



City of Fairfax Special Election – May 2nd, 2023: Candidate Packet

The City of Fairfax has called for a Special Election to be held on May 2, 2023, to fill the vacancy for the mayor's remaining term which ends in December 2023.

The filing period ends at 5 p.m. on Friday, April 7, 2023. Candidate paperwork **must** be filed with the Linn County Elections Office located at 935 2nd Street SW in Cedar Rapids.

Ten (10) signatures are required to be on the ballot.

The following information and forms are included:

- Affidavit of Candidacy
- Non-Partisan Nomination Petition
- Process for Filing Nomination Papers – City Elections
- Tips for Successful Filing
- Checklist for Reviewing Nomination Papers

The mayor position will appear on the November 7, 2023, Regular City & School Election for a full two-year term.

**State of Iowa
Affidavit of Candidacy**

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

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

Office Sought: _____ **District or Ward** (if any): _____

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

Type and Date of Election:

Primary on ___/___/___ General on ___/___/___
 City/School on ___/___/___ Special on ___/___/___

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

Democratic Libertarian Republican
 Not affiliated with any organization
 Name of Non-Party Political Organization: _____
No more than 5 words and exactly as it should appear on the ballot.

Candidate's Home Address:

Street (no P.O. boxes) _____ City _____ State _____ Zip _____ County _____

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

Street _____ City _____ State _____ Zip _____ County _____

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

Candidate's Affirmation

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

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

I know that I cannot be a candidate for more than one office to be filled at this election, except as otherwise provided by law.

Candidate's Signature: _____
Must be signed in the presence of a notary.

State of: _____ County of: _____

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

(Stamp)

By: _____
Print Candidate's Name

Notary Signature: _____, Notary Public or authorized notary under §9B.10

State of Iowa Nomination Petition for Non-Partisan Office

Candidate Information

Name of Candidate: _____ Office Sought: _____

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

Type and Date of Election:

General on ___/___/___ Special on ___/___/___ City/School on ___/___/___

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

For School Elections Only

School District: _____ School Director District (if any): _____

For City Elections Only

Office Ward (if any): _____

For Other Elections Only

Office District (if any): _____

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

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



Process for Filing Nomination Papers – City Elections

Overview

You must file an Affidavit of Candidacy and collect signatures on Nomination Petitions to run for city office in Linn County. Mark on your Nomination Petitions if you are running at large or in a district before you have people sign the petitions. If you run for a district or ward position, the signatures have to come from people who live in that district or ward. File your paperwork with the Linn County Auditor's Office during the filing period. The filing period ends at 5 p.m. on Friday, April 7, 2023.

Filing Process

1. Turn in Nomination Petition and Affidavit of Candidacy

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

2. Auditor's Office Staff Reviews Paperwork

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

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

3. Public Views and Reviews Paperwork

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

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

Candidate Withdrawal

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

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



Tips for Successful Filing

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

**State of Iowa
Checklist for Reviewing Nomination Papers**

Affidavit of Candidacy

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

Nomination Petition Header

Required Element	Action to Take if Missing
Candidate's Name	Reject
Office Sought	Reject
District or Ward (if applicable)	Reject when it is impossible to determine for which district or ward the candidate is filing
Candidate's County of Residence	Primary election only: Reject unless candidate is filing for state senator or state representative
Vacancy Information	Reject when box not marked "yes" if the office will appear on the ballot as "to fill vacancy" and it is impossible to determine for which office the candidate is filing
Type and Date of Election	Reject
Signers' and Candidate's Affirmation of Residence	Reject
Signers' County of Residence	Reject if missing on federal and statewide petitions
Candidate's Affiliation	Partisan offices only: Reject

Nomination Petition Signature Lines

Required Element	Action to Take if Missing
Signature of Eligible Elector	Reject
Address of Eligible Elector	Reject if left blank, missing house number or street, or obviously outside applicable district
Date Eligible Elector Signed	Do nothing
School District of Eligible Elector	Community college directors only: Reject