

## **CITY AND SCHOOL ELECTION INFORMATION**

FILING DEADLINE: June 1, 2023  
12:00 Noon

PRIMARY ELECTION: August 1, 2023 (if needed)  
Voter Registration Closes: July 11, 2023

GENERAL ELECTION: November 7, 2023  
Voter Registration Closes: October 17, 2023

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**Must file at the Leavenworth County Election Office, Courthouse**

### **FILING FEES OR FILING BY PETITION:**

#### **Tonganoxie City – Second Class City: Two Council Seats & Mayor**

\$20.00 Filing Fee

Petition Filing: KSA 25-205, Charter Ordinance No. 27 – at least 1%, or 10, of the qualified electors of the City of Tonganoxie, whichever is less.

Total number of qualified electors in November 2021

– Tonganoxie North -	2484	
– Tonganoxie South -	<u>1301</u>	
Total	3785	= 38

10 qualified signatures required if filing by petition

A primary election is required if the number of candidates who filed for an office is more than three times the number of positions to be filed. When, required, the purpose of the primary is to reduce the number of candidates at the general election to no more than two per position. (KSA 25-2021, 25-2108a)

## **FILING FOR CITY OFFICE**

ALL CANDIDATES FOR CITY OFFICES MUST FILE AT THE LEAVENWORTH COUNTY ELECTION OFFICE.

1. Candidates must be a registered voter in the city in which they are filing as a candidate.
2. The following forms must be completed:

- ❖ Candidate's Declaration of Intention
- ❖ Statement of Substantial Interest - it is due no later than ten days after the filing deadline.
- ❖ Affidavit of Exemption from filing Receipts & Expenditures Reports. If the candidate anticipates receiving or expending \$1,000 in the primary election or \$1,000 in the general election, this form MAY NOT BE USED.

❖ Appointment of Treasurer Form (Leavenworth City Only)

**AFFIDAVIT OF EXEMPTION:** If a candidate anticipates receiving and spending less than \$1,000.00 in the primary and anticipates receiving and spending less than an additional \$1,000.00 in the general election, he/she can file an affidavit. This affidavit waives the need for a candidate to file itemized statements of campaign receipts and expenditures. It must be filed with the county election officer prior to the ninth day before the primary election.

**RECEIPTS AND EXPENDITURES:** In addition to reporting all campaign expenditures, these candidates are now required to itemize contributions in excess of \$50.00. Itemizing means listing the name and address of the contributor, the date on which the contribution was received and the amount of the contribution.

#### 4. FILING FEE:

- ❖ Leavenworth City (first class city) - \$20.00 filing fee plus \$50.00 report fee.
- ❖ Waterworks Board - \$20.00 filing fee
- ❖ All other cities - \$20.00 filing fee only

City/School **Form**  
**CS**

# Candidate's Declaration of Intention

## BALLOT INFORMATION:

1. Name - exactly as it will appear on the ballot (include ALL punctuation):

2. City:

3a. Office sought \_\_\_\_\_

3b. District no. \_\_\_\_\_

4. Term: Regular \_\_\_\_\_ Unexpired \_\_\_\_\_

## OFFICE INFORMATION:

5. For mailing purposes, indicate preferred title: Mr. Mrs. Ms. 6. Date filed \_\_\_\_\_

7. Residential address (street or rural route) \_\_\_\_\_

8. City \_\_\_\_\_ 9. County \_\_\_\_\_ 10. Zip code \_\_\_\_\_

11. Mailing address (if different) \_\_\_\_\_

12. Telephone number: Home \_\_\_\_\_ Work \_\_\_\_\_

## CANDIDATE STATEMENT & SIGNATURE:

I declare that I intend to become a candidate for the above-stated office at the appropriate election.

\_\_\_\_\_  
*Signature of Candidate*

## ATTESTATION:

\_\_\_\_\_  
*County Election Officer  
or City Clerk*

\_\_\_\_\_  
*Deputy Election Officer*

## **STATEMENT OF SUBSTANTIAL INTERESTS FOR LOCAL OFFICE**

**INSTRUCTIONS.** This statement must be completed by each person required to do so by K.S.A. 75-4301a. Upon completion, mail or hand deliver your completed statement to the office where you filed your declaration of candidacy. If appointed to fill a vacancy in a local elective office, file this form where your predecessor filed for office.

**PLEASE TYPE OR PRINT**

**A. IDENTIFICATION:**

Last Name                      First Name                      MI

Spouse's Name

Number & Street Name, Apartment Number, Rural Route, or P.O. Box Number

City, State, Zip Code

Home Phone

Business Phone

**B. OFFICE SOUGHT, HELD OR APPOINTED TO:**

List Name of Office

Position                      District

**CONTINUED ON NEXT PAGE**

*Date received (Official use only)*

- C. OWNERSHIP INTERESTS:** List any corporation, partnership, proprietorship, trust, joint venture and every other business interest, including land used for income, and specific stocks, mutual funds or retirement accounts in which either you or your spouse has owned within the preceding 12 months a legal or equitable interest exceeding \$5,000 or 5%, whichever is less. Please attach additional pages if necessary to complete this section.

If you have nothing to report in Section "C", check here \_\_\_\_.

	BUSINESS NAME AND ADDRESS		TYPE OF BUSINESS	DESCRIPTION OF INTERESTS HELD	HELD BY WHOM
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

- D. GIFTS IN THE FORM OF GOODS OR SERVICES:** List any person, business or combination of businesses from which you or your spouse either individually or collectively, have received in the preceding 12 months, without reasonable and valuable consideration, goods or services having an aggregate value of \$500 or more.

If you have nothing to report in Section "D", check here \_\_\_\_.

	NAME OF PERSON OR BUSINESS FROM WHOM GIFT RECEIVED		ADDRESS	RECEIVED BY:
1.				
2.				
3.				

- E. RECEIPT OF COMPENSATION:** List all places of employment in the last calendar year, and any other businesses from which you or your spouse received \$2,000 or more in compensation (salary, thing of value, or economic benefit conferred on you or your spouse in return for services rendered, or to be rendered), which was reportable as taxable income on your federal income tax returns.

1. YOUR PLACE(S) OF EMPLOYMENT OR OTHER BUSINESS IN THE PRECEDING CALENDAR YEAR.

If you have nothing to report in Section "E"1, check here \_\_\_\_.

	NAME OF BUSINESS		ADDRESS	TYPE OF BUSINESS
1.				
2.				

2. SPOUSE'S PLACE(S) OF EMPLOYMENT OR OTHER BUSINESS IN THE PRECEDING CALENDAR YEAR.

If you have nothing to report in Section "E"2, check here \_\_\_\_.

	NAME OF BUSINESS		ADDRESS	TYPE OF BUSINESS
1.				
2.				

- F. OFFICER OR DIRECTOR OF AN ORGANIZATION OR BUSINESS:** List any organization or business in which you or your spouse hold a position as officer, director, associate, partner or proprietor at the time of filing, irrespective of the amount of compensation received for holding such position. Please insert additional pages if necessary to complete this section.

If you have nothing to report in Section "F", check here \_\_\_\_.

	BUSINESS NAME AND ADDRESS		POSITION HELD	HELD BY WHOM
1.				
2.				
3.				
4.				
5.				

- G. RECEIPT OF FEES AND COMMISSIONS:** List each client or customer who paid fees or commissions to a business or combination of businesses from which fees or commissions you or your spouse received an aggregate of \$2,000 or more in the preceding calendar year. *The phrase "client or customer" relates only to businesses or the combination of businesses.* In the case of a partnership, it is the partner's proportionate share of the business, and hence of the fee, which is significant, without regard to the expenses of the partnership. An individual who receives a salary as opposed to portions of fees or commissions is generally not required to report under this provision. Please insert additional pages if necessary to complete this section.

If you have nothing to report in Section "G", check here \_\_\_\_.

	NAME OF CLIENT / CUSTOMER		ADDRESS	RECEIVED BY
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

**H. DECLARATION:**

I, \_\_\_\_\_, declare that this statement of substantial interests (including any accompanying pages and statements) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of all of my substantial interests and other matters required by law. I understand that the intentional failure to file this statement as required by law or intentionally filing a false statement is a class B misdemeanor.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Making Statement

NUMBER OF ADDITIONAL PAGES \_\_\_\_.

## GUIDE FOR STATEMENT OF SUBSTANTIAL INTERESTS FOR LOCAL OFFICE

### DEFINITIONS

**“Business”** means any corporation, association, partnership, proprietorship, trust, joint venture, and every other business interest, including ownership or use of land for income.

**“Candidate for Local Office”** means any candidate for nomination or election to any elective office of a governmental subdivision.

**“Compensation”** means any money, thing of value or economic benefit conferred on, or received by, any person in return for services rendered, or to be rendered, by that person or another.

**“Governmental Subdivision”** means any city, county, township, school district, drainage district or other governmental subdivision of the state having authority to receive or hold public moneys or funds.

**“Preceding Calendar Year”** has its usual meaning, except that in the case of candidates and individuals newly appointed to office or employment, it means the 12 months immediately preceding a required filing date.

### WHO SHALL FILE AND WHEN

Statement of substantial interests shall be filed by the following individuals at the times specified:

1. By a candidate for local office who becomes a candidate on or before the filing deadline for the office, not later than 10 days after the filing deadline, unless before that time the candidacy is officially declined or rejected.
2. By a candidate for local office who becomes a candidate after the filing deadline for that office, within five days of becoming a candidate, unless within that period the candidacy is officially declined or rejected.
3. By an individual appointed between January 1 and April 30 to fill a vacancy in an elective office of a governmental subdivision, between April 15 and April 30, inclusive of that year.
4. By an individual appointed after April 30 of any year to fill a vacancy in elective office of a governmental subdivision, within 15 days after the appointment.
5. By an individual holding an elective office of a governmental subdivision, between April 15 and April 30, inclusive, of any year if, during the preceding calendar year, any change occurred in the individual's substantial interests.

**Additional information or assistance may be obtained by contacting the Governmental Ethics Commission, 109 SW 9<sup>th</sup>, Suite 504, Topeka, KS 66612. Phone 785-296-4219**

## SECTION GUIDE TO FORM

- A-B NAME & POSITION: Self explanatory.
- C. OWNERSHIP INTERESTS: The value or percentage of a business interest is to be determined at the time of the required filing. The value assigned to a holding is the fair market value. Ownership of stocks and shares, including traded and closely held stocks shall constitute legal or equitable interests for the purpose of this section. In addition, all retirement accounts and mutual funds must be listed. In reporting retirement accounts and mutual funds, include the name of the entity that holds the retirement plan assets or mutual funds and not the specific holdings of that plan, unless the holdings are specifically owned in the individual's name. (See Governmental Ethics Commission Opinion 2000-52.) Business interests include, among other things, property held for rental, farming, commercial purposes and ownership of mineral rights. Also included are businesses operated out of your home. The address reported for land without a street address should include the rural route, town and state or township, county and state. **For the purpose of this section, certificates of deposit, bank savings or checking accounts in a savings and loan, shares in a credit union, life insurance policies, annuities which are not part of a retirement plan, notes, bonds, debentures and mortgages need not be disclosed under this provision.**
- D. GIFTS IN THE FORM OF GOODS OR SERVICES: If a gift is received for which the value is unknown, you are required to list the donor. You are not required to list the donor of a gift (1) if the gift or bequest was received as the result of the death of the donor; (2) if the gift was from a spouse, parent, grandparent, sibling, aunt or uncle; or (3) if acting as a trustee of a trust for the benefit of another.
- E. COMPENSATION: The disclosure required under this section shall include the name and address of the business or combination of businesses, the type of business and a description of whether the compensation was received by the individual, the individual's spouse, or both. The receipt of interest, dividends and mineral royalties does not constitute "compensation" as defined in K.S.A. 75-4301a(i), and those matters need not be reported under this provision; however, ownership interests concerning these items may need to be reported under section "C".
- F. OFFICER OR DIRECTOR OF AN ORGANIZATION OR BUSINESS: The disclosure under this section shall include the name and address of the business or organization and the position held. A person holding the position of administrator or executor of an estate shall not be considered reportable under this section. The holding of a position of officer or director of an organization or business includes for profit and nonprofit organizations.
- G. RECEIPT OF FEES AND COMMISSIONS: The disclosure under this section shall include the name and address of the client or customer and a description of whether the fees or commissions were received by the individual, the individual's spouse, or both. In the case of a partnership, it is the partner's proportionate share of the business, and hence of the fee, which is significant, without regard to expenses of the partnership. An individual who receives a salary as opposed to portions of fees or commissions is generally not required to report under this provision.