified signatures & declare candidacy

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After your petition signatures are verified, you must submit the *verified* signatures and declare candidacy with the county clerk.

When do I submit verified signatures & declare candidacy?

You must do this between 8:00 a.m. March 9, 2018 and 5:00 p.m. on March 15, 2018. Late submissions cannot be accepted.

Where do I submit verified signatures & declare candidacy?

All County and Local School Board Candidates file in-person with Davis County Clerk’s Office.

How do I submit verified signatures & declare candidacy?

You must submit the following items and forms listed below to declare candidacy. Your forms will be made available to the public.

- *Verified petition and certificate of nomination.*
- *Pledge of Fair Campaign Practices (optional).*

What fee do I need to pay?

You must pay a filing fee when you declare candidacy. The table to the right lists the filing fee for each office.

If you are unable to pay due to financial hardship, you may file an affidavit of impecuniosity. The filing officer may ask you to provide evidence of your inability to pay and then determine whether the fee will be waived.

Office	Filing Fee
County Attorney	\$914.74
County Clerk/Auditor	\$665.96
County Commissioner	\$653.62
County Sheriff	\$665.96
Mutton Hollow Planning Commission	\$10.00
Davis School Board	\$50.00

What if I can’t declare candidacy in person?

Utah law specifies that you must declare your candidacy in person; however, it does allow you to designate another person to file on your behalf if you are located outside Utah during the entire declaration period due to:

- Employment with the State of Utah or the United States, or
- Active duty status with the military, National Guard, the Merchant Marine, the commission corps of the Public Health Service, or the commissioned corps of the NOAA.

What if I can’t declare candidacy in person?

If you meet these requirements, you must use an electronic device that allows you and the filing officer to hear and see each other (e.g., Skype, Facetime) when you declare candidacy. Candidates with family emergencies, vacations, business conferences, or other reasons cannot declare candidacy using this method.

# Write-in Candidates

As a write-in candidate, your name does not appear on the ballot. Voters must write or type your name on the write-in line for a vote to count. The process to become a write-in candidate is simple: you must declare candidacy with the appropriate election official.

When do I declare candidacy?

The deadline to declare write-in candidacy is 5:00 p.m. on September 7, 2018. Late submissions cannot be accepted.

Where do I declare candidacy?

All County and Local School Board Candidates file in-person with Davis County Clerk's Office.

How do I declare candidacy?

You must submit the forms listed below to declare candidacy. Your filing officer will provide these forms when you declare. After you declare candidacy, your declaration forms will be posted on [elections.utah.gov](http://elections.utah.gov).

- *Declaration of Candidacy Form.*
- *Financial Disclosure/Conflict of Interest Form.*
- *Pledge of Fair Campaign Practices (optional).*

Do I need to pay any fees?

Write-in candidates do not need to pay a fee to declare candidacy.

Do I need to file financial disclosure reports?

Yes, you must file campaign finance reports as with any other candidates. Refer to county campaign financial ordinance for more information.

# Campaign Finance & Reporting

Reporting your campaign finances is required by law.

All Davis County and local school board candidates must follow Davis County campaign finance ordinance and file with the County Clerk. Failure to adhere to campaign finance requirements may lead to financial penalties, criminal penalties and disqualification from the election. Continue reading the sections below to find out how to follow these requirements.

## Reporting Schedule & Deadlines

### Financial disclosure report deadlines

Each candidate shall file a signed campaign financial disclosure with the Davis County Clerk reporting his or her itemized and total campaign contributions and expenditures. See Davis County Financial Campaign Ordinance 2.72 to determine when a report must be received in order to be determined “timely”. The chart below shows the maximum number of reports that may be required of a candidate. Reports due before and after the primary election are only required if the candidate is participating in the primary election..

When to Report	Report Deadline
Prior to Convention	Between 14 and 7 days before the candidate’s political party convention
Prior to Primary Election	Between June 12, 2018 and June 19, 2018
After the Primary Election	No later than July 26, 2018
Before the General Election	Between October 23, 2018 and October 30, 2018
After the General Election	No later than December 6, 2018
Statement of Dissolution	When no longer a candidate or office holder

Please see Davis County Campaign Financial Ordinance 2.72 for complete details regarding campaign financial disclosure requirements.

## Other Useful Information

- How to submit your campaign profile & biography (continue reading this page).
- Campaign regulations ([page 25](#)).
- Important election dates ([page 27](#)).

### How to submit your campaign profile & biography

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There are two types of campaign profiles:

- Online at [DavisVotes.com](http://DavisVotes.com) (all candidates except write-ins)
- Online at [vote.utah.gov](http://vote.utah.gov) (all candidates except write-ins)

The website [DavisVotes.com](http://DavisVotes.com) is a website set up specifically for Davis County Citizens, reference to this site is printed on the ballot envelope that will be sent to every registered voter.

The website [vote.utah.gov](http://vote.utah.gov) is a state-wide website, notice of this website is provided by the state voter outreach efforts.

It is recommended that candidates use both of these tools to share information about their campaign.



Online at [DavisVotes.com](http://DavisVotes.com)  
(All candidates except write-ins)



Online at [vote.utah.gov](http://vote.utah.gov)  
(All candidates except write-ins)

What is included in the profile?

- Photograph
- Statement of Qualifications
- Contact information

- Photograph
- Statement of Qualifications
- Biographical information and contact information

When is the profile available to the public?

Profiles are available for both the primary and general elections. Profiles will be posted on the website approximately 1 week after the submission deadlines.

Profiles are available for both the primary and general elections. Profiles will be posted on the website approximately 1 week after the submission deadlines.

When do I need to submit my profile?

**Primary Election:** May 14, 2018 by 5:00 p.m.

**General Election:** September 7, 2018 by 5:00 p.m.

**Primary Election:** May 14, 2018 by 5:00 p.m.

**General Election:** September 7, 2018 by 5:00 p.m.



**Online at [DavisVotes.com](https://DavisVotes.com)**

(All candidates except write-ins)



**Online at [vote.utah.gov](https://vote.utah.gov)**

(All candidates except write-ins)

How do I submit my profile?

- 1) After you file for candidacy you will receive an email with a link to the submission form.
- 2) Enter your name, contact information, upload a small photograph (less than 1MB in size), and type your statement of qualifications. There is a limit of 1150 characters (approximately 200 words)
- 3) Click Submit for Approval.

- 1) Go to [vote.utah.gov](https://vote.utah.gov).
- 2) Under the heading “Candidates & Parties,” select “Enter Candidate Profile.”
- 3) Enter the password **VOTEJUNE2018** for your primary election profile or **VOTENOVEMBER2018** for your general election profile.
- 4) Select your name, enter your biographical information, upload a small photograph (less than 1MB in size), and type your statement of qualifications. There is a limit of 200 words.
- 5) Click Submit for Approval.
- 6) You will receive an email that contains a link to edit your profile. This link is the only way you can edit your profile.

What if I am having trouble submitting my information.

For help with DavisVotes.com please contact the Davis County Clerk’s Office.

For help with vote.utah.gov please contact the Lieutenant Governor’s Office.



# Campaign Regulations

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Utah law prohibits certain activities related to campaigning. Familiarize yourself with these laws to avoid possible legal issues, fines, and penalties. The laws listed below are some of the most common issues that arise during the campaign season, but this list is not all-inclusive. Refer to [Title 20A of the Utah State Code](#) for more information.

## Advertisements

If your campaign pays for any type of advertisement (e.g., mailers, TV, radio, newspaper, billboard, etc.), the advertisement must clearly state that your campaign authorized and paid for the advertisement.

If your campaign does not pay for an advertisement, but it is approved by your campaign, the advertisement must clearly state who paid for the advertisement and that your campaign authorized it.

However, this requirement does not apply to certain campaign items such as:

- Lawn signs smaller than 4ft. by 8ft. in size;
- Bumper stickers;
- Campaign buttons, stickers, and pens; and
- Items that are too small to conveniently print the disclaimer.

## Bribery

Any type of bribery is strictly prohibited by law. You cannot:

- Offer or promise an individual money, prizes, benefits, or employment to vote, refrain from voting, remain away from the polls, or receive political support.
- Offer or promise anything to other candidates to drop out of the race, stay in the race, or perform any other action.
- Pay for endorsements.

A person convicted of these offenses is guilty of a third degree felony.

## Campaigning near a polling location

When voting is taking place at a polling location, you are not allowed to campaign or electioneer on public property within 150 feet of the building. This includes wearing campaign or campaign-related shirts and buttons or displaying signs or bumper stickers. You also cannot interfere with voters or the administration of the polling place.

## Campaign signs

State election law does not prohibit you from placing campaign signs on public property, but a government or other public entity may prohibit it. Ask the appropriate public entity whether you may place signs on public property. If a public entity allows campaign signs on public property, all candidates must be allowed to place signs.

You are not allowed to move, remove, tamper, or vandalize any campaign signs unless the sign is your own. It is a class B misdemeanor to do so.

If you have permission from the property owner, you are allowed to place campaign signs on private property. Property owners can remove your signs without your consent and are not obligated to return the signs to you.

## Campaign signs on public roadways

State and federal law prohibit campaign signs within state rights-of-way ([Utah Code Section 72-7-102](#)). This includes all state highways, medians, road shoulders, sound walls, on-ramps, off-ramps, overpasses, and adjoining fence lines. Candidates are encouraged to place signs on private property with the consent of the property owner. The only restriction for signs on private property is that they must not block the view of oncoming traffic.

If a campaign sign is placed within the state rights-of-way or poses a traffic hazard, it may be removed. Signs that have been removed will be stored by UDOT, and the sign owner may retrieve the signs for future use.

A local government may allow campaign signs in its own rights-of-way. Please contact your local government for more information; regulations and restrictions vary among cities and counties.

For more information about state sign regulations please email [OutdoorAdvertisingControl@udot.gov](mailto:OutdoorAdvertisingControl@udot.gov), or call (801) 965-4209.

## Names on the ballot

The order of candidates' names on the ballot is established by a random alphabet—the master ballot position list. The ballot position list will be determined by the Lieutenant Governor's Office, after the declaration of candidacy period. The list will be posted on [elections.utah.gov](http://elections.utah.gov).

## Poll watchers

Poll watchers are not required, but you may designate up to three different types of poll watchers:

- Voting poll watcher. This individual observes voters casting their vote at a polling location.
- Securing of ballots watcher. This individual observes election officials securing the ballots.
- Counting watcher. This individual observes election officials as they tally the votes.

To designate a watcher, simply create and sign an affidavit that states that a particular individual will serve as a watcher on your behalf and provide this information to the County Clerk.

Watchers are there to observe these processes. They are not there to interfere. Watchers may make written memos, but they cannot communicate the progress of the voting or counting in any way. Doing so will result in a third degree felony.

## Using public email for political purposes

If you are a current office holder or work in the public sector (including public education), you cannot use your public entity email address for political or campaign-related purposes. The fine for the first offense is \$250. Fines for subsequent offenses are \$1,000 and over.

## Withdrawing your candidacy or intent to gather signatures

You may withdraw your candidacy or your declaration of intent to gather signatures by submitting a written affidavit to the Davis County Clerk. If you withdraw your intent to gather signatures, any signatures you submitted prior to withdrawal will not be verified. State law allows a candidate to withdraw up to 23 days before an election, however a candidates name may still appear on the ballot.

## Important Election Dates

Below is a calendar of important dates for the election. Note that not all election related dates and deadlines are represented in this calendar.

Date	Event
January 2, 2018	Declaration of intent to gather signatures begins
March 9, 2018	Declaration of candidacy period begins
March 15, 2018 (5:00 p.m.)	Declaration of candidacy period ends; declaration of intent to gather signatures period ends
2 weeks before convention	Candidate petition signatures must be submitted
Between 14 and 7 days before convention	Financial disclosure report due (except for unaffiliated candidates)
1 day before convention	Signature gathering candidates are certified for the primary election ballot
Late March - Late April	Political parties hold nominating conventions
May 11, 2018	Primary Election ballots are sent to military and overseas voters
May 29, 2018	Last day a voter can register to vote for the Primary Election by mailing a registration form
June 5, 2018	Primary Election mail ballots are sent to voters
Between June 12 and June 19, 2018	Financial disclosure report due prior to Primary Election
June 19, 2018	Last day a voter can register to vote for the Primary Election online or at the county clerk's office
June 21, 2018	Last day a voter may request a mail ballot for the Primary Election
June 26, 2018	PRIMARY ELECTION DAY
July 10, 2018	Final Primary Election results are certified by the county clerk
Between June 26 and July 26, 2018	Financial disclosure report due after Primary Election
September 21, 2018	General Election ballots are sent to military and overseas voters
October 9, 2018	Last day a voter can register to vote for the General Election by mailing a registration form
October 16, 2018	General Election mail ballots are sent to voters
Between October 23 and October 30, 2018	Financial Disclosure report due before General Election
October 30, 2018	Last day a voter can register to vote for the General Election online or at the county clerk's office
November 1, 2018	Last day a voter may request a mail ballot for the General Election
November 6, 2018	GENERAL ELECTION DAY
November 20, 2018	Final General Election results are certified by the county clerk
Between November 6 and December 6, 2018	Financial Disclosure report due after General Election