



CANDIDATE GUIDE 2023



June, 2023

Dear Candidate:

Congratulations on your decision to run for office in our beautiful City! This candidate guide has been designed to provide basic information about your candidacy and about Springville City government. We hope it will be helpful.

Inside you will find a *Declaration of Candidacy* form and instructions for filing. The declaration of candidacy period begins Thursday, June 01, 2023 and ends Wednesday, June 07, 2023 at **5:00 p.m.** Please file between the hours of 8:00 a.m. and 5:00 p.m. weekdays. You must file in person at the office of the Springville City Recorder and pay the \$30 filing fee. Also included in this packet are instructions for submitting your campaign finance report. Candidates are encouraged to review Utah Code Title 20A Election Code; and Title 10, Utah Municipal Code. In case of conflict; the law, regulation, or rule will apply.

Please plan on attending a Candidate Orientation meeting on **Tuesday, June 13, 2023 at 7:00 p.m.** in the Civic Center Multi-Purpose Room, where additional information will be distributed, and any questions addressed. If you are unable to attend, please have a representative attend in your place.

For more information, please contact the Springville City Recorder's Office in person at 110 South Main Street, by phone at 801.491.2727, or by email at kcrane@springville.org.

Best regards,

A handwritten signature in blue ink that reads "K Crane".

Kim Crane, CMC
City Recorder and Election Officer

SPRINGVILLE CITY—CANDIDATE GUIDE



OFFICES TO BE VOTED ON

Springville City has Three City Council positions up for election in November 2023, each for a 4-year term running from January 2024 to January 2028.

Qualifications for Elected Office:

1. A candidate must be a United States citizen.
2. A candidate must be at least 18 years old and a registered voter of the municipality.
3. A candidate must have resided in the city of Springville or a recently annexed area for 12 consecutive months immediately preceding the election.
4. Any mentally incompetent person, any person convicted of a felony, or any person convicted of treason or a crime against the elective franchise may not hold office in this state until the right to vote or hold elective office is restored as provided by statute.

PERSONAL COMMITMENT

Being a Council member requires a significant time commitment, including attending Council meetings and other meetings related to city business, as well as reading and preparing for those meetings. Plan to spend a minimum of 10-20 hours per week on Council responsibilities.

CITY COUNCIL MEETING DATES

City Council meetings are held on the first and third Tuesdays of each month at 7:00 p.m. Work Meetings are held on the first, second, and third Tuesdays of each month at 5:30 p.m. Other meetings may be held on short notice in emergencies.

ELECTED OFFICIALS COMPENSATION

Springville City Mayor and City Council members receive compensation paid bi-weekly, including wages, a \$2400 payment for expenses, and benefits. The Mayor receives \$16,737.87 annually, while Council members receive \$12,720.67 annually.

SPRINGVILLE'S FORM OF GOVERNMENT

Springville is a third-class city (population between 30,000 and 65,000) with a six-member council form of government. The U.S. Census Bureau 2021 population estimate for Springville is 36,135. The Mayor exercises ceremonial and administrative functions as a member of the Council, but may only vote in the case of a tie. Offices are held for four-year terms. A quorum of three Council members is needed to pass any measure.

VOTE BY MAIL (VBM)

Springville City conducts elections by mail. This means all active voters are mailed a ballot about three weeks before each election.

OATH OF OFFICE

Once elected, Council members must take an oath of office, swearing to support, obey, and defend the Constitution of the United States and the Constitution of the State of Utah while discharging their duties with fidelity. The Oath of Office ceremony is held at 12:00 p.m. (Noon) on the first Monday of January, or as soon thereafter as practically possible.

SPRINGVILLE CITY—CANDIDATE GUIDE



VOTER REGISTRATION—EARLY VOTING

The Utah County Elections Office is responsible for handling voter registration and early voting for the Springville Municipal Election. Residents who wish to vote must be registered, and they can obtain registration forms at the Utah County Elections office or online at [UtahCounty.gov](https://utahcounty.gov). Additionally, voter service centers will be available for voters who need assistance or have concerns on Election Day, and their locations will be posted at [UtahCounty.gov.curbside](https://utahcounty.gov/curbside) closer to the Primary Municipal Election date.

CAMPAIGN LITERATURE

Placing campaign literature inside residential mailboxes is a violation of federal postal standards. The material must have proper postage and be processed through the postal system. Political posters or advertising are not allowed within 150 feet of a polling place, and no political advertising may be placed on public property.

POLITICAL CAMPAIGN SIGNS

No political posters or advertising for candidates or issues are to be at the registration locations on registration days. No political advertising or electioneering, including oral, printed, or written attempts to persuade voters for or against any candidate or issue, is allowed within a polling place or in any public area within 150 feet of the building where a polling place is located. **No political posters or advertising may be placed on public property**, which includes planter strips between the sidewalks and streets. Political advertising may be placed on private lots upon authorization of the property owner, except that no sign or poster shall obstruct the sight view of traffic at street corners. The Springville City Sign Ordinance 11-6-301 can be found online at www.springville.org.

ELECTION NIGHT RETURNS

Election night returns for the 2023 Springville Municipal Election will be available online at www.springville.org as soon as they are reported from Utah County. Voter service centers will be available to address voter concerns and issues on Election Day, and ballots can be mailed or dropped off at designated locations.

PLEASE NOTE: ballots will be mailed approximately 21 days before the election. Voted ballots can be mailed (postage paid by the City). We are encouraging voters to use the drop-off boxes at the City Offices, or the Utah County Clerk's Office (in Provo)—**including on Election Day until 8:00 p.m.** Election returns will be available on the County's webpage.

ELECTION DAY

Voter service centers will be available to address voter concerns and issues on Election Day. The centers will operate during traditional voting hours (7 a.m. to 8 p.m.), but they are not polling places. Voter service center locations and drop box locations can be found at [UtahCounty.gov.curbside](https://utahcounty.gov/curbside).

RECOUNTS

Municipal Elections - when the difference of votes cast between the winning and losing candidate is equal to or less than .25% of the total number of votes cast for all candidates in the race, the candidate may file a request for a recount with the City Recorder within three days after the canvass. 20A-4-401(1)(a)(ii) UCA

SPRINGVILLE CITY—CANDIDATE GUIDE



CAMPAIGN FINANCIAL REPORTING

Campaign financial reporting is an important aspect of running for elected office, as it helps to ensure transparency and accountability in the campaign process. Candidates for municipal office in Springville are required to file Campaign Financial Statements with the City Recorder, detailing all campaign contributions and expenditures.

The financial statements must include information such as the date, amount, and name of donors for contributions, as well as the date, market value, description, and name of donors for in-kind contributions. Expenditures must also be listed, including the date and amount paid, as well as the name of the recipient.

If a candidate receives or spends less than \$500, they may report the total amount without itemizations. However, if a candidate receives or spends more than \$500, all contributions and expenditures must be itemized.

The signed campaign financial statements are classified as a public record and must be posted on the City's website no later than seven days after they are filed with the City Recorder.

Campaign financial disclosures are **due by 5:00 p.m.** on the due date. If a candidate fails to file a campaign statement by the deadlines listed in UCA 10-3-208(4) and (5), and then fails to file a timely report within 24 hours after the deadline for filing the report, the candidate will be disqualified, and the name of the candidate will be removed from the ballot.

Report Due Date (by 5:00 p.m.)	Report includes transactions between	Who this applies to
08/08/2023	01/01/2023- 08/03/2023	All Candidates
09/14/2023	08/04/2023 - 09/014/2023	Candidates eliminated at Primary
10/10/2023	08/04/2023 - 10/05/2023	Candidates in the General Election
10/31/2023	10/06/2023–10/26/2023	Candidates in the General Election
12-07-2023	10/27/2023 - 12/07/2023	Candidates in the General Election
30 days after disqualification	Varies, contact your municipal Clerk/ Recorder	Candidates who are disqualified for failing to file a financial report by the deadline



ELECTIONEERING

"Electioneering" includes any oral, printed, or written attempt to persuade persons to refrain from voting or to vote for or vote against any candidate or issue. A "polling place" means the physical place where ballots and absentee ballots are cast and includes city hall during the period in which absentee ballots may be cast there.

Any person who violates any provision of this section is guilty of a Class A misdemeanor (up to one year in jail and a fine of up to \$2,500).

On the day of any election, within a polling place or in any public area within 150 feet of the building where a polling place is located, a person may NOT:

1. Do any electioneering.
2. Circulate cards or handbills of any kind.
3. Solicit signatures to any kind of petition.
4. Engage in any practice that interferes or disrupts the administration of the polling place.
5. Obstruct the doors at polls or prevent free access to and from the polling place.
6. Remove a ballot from the polling place unless the poll worker is assisting a physically disabled voter outside the building.
7. Solicit any voter to show their ballot.
8. No campaigning can take place within 150 feet of the City Center during Early Voting.

STATEWIDE ELECTRONIC VOTER INFORMATION WEBSITE

Statement of Qualifications for Voter Information Pamphlet: As directed in Utah Code section 20A-7-801, Utah's lieutenant governor hosts a statewide electronic voter information website. All candidates may submit statements of qualifications (no more than 200 words) and certain biographical information for inclusion on the website. [Submission Deadlines; Primary Election July 03, 2023– 5:00 p.m. General Election September 08, 2023– 5:00 p.m.](#) UCA 20A-7-801(4)(a)(ii). Visit the website VOTE.UTAH.GOV this website allows registered voters to view election information particular to them, including their polling places, election officials, a sample ballot, and a 200-word blurb from the candidates.





ETHICS AND FINANCIAL DISCLOSURE

The State has enacted the "Municipal Officers and Employees Disclosure Act" which establishes standards of conduct for elected and appointed officials. According to this act, elected or appointed officers or municipal employees may not:

1. Disclose or improperly use private, controlled, or protected information acquired by reason of their positions or in the course of official duties in order to further substantiate their personal economic interests or to secure special privileges or exemptions for themselves or others.
2. Use or attempt to use their positions to further substantiate their personal economic interests, or secure privileges for themselves or others.
3. Knowingly receive, accept, take, seek, or solicit, directly or indirectly for themselves or others a gift of substantial value or a substantial economic benefit tantamount to a gift (which is defined as a loan received at an interest rate that is substantially lower than the commercial rate, or compensation received for private services rendered at a rate substantially exceeding the fair market value of the services) that would tend to improperly influence a reasonable person to depart from the faithful and impartial discharge of the person's public duties; or the person knows or a reasonable person in the office should know that under the circumstances the gift is primarily for the purpose of rewarding the person for official action taken. This does not apply to:
 - a. An occasional non-pecuniary (nonmonetary) gift under \$50 in value.
 - b. An award presented publicly in recognition for public service.
 - c. A bona fide loan in ordinary course of business.
 - d. Political campaign contributions.
4. Failure to disclose in a public meeting any personal interests or investments by any elected or appointed officials of a municipality, which creates a conflict between officials' personal interests and their public duties.



SPRINGVILLE CITY—CANDIDATE GUIDE



Also, according to the Act, a Disclosure Statement must be filed with the Mayor and proper notification must be given if any of the following situations exist:

City official or employee receives compensation for assisting any person or entity in a transaction involving the City. (Must be filed ten days before compensation is received or agreement is entered into.)

City official or employee is an officer, director, agent, employee, or owner of substantial interest (over \$2,000) in a business regulated by the City.

City official or employee is an officer, director, agent, employee, or owner of substantial interest in business, which does or anticipates doing business with the City.

Besides filing a disclosure statement, elected and appointed officials must also disclose their positions verbally in open meetings to the other members of the body to which they belong as well as immediately prior to any discussion involving the business or interest.

Certain penalties may be imposed for violation of the above requirements. They include:

1. Potential Second Degree Felony Action.
2. Mandatory removal from office.
3. Rescission of transaction.

The complete text of the applicable State law and City ordinance is available for your reference at the City Recorder's Office. A sample of the disclosure statement form is included at the end of the Candidate's Guide.



SPRINGVILLE CITY—CANDIDATE GUIDE



SPRINGVILLE'S ADVISORY BOARDS, COMMISSIONS AND COMMITTEES

City board members shall be appointed by the Mayor, with the advice and consent of the City Council. Each City board shall be an advisory board only and exist to assist the City Council in their business.

The City Council also appoints special Ad Hoc committees to review particular areas of concern facing the City. A good example of this would be the Active Transportation Ad Hoc Committee. These special Ad Hoc groups are generally organized to complete a special project or effort and then are disbanded on the completion of their work.

The citizens appointed to serve on these boards render valuable services to the City and receive no financial compensation. Council members serve as liaisons on these boards as assigned by the Mayor.

Community Category

Board of Adjustment
Community Board
Landmarks Preservation Commission
Library Board
Planning Commission
Mountainland Association of Governments (MAG)
South County Mayors

Parks, Arts, and Recreation (PAR) Category

Parks, Arts, and Recreation Board
Active Transportation Ad Hoc Committee

Utility Category

Utility Board
South Utah Valley Municipal Water Association (SUVMWA)
South Utah Valley Power Systems
South Utah Valley Solid Waste District
Springville Irrigation
Utah Lake Commission

Local, Interlocal and/or County Boards w/Council Reps. (continued)

Industrial Park Review Board
Miss Springville/Mapleton Pageant
Mountainland Association of Governments
South County Mayors
South Utah Valley Animal Special Services District
South Utah Valley Solid Waste District
South Utah Valley Municipal Water Association
South Utah Valley Power Systems
Springville Irrigation
Springville World Folkfest Board
Utah County Council of Governments
Utah County Fair Board
Utah Lake Commission
Utah Valley Economic Development Association



SPRINGVILLE CITY—CANDIDATE GUIDE



EXECUTIVE STAFF

The executive staff of the City consists of the City Administration and the Department Directors. These individuals are:

<u>DEPARTMENT</u>	<u>INDIVIDUAL</u>	<u>BUSINESS PHONE</u>
Administration	Troy Fitzgerald	491-7850
Assistant City Administrator/ Legal	John Penrod	489-2703
Assistant City Administrator/ Finance	Bruce Riddle	489-2708
City Recorder	Kim Crane	491-2727
Community Development	Josh Yost	489-2705
Hobble Creek Golf Course	Craig Norman	489-6297
HR/Administration	Patrick Monney	491-7864
Parks and Recreation	Stacey Child	489-2734
Power	Shawn Black	489-2750
Public Safety	Lance Haight	489-9421
Public Works	Brad Stapley	489-2711
Springville Museum of Art	Emily Larsen	489-2727
Springville Public Library	Dan Mickelson	489-2720





FORMS

[Declaration of Candidacy Form](#)

[Public Record Disclaimer](#)

[Officer and Employee Disclosure Statement](#)

[Pledge of Fair Campaign Practices](#)

[How to Submit Your Candidate Profile](#)

[Statewide Electronic Voter Information Instructions](#)

[Campaign Finance Disclosure UCA 10-3-208](#)

[Master Ballot Position List 2022/2023](#)

[Nomination Petition](#)



2023 MUNICIPAL DECLARATION OF CANDIDACY

(print name exactly as it is to be printed on the official ballot – no amendments or modifications after 5:00 p.m. on June 7, 2023)

for the office of _____ for the _____ (two or four-year) term
for the city/town of _____.

State of Utah }
County of _____ } ss.

I, _____, being first sworn and under penalty of perjury, say that I reside at _____
Street, City of _____, County of _____, state of Utah, Zip Code _____, Telephone Number (if any) _____; that I am a registered voter; and that I am a candidate for the office of _____ (stating the term). I will meet the legal qualifications required of candidates for this office. If filing via a designated agent, I attest that I will be out of the state of Utah during the entire candidate filing period. I will file all campaign financial disclosure reports as required by law and I understand that failure to do so will result in my disqualification as a candidate for this office and removal of my name from the ballot. I request that my name be printed upon the applicable official ballots.

☐ (Optional) I wish to classify my addresses listed above as a protected record. By doing so, you must provide an alternative address or phone number.

Alternative Address OR Phone Number: _____

Email Address

Website

Signature of Candidate

(Must be notarized or be signed in the presence of the filing officer. A designated agent may not sign on behalf of the candidate.)

Subscribed and sworn to (or affirmed) before me by _____ on this _____.
(applicant) (month/day/year)

Notary Public (Clerk or other officer qualified to administer oath)

Date/Time Received

(Stamp)

Filing Fee
of \$30.00 Paid

(initial)

QUALIFICATIONS FOR CANDIDATE FILING DECLARATION

Please initial:

_____ The filing officer read the constitutional and statutory qualifications as listed below to me, and I meet those qualifications.

_____ I understand that an individual who holds a municipal elected office may not, at the same time, hold a county elected office.

_____ I agree to file all campaign financial disclosure reports, and I understand that failure to do so may result in my disqualification as a candidate for this office, possible fines and/or criminal penalties, including removal of my name from the ballot.

_____ I received a copy of the pledge of fair campaign practices, and I understand that signing this pledge is voluntary.

_____ I provided a valid email, or physical address if no email is available, and I understand this will be used for official communications and updates from election officials.

_____ I understand I will receive all financial disclosure notices by email.

_____ I prefer to also receive financial disclosure notices by mail at the following address:

_____ I understand my name will appear on the ballot as it is printed on this declaration of candidacy, and that I may not make any amendments or modifications after 5:00 p.m. on June 7, 2023.

_____ I have received a copy of Section 20A-7-801 regarding the Statewide Electronic Voter Information Website Program and its applicable deadline.

Signature of Candidate

Date

Signature of Filing Officer

Date

QUALIFICATIONS

Before the filing officer accepts any declaration of candidacy, the filing officer shall read to the candidate the constitutional and statutory requirements for candidacy, and the candidate shall state whether he/she fulfills the requirements. If the candidate indicates that he/she does not qualify, the filing officer may not accept his/her declaration of candidacy (Utah Code Section 20A-9-203).

MUNICIPAL CANDIDATE

Utah Code §10-3-301

Utah Code §20A-9-203

- Registered voter in the municipality in which the individual is elected*
- Must have resided within the municipality for which the candidate is seeking office for the 12 consecutive months immediately before the date of the election.
- Maintain a principal place of residence within the municipality, and within the district that the elected officer represents, during the officer's term of office
- If the individual resides in a territory which was annexed into the municipality: must have resided within the annexed territory or the municipality the 12 consecutive months immediately before the date of the election.
- Pay filing fee, if one is required by municipal ordinance
- Not convicted of a felony, treason, or crime relating to elections**
- Cannot have been declared mentally incompetent

* *Utah Code §20A-2-101 states: A registered voter (1) is a citizen of the United States; (2) is a resident of Utah; (3) will, on the date of that election, be at least 18 years old, (4) has been a resident of Utah for 30 days immediately before that election; (5) and is registered to vote.*

** *Utah Code §20A-2-101.5 states: A person convicted of a felony loses the right to hold office until (1) all felony convictions have been expunged, OR (2) ten years have passed since the most recent felony conviction AND the person has paid all court-ordered restitution and fines AND the person has completed probation, been granted parole, or completed the term of incarceration associated with the felony.*



Public Record Disclaimer

The information you provide on your declaration of candidacy, certificate of nomination, or affidavit of impecuniosity is a public record, and your information will be published, posted, or otherwise publicly accessible.

Utah Code §63G-2-305(52) allows you to make your residential and mailing address a protected record if you provide an alternate address or phone number. If you would like to make your residential and mailing address a protected record, please complete the following fields:

☐ Yes, I would like to make my residential and mailing address on my declaration of candidacy, certificate of nomination, and/or affidavit of impecuniosity a protected record.

Name: _____

Please contact me using the alternate address or phone number:

Alternate Address: _____

OR

Alternative Phone Number: _____



**SPRINGVILLE CITY
OFFICER AND EMPLOYEE DISCLOSURE STATEMENT**

I, _____, holding the position of _____ for Springville City, hereby submit this Disclosure Statement in accordance with the provisions of the Utah Municipal Officers' and Employees' Ethics Act as set forth in Utah Code Annotated Section 10-3-1301 to 10-3-1312, as amended, for the purpose of disclosing actual or potential conflicts of interest which exist or may arise between by public duties and my personal interests. *One form must be filled out for each business or personal conflict of interest disclosure. Please indicate one or more of the following as applicable to your potential conflict of interest and then give particulars.*

Employment Disclosure

Every person holding a position with Springville City must disclose any additional position held as an officer, director, agent, or employee of a business entity required to have a business license by the City, which does or anticipates doing business with the City, or which the officer or employee of Springville City may receive or agree to receive compensation from for assisting in any transaction involving the City. As used herein, "business entity" shall include any sole proprietorship, partnership, association, joint venture, corporation, limited liability company, firm, trust, foundation, or other organization or entity used in carrying on a business.

Business Interest Disclosure

Every person holding a position with Springville City must disclose any ownership or a substantial interest in any business entity which may be subject to the regulation of the City or which does or anticipates doing business with the City. As used herein, "substantial interest" shall include the ownership, either legally or equitably, by the employee or officer, and his or her spouse or minor children, of at least 10% of the outstanding shares of a corporation or 10% interest in any business entity. This section shall not require the disclosure of interest which does not exceed \$2,000.00. Life insurance policies and annuities need not be considered in determining the value of any such interest.

Other Personal Interest Disclosure

Every person holding a position with Springville City must disclose any personal interest or investment which creates or has the appearance of creating a conflict between the employee's or official's personal interests and his/her public duties.

1. Name of Business Entity or Person: _____
2. Address of Entity or Person: _____

3. Position held with Entity: _____
4. Principal Activity engaged in by Entity or Person: _____
5. Nature of the regulation of the Entity by the City (including any licenses, permits, etc. issued by the City): _____

6. Nature of the business which the Entity or Person does or anticipates doing for the City: _____

7. Nature of the transaction involving the City for which the employee or officer of Springville City may receive or agree to receive compensation from the Entity or Person for assisting including a description of the services to be performed and the compensation to be rendered: _____

8. Nature of Interest or Investment: _____

☐

I have no interest or investment which may conflict with my public duties to disclose.

☐

THERE HAS BEEN NO CHANGE IN STATUS FROM PREVIOUSLY FILED SPRINGVILLE CITY DISCLOSURE STATEMENTS.

Signed by: _____

Date: _____



PLEDGE OF FAIR CAMPAIGN PRACTICES

(Utah Code §20A-9-206)

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

THEREFORE:

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

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

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

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

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

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

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

Name: _____ Office: _____

Signature: _____ Date: _____

***This is a voluntary pledge. Candidates are not required to sign this pledge of fair campaign practices.**

***This document is considered a public record and will be retained for public inspection until 30 days following the election.**

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How to Submit Your Candidate Profile

The Lieutenant Governor's Office provides candidates with the opportunity to submit a candidate profile for the website, [VOTE.UTAH.GOV](https://vote.utah.gov). Your profile includes biographical information, a picture, and a short statement. The candidate profile portal may timeout during the submission process; it is recommended that candidates write out their profile details in a separate document to save their work.

HOW DO I SUBMIT MY PROFILE?

1. Visit the website [VOTE.UTAH.GOV](https://vote.utah.gov). Select the button "Resources for Candidates, Political Groups & Parties" at the bottom of the page.
 2. After being directed to a new page, select the option "Submit candidate profile."
 3. You will be directed to the UtahID portal. If you do not have a UtahID account, you must create one to proceed. If you already have a UtahID account, simply log into your account.
 4. After creating your UtahID account, you will be prompted for a PIN number. To obtain a PIN number, select your name in the dropdown menu then check your email.
 5. After selecting your name in the dropdown menu, you will receive an email with your PIN number. Your PIN number will be sent to the email address that you provided on your declaration of candidacy. It will not be sent to the email address of your UtahID account.
 6. After receiving your PIN number, enter it into the website and click "Submit."
 7. After entering your PIN number, the website will prompt you to enter your candidate profile. After you are completed, click "Submit for Approval." You have the ability to save and edit your profile *before* the deadline.
-

WHEN CAN I SUBMIT MY PROFILE?

- **Primary Election Candidates**
July 1st, 2023 at 5:00 p.m. (Mountain Time)
- **General Election Candidates:**
September 8th, 2023 at 5:00 p.m. (Mountain Time)

Please note that these deadlines are established by law (see 20A-7-801(4)). As a result, late submissions and edits cannot be accepted.

Do you need assistance with your candidate profile? Contact the Utah Lieutenant Governor's Office at (801) 538-1041 or elections@utah.gov. Open Monday – Friday, 8:00 am – 5:00 pm (state and national holidays excluded)

Voter Information Website

Effective 5/5/2021

20A-7-801. Statewide Electronic Voter Information Website Program -- Duties of the lieutenant governor -- Content -- Duties of local election officials -- Deadlines -- Frequently asked voter questions -- Other elections.

- (1) There is established the Statewide Electronic Voter Information Website Program administered by the lieutenant governor in cooperation with the county clerks for general elections and municipal authorities for municipal elections.
- (2) In accordance with this section, and as resources become available, the lieutenant governor, in cooperation with county clerks, shall develop, establish, and maintain a state-provided Internet website designed to help inform the voters of the state of:
 - (a) the offices and candidates up for election;
 - (b) the content, effect, operation, fiscal impact, and supporting and opposing arguments of ballot propositions submitted to the voters; and
 - (c) the status of a voter's trackable ballot, in accordance with Section [20A-3a-401.5](#), accessible only by the voter.
- (3) Except as provided under Subsection [\(6\)](#), the website shall include:
 - (a) all information currently provided in the Utah voter information pamphlet under [Chapter 7, Part 7, Voter Information Pamphlet](#), including a section prepared, analyzed, and submitted by the Judicial Performance Evaluation Commission describing the judicial selection and retention process;
 - (b) on the homepage of the website, a link to the Judicial Performance Evaluation Commission's website, [judges.utah.gov](#);
 - (c) a link to the retention recommendation made by the Judicial Performance Evaluation Commission in accordance with [Title 78A, Chapter 12, Part 2, Judicial Performance Evaluation](#), for each judicial appointee to a court that is subject to a retention election, in accordance with Section [20A-12-201](#), for the upcoming general election;
 - (d) all information submitted by election officers under Subsection [\(4\)](#) on local office races, local office candidates, and local ballot propositions;
 - (e) a list that contains the name of a political subdivision that operates an election day voting center under Section [20A-3a-703](#) and the location of the election day voting center;
 - (f) other information determined appropriate by the lieutenant governor that is currently being provided by law, rule, or ordinance in relation to candidates and ballot questions;
 - (g) any differences in voting method, time, or location designated by the lieutenant governor under Subsection [20A-1-308\(2\)](#); and
 - (h) an online ballot tracking system by which a voter can view the status of the voter's trackable ballot, in accordance with Section [20A-3a-401.5](#), including:
 - (i) when a ballot has been mailed to the voter;
 - (ii) when an election official has received the voter's ballot; and
 - (iii) when the voter's ballot has been counted.
- (4)
 - (a) An election official shall submit the following information for each ballot under the election official's direct responsibility under this title:
 - (i) a list of all candidates for each office;
 - (ii) if submitted by the candidate to the election official's office before 5 p.m. no later than 45 days before the primary election or before 5 p.m. no later than 60 days before the general election:
 - (A) a statement of qualifications, not exceeding 200 words in length, for each candidate;
 - (B) the following current biographical information if desired by the candidate, current:
 - (I) age;
 - (II) occupation;
 - (III) city of residence;
 - (IV) years of residence in current city; and
 - (V) email address; and
 - (C) a single web address where voters may access more information about the candidate and the candidate's views; and
 - (iii) factual information pertaining to all ballot propositions submitted to the voters, including:
 - (A) a copy of the number and ballot title of each ballot proposition;
 - (B) the final vote cast for each ballot proposition, if any, by a legislative body if the vote was required to place the ballot proposition on the ballot;

- (C) a complete copy of the text of each ballot proposition, with all new language underlined and all deleted language placed within brackets; and
 - (D) other factual information determined helpful by the election official.
- (b) The information under Subsection [\(4\)\(a\)](#) shall be submitted to the lieutenant governor no later than one business day after the deadline under Subsection [\(4\)\(a\)](#) for each general election year and each municipal election year.
- (c) The lieutenant governor shall:
- (i) review the information submitted under this section, to determine compliance under this section, prior to placing it on the website;
 - (ii) refuse to post information submitted under this section on the website if it is not in compliance with the provisions of this section; and
 - (iii) organize, format, and arrange the information submitted under this section for the website.
- (d) The lieutenant governor may refuse to include information the lieutenant governor determines is not in keeping with:
- (i) Utah voter needs;
 - (ii) public decency; or
 - (iii) the purposes, organization, or uniformity of the website.
- (e) A refusal under Subsection [\(4\)\(d\)](#) is subject to appeal in accordance with Subsection [\(5\)](#).
- (5) (a) A person whose information is refused under Subsection [\(4\)](#), and who is aggrieved by the determination, may appeal by submitting a written notice of appeal to the lieutenant governor before 5 p.m. within 10 business days after the date of the determination. A notice of appeal submitted under this Subsection [\(5\)\(a\)](#) shall contain:
- (i) a listing of each objection to the lieutenant governor's determination; and
 - (ii) the basis for each objection.
- (b) The lieutenant governor shall review the notice of appeal and shall issue a written response within 10 business days after the day on which the notice of appeal is submitted.
- (c) An appeal of the response of the lieutenant governor shall be made to the district court, which shall review the matter de novo.
- (6) (a) The lieutenant governor shall ensure that each voter will be able to conveniently enter the voter's address information on the website to retrieve information on which offices, candidates, and ballot propositions will be on the voter's ballot at the next general election or municipal election.
- (b) The information on the website will anticipate and answer frequent voter questions including the following:
- (i) what offices are up in the current year for which the voter may cast a vote;
 - (ii) who is running for what office and who is the incumbent, if any;
 - (iii) what address each candidate may be reached at and how the candidate may be contacted;
 - (iv) for partisan races only, what, if any, is each candidate's party affiliation;
 - (v) what qualifications have been submitted by each candidate;
 - (vi) where additional information on each candidate may be obtained;
 - (vii) what ballot propositions will be on the ballot; and
 - (viii) what judges are up for retention election.
- (7) The lieutenant governor shall ensure that each voter may conveniently enter the voter's name, date of birth, and address information on the website to retrieve information on the status of the voter's ballot if the voter's ballot is trackable under Section [20A-3a-401.5](#).
- (8) As resources are made available and in cooperation with the county clerks, the lieutenant governor may expand the electronic voter information website program to include the same information as provided under this section for special elections and primary elections.

Effective 5/3/2023

10-3-208 Campaign finance disclosure in municipal election.

(1) Unless a municipality adopts by ordinance more stringent definitions, the following are defined terms for purposes of this section:

(a) "Agent of a candidate" means:

- (i) a person acting on behalf of a candidate at the direction of the reporting entity;
- (ii) a person employed by a candidate in the candidate's capacity as a candidate;
- (iii) the personal campaign committee of a candidate;
- (iv) a member of the personal campaign committee of a candidate in the member's capacity as a member of the personal campaign committee of the candidate; or
- (v) a political consultant of a candidate.

(b) "Anonymous contribution limit" means for each calendar year:

- (i) \$50; or
- (ii) an amount less than \$50 that is specified in an ordinance of the municipality.

(c)

(i) "Candidate" means a person who:

- (A) files a declaration of candidacy for municipal office; or
- (B) receives contributions, makes expenditures, or gives consent for any other person to receive contributions or make expenditures to bring about the person's nomination or election to a municipal office.

(ii) "Candidate" does not mean a person who files for the office of judge.

(d)

(i) "Contribution" means any of the following when done for political purposes:

- (A) a gift, subscription, donation, loan, advance, or deposit of money or anything of value given to a candidate;
- (B) an express, legally enforceable contract, promise, or agreement to make a gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value to the candidate;
- (C) any transfer of funds from another reporting entity to the candidate;
- (D) compensation paid by any person or reporting entity other than the candidate for personal services provided without charge to the candidate;
- (E) a loan made by a candidate deposited to the candidate's own campaign; and
- (F) an in-kind contribution.

(ii) "Contribution" does not include:

- (A) services provided by an individual volunteering a portion or all of the individual's time on behalf of the candidate if the services are provided without compensation by the candidate or any other person;
- (B) money lent to the candidate by a financial institution in the ordinary course of business; or
- (C) goods or services provided for the benefit of a candidate at less than fair market value that are not authorized by or coordinated with the candidate.

(e) "Coordinated with" means that goods or services provided for the benefit of a candidate are provided:

- (i) with the candidate's prior knowledge, if the candidate does not object;
- (ii) by agreement with the candidate;
- (iii) in coordination with the candidate; or
- (iv) using official logos, slogans, and similar elements belonging to a candidate.

(f)

- (i) "Expenditure" means any of the following made by a candidate or an agent of the candidate on behalf of the candidate:
 - (A) any disbursement from contributions, receipts, or from an account described in Subsection (3)(a);
 - (B) a purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value made for political purposes;
 - (C) an express, legally enforceable contract, promise, or agreement to make any purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value for a political purpose;
 - (D) compensation paid by a candidate for personal services rendered by a person without charge to a reporting entity;
 - (E) a transfer of funds between the candidate and a candidate's personal campaign committee as defined in Section 20A-11-101; or
 - (F) goods or services provided by a reporting entity to or for the benefit of the candidate for political purposes at less than fair market value.
 - (ii) "Expenditure" does not include:
 - (A) services provided without compensation by an individual volunteering a portion or all of the individual's time on behalf of a candidate; or
 - (B) money lent to a candidate by a financial institution in the ordinary course of business.
 - (g) "In-kind contribution" means anything of value other than money, that is accepted by or coordinated with a candidate.
 - (h)
 - (i) "Political consultant" means a person who is paid by a candidate, or paid by another person on behalf of and with the knowledge of the candidate, to provide political advice to the candidate.
 - (ii) "Political consultant" includes a circumstance described in Subsection (1)(h)(i), where the person:
 - (A) has already been paid, with money or other consideration;
 - (B) expects to be paid in the future, with money or other consideration; or
 - (C) understands that the person may, in the discretion of the candidate or another person on behalf of and with the knowledge of the candidate, be paid in the future, with money or other consideration.
 - (i) "Political purposes" means an act done with the intent or in a way to influence or tend to influence, directly or indirectly, any person to refrain from voting or to vote for or against any candidate or a person seeking a municipal office at any caucus, political convention, or election.
 - (j) "Reporting entity" means:
 - (i) a candidate;
 - (ii) a committee appointed by a candidate to act for the candidate;
 - (iii) a person who holds an elected municipal office;
 - (iv) a party committee as defined in Section 20A-11-101;
 - (v) a political action committee as defined in Section 20A-11-101;
 - (vi) a political issues committee as defined in Section 20A-11-101;
 - (vii) a corporation as defined in Section 20A-11-101; or
 - (viii) a labor organization as defined in Section 20A-11-1501.
- (2)

- (a) A municipality may adopt an ordinance establishing campaign finance disclosure requirements for a candidate that are more stringent than the requirements provided in Subsections (3) through (7).
 - (b) The municipality may adopt definitions that are more stringent than those provided in Subsection (1).
 - (c) If a municipality fails to adopt a campaign finance disclosure ordinance described in Subsection (2)(a), a candidate shall comply with financial reporting requirements contained in Subsections (3) through (7).
- (3) Each candidate:
- (a) shall deposit a contribution in a separate campaign account in a financial institution; and
 - (b) may not deposit or mingle any campaign contributions received into a personal or business account.
- (4)
- (a) In a year in which a municipal primary is held, each candidate who will participate in the municipal primary shall file a campaign finance statement with the municipal clerk or recorder no later than seven days before the day described in Subsection 20A-1-201.5(2).
 - (b) Each candidate who is not eliminated at a municipal primary election shall file a campaign finance statement with the municipal clerk or recorder no later than:
 - (i) 28 days before the day on which the municipal general election is held;
 - (ii) seven days before the day on which the municipal general election is held; and
 - (iii) 30 days after the day on which the municipal general election is held.
 - (c) Each candidate for municipal office who is eliminated at a municipal primary election shall file with the municipal clerk or recorder a campaign finance statement within 30 days after the day on which the municipal primary election is held.
- (5) If a municipality does not conduct a primary election for a race, each candidate who will participate in that race shall file a campaign finance statement with the municipal clerk or recorder no later than:
- (a) 28 days before the day on which the municipal general election is held;
 - (b) seven days before the day on which the municipal general election is held; and
 - (c) 30 days after the day on which the municipal general election is held.
- (6) Each campaign finance statement described in Subsection (4) or (5) shall:
- (a) except as provided in Subsection (6)(b):
 - (i) report all of the candidate's itemized and total:
 - (A) contributions, including in-kind and other nonmonetary contributions, received up to and including five days before the campaign finance statement is due, excluding a contribution previously reported; and
 - (B) expenditures made up to and including five days before the campaign finance statement is due, excluding an expenditure previously reported; and
 - (ii) identify:
 - (A) for each contribution, the amount of the contribution and the name of the donor, if known; and
 - (B) for each expenditure, the amount of the expenditure and the name of the recipient of the expenditure; or
 - (b) report the total amount of all contributions and expenditures if the candidate receives \$500 or less in contributions and spends \$500 or less on the candidate's campaign.
- (7) Within 30 days after receiving a contribution that is cash or a negotiable instrument, exceeds the anonymous contribution limit, and is from a donor whose name is unknown, a candidate shall disburse the amount of the contribution to:

- (a) the treasurer of the state or a political subdivision for deposit into the state's or political subdivision's general fund; or
 - (b) an organization that is exempt from federal income taxation under Section 501(c)(3), Internal Revenue Code.
- (8)
- (a) A municipality may, by ordinance:
 - (i) provide an anonymous contribution limit less than \$50;
 - (ii) require greater disclosure of contributions or expenditures than is required in this section; and
 - (iii) impose additional penalties on candidates who fail to comply with the applicable requirements beyond those imposed by this section.
 - (b) A candidate is subject to the provisions of this section and not the provisions of an ordinance adopted by the municipality under Subsection (8)(a) if:
 - (i) the municipal ordinance establishes requirements or penalties that differ from those established in this section; and
 - (ii) the municipal clerk or recorder fails to notify the candidate of the provisions of the ordinance as required in Subsection (9).
- (9) Each municipal clerk or recorder shall, at the time the candidate for municipal office files a declaration of candidacy, and again 35 days before each municipal general election, notify the candidate in writing of:
- (a) the provisions of statute or municipal ordinance governing the disclosure of contributions and expenditures;
 - (b) the dates when the candidate's campaign finance statement is required to be filed; and
 - (c) the penalties that apply for failure to file a timely campaign finance statement, including the statutory provision that requires removal of the candidate's name from the ballot for failure to file the required campaign finance statement when required.
- (10) Notwithstanding any provision of Title 63G, Chapter 2, Government Records Access and Management Act, the municipal clerk or recorder shall:
- (a) make each campaign finance statement filed by a candidate available for public inspection and copying no later than one business day after the statement is filed; and
 - (b) make the campaign finance statement filed by a candidate available for public inspection by:
 - (i)
 - (A) posting an electronic copy or the contents of the statement on the municipality's website no later than seven business days after the statement is filed; and
 - (B) verifying that the address of the municipality's website has been provided to the lieutenant governor in order to meet the requirements of Subsection 20A-11-103(5); or
 - (ii) submitting a copy of the statement to the lieutenant governor for posting on the website established by the lieutenant governor under Section 20A-11-103 no later than two business days after the statement is filed.
- (11)
- (a) If a candidate fails to timely file a campaign finance statement required under Subsection (4) or (5), the municipal clerk or recorder:
 - (i) may send an electronic notice to the candidate that states:
 - (A) that the candidate failed to timely file the campaign finance statement; and
 - (B) that, if the candidate fails to file the report within 24 hours after the deadline for filing the report, the candidate will be disqualified; and
 - (ii) may impose a fine of \$50 on the candidate.

- (b) The municipal clerk or recorder shall disqualify a candidate and inform the appropriate election official that the candidate is disqualified if the candidate fails to file a campaign finance statement described in Subsection (4) or (5) within 24 hours after the deadline for filing the report.
- (c) If a candidate is disqualified under Subsection (11)(b), the election official:
 - (i) shall:
 - (A) notify every opposing candidate for the municipal office that the candidate is disqualified;
 - (B) send an email notification to each voter who is eligible to vote in the municipal election office race for whom the election official has an email address informing the voter that the candidate is disqualified and that votes cast for the candidate will not be counted;
 - (C) post notice of the disqualification on a public website; and
 - (D) if practicable, remove the candidate's name from the ballot by blacking out the candidate's name before the ballots are delivered to voters; and
 - (ii) may not count any votes for that candidate.
- (12) An election official may fulfill the requirements described in Subsection (11)(c)(i) in relation to a mailed ballot, including a military overseas ballot, by including with the ballot a written notice:
 - (a) informing the voter that the candidate is disqualified; or
 - (b) directing the voter to a public website to inform the voter whether a candidate on the ballot is disqualified.
- (13) Notwithstanding Subsection (11)(b), a candidate who timely files each campaign finance statement required under Subsection (4) or (5) is not disqualified if:
 - (a) the statement details accurately and completely the information required under Subsection (6), except for inadvertent omissions or insignificant errors or inaccuracies; and
 - (b) the omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.
- (14) A candidate for municipal office who is disqualified under Subsection (11)(b) shall file with the municipal clerk or recorder a complete and accurate campaign finance statement within 30 days after the day on which the candidate is disqualified.
- (15) A campaign finance statement required under this section is considered filed if it is received in the municipal clerk or recorder's office by 5 p.m. on the date that it is due.
- (16)
 - (a) A private party in interest may bring a civil action in district court to enforce the provisions of this section or an ordinance adopted under this section.
 - (b) In a civil action under Subsection (16)(a), the court may award costs and attorney fees to the prevailing party.

Amended by Chapter 45, 2023 General Session



State of Utah

SPENCER J. COX
GOVERNOR

OFFICE OF THE LIEUTENANT GOVERNOR
SALT LAKE CITY, UTAH
84114-2220

DEIDRE M. HENDERSON
LIEUTENANT GOVERNOR

2022 – 2023 MASTER BALLOT POSITION LIST

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

A. Master Ballot Position List

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

B. Written procedures for election officials to use the master ballot position list.

In accordance with Utah Code Section 20A-6-305, election officers shall use the master ballot position list for 2022-2023 to determine the order in which to list candidates on the ballot for any election held during those years.

To determine the order in which to list candidates on the ballot, the election officer shall apply the randomized alphabet as so:

- The candidate's surnames as listed on the declaration of candidacy
- If two or more candidates have surnames that begin with the same letter, the list shall be applied to each subsequent letter in the candidates' surnames as listed on the declaration of candidacy
- If two or more candidates have an identical surname as listed on the declaration of candidacy, the list shall be applied to the candidates' given (first) names as listed on the declaration of candidacy

C. Written procedures for the Lieutenant Governor in conducting the randomization in a fair manner and record of the random selection process used.

The Office of the Lieutenant Governor will conduct the randomization process by drawing wooden letter tiles from an opaque bag and following these procedures:

1. A wooden tile with each letter of the alphabet printed is to be placed in an opaque bag
2. Three individuals are to be selected to draw tiles out of the bag
3. The order the individuals draw tiles out of the bag is selected at random by rolling the die
4. The person rolling the highest number on the die picks first, the second highest roller picks second, and the lowest roller picks third
5. Ties are broken by rolling the die until one of the individuals in the tie rolls a number that is higher than the other person they are tied with
6. Letters are pulled out of the opaque bag until all tiles are removed
7. The order the tiles were picked from the bag became the Master Ballot Position List

The randomization was done on Friday, March 25, 2022, and livestreamed on <https://twitter.com/electionsutah>. Notice of the meeting was posted on the Office's Twitter account and on the Utah Public Notice Website. The recording of the meeting will be posted on the Utah Elections YouTube channel: <https://www.youtube.com/user/utahelections/> featured

NOMINATION PETITION

We, the undersigned residents of Springville City, being 18 years of age or older, hereby nominate:

(Print candidate's name as it is to appear on the ballot)

To the office of _____ for a term of four (4) years.
Mayor/City Council

NOTE: This petition must be signed by at least 25 registered voters who reside in the Municipality, who are at least 18 years old, or by 20% of the registered voters who reside in the municipality, whichever is less; and paying the filing fee.
UCA 20A-9-203

#	Petitioners Printed Name	Petitioners Signature	Street Address, City	Phone #
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
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25				

The undersigned person who is submitting this petition to the municipal clerk or recorder further states the above-named nominee is:

1. A United States citizen at time of filing.
2. A registered voter of the municipality.
3. Has registered within the municipality or recently annexed area for 12 consecutive months immediately preceding the date of the election.
4. Any mentally incompetent person, any person convicted of a felony, or any person convicted of treason or a crime against the elective franchise may not hold office in this state until the right to vote or hold elective office is restored as provided by statute (see UCA 20A-2-101.5).

Submitted by _____ Address _____, Utah

Phone _____

Received: _____, 2019 _____
Date *Clerk/Recorder*