

Spanish Fork City  
Municipal Election  
2023 Candidate Guide  
This Will Be **VOTE BY MAIL**



**Offices To Be Voted Upon**

3 Council Members – At-Large (four-year term)  
January 2024 to January 2028



## City Recorder's Office Candidate Guide 2023

---

### **WELCOME**

Welcome Spanish Fork City Candidate. You are embarking on a journey into the political and government arena. It can be very rewarding and challenging at the same time. "Public Service" may often mean setting aside your own personal desires and issues for the good of the community. An elected official has the responsibility of being prepared and informed on the issues, maintaining honor and integrity in all actions, making the commitment to attend all necessary meetings, and participating actively as a member of the community and the city team.

Public service begins by conducting a campaign in a fair and honest manner. Holding an elected office is a position of great trust, which requires a person of the highest integrity and desire to serve others. Personal gain by elected officials must never occur, and in many cases may be illegal.

In public service, elected officials often find they have to make decisions that are not popular with family, friends, or those attending public meetings. Those attending meetings may or may not reflect the desires of the public. Elected officials often find that once they know all the facts about an issue, they may need to change their position. Compromise often needs to take place to make decisions and work as a team. However, compromise of principles and truth need never take place.

In particular, you should closely study the ethics and financial disclosure information. Please be aware that the information in this booklet does not relieve you of your obligation to become familiar with current election laws in the Utah Code Title §20A, Election Code, and Title 10, Utah Municipal Code. In case of conflict, the state law, regulation, or rule will apply.

In order to respond to your questions, a candidate orientation meeting will be held on June 22nd, 2023, from 4-5 pm. If you are unable to be there, you must have a representative attend in your place.

**Tara Silver**  
**Spanish Fork City Recorder/Election Official**  
**801-804-4530**  
[tsilver@spanishfork.org](mailto:tsilver@spanishfork.org)

## TABLE OF CONTENTS

<b>ELECTION INFORMATION</b>	<b>1</b>
Welcome	2
Table of Contents	3
Candidate Information	4
Declaration of Candidacy, Nomination, Write-in, Withdrawal, Objections	5
Campaign Financial Reporting	6-7
Campaign Literature, Political Signs	7
Electioneering, Voter Registration	8
Valid Voter Identification, Vote-by-Mail	9
Election Service Center, How to Vote, Election Results, Canvass, Recounts	10
<b>CITY INFORMATION</b>	<b>11</b>
Spanish Fork Form of Government	12
Advisory Boards, Commissions, and Committees	13-16
Executive Staff Contacts	17
City Organizational Chart	18
<b>FORMS AND EXHIBITS</b>	<b>19</b>
Qualifications for Candidate Filing a Declaration	20
Declaration of Candidacy Form	21
Public Record Disclaimer	22
Pledge of Fair Campaign Practices(optional).	23
Voter Information Website	24-25
How to Submit Your Candidate Profile	26
Campaign Finance Statutes: Municipal Candidates, Ethics and Financial Disclosures	27-32
Campaign Finance Report	33
Itemized Contribution/Expenditure/in-kind Funds Report	34
Candidate Finance Statement Due Dates	35
Personal Expenditures	36-38
2022-2023 Master Ballot Position List	39-40
Voting Precincts	41
Dates to Remember	42



# City Recorder's Office Candidate Guide

## PRIMARY ELECTION

The municipal primary election, if necessary, will be Tuesday, September 5, 2023. The Election Service Center will be open between the hours of 7:00 a.m. and 8:00 p.m. A primary election will be held only if the number of candidates is more than twice the number of positions open. The Primary Election is a nominating election.

## GENERAL ELECTION

The municipal general election will be held on Tuesday, November 21, 2023. The Election Service Center will be open between 7:00 a.m. and 8:00 p.m.

## PERSONAL COMMITMENT

To perform effectively as a mayor or council member, you will need to budget your time wisely. Organizing your time effectively will be essential to achieve success and to avoid conflict between your public position, your family, and your profession. You already know how much time is needed for your family and profession. However, few people realize how many hours are needed to conduct the official business of the City.

**Council Meetings-** Council meetings are held monthly on the first and third Tuesdays at 5:15pm. Depending on the agenda, meetings can last from 90 minutes to several hours. At least twenty-four hours before each meeting, a packet of material is provided to all council members. The packet contains an agenda and minutes from previous meetings. It may also contain support information for the agenda as well as proposals from the Mayor, Staff, and/or public. The time needed to study all these items depends on the length of the agenda, how fast you read and absorb information, and/or whether you need to search out additional information or visit a site.

**Constituent Response -** Depending on the issues or concerns, the Mayor or Council member may get telephone calls or visits from their constituents. When a major issue is before the Council, the elected officials often receive several telephone calls. The Mayor or Council member then follows up on these issues (e.g., making calls to solve the problem or to request information or help from the Council or Administrative Staff).

**Representing the Council at Other Meetings-** Often the Council is asked to send a representative to serve on various committees or boards (i.e., UMPA, SUVMWA, Utah League of Cities and Towns, etc.) or as a member of an ad hoc committee which meets for several months and then ends. The Mayor and Council discuss the various requests and assign individuals to each board or committee.

**Invitations to Events-** The Mayor and Council are often invited to several community events, such as ribbon cuttings for new businesses and riding in the parade for Fiesta Days.

<u>Elected Officials' Compensation</u>	
Mayor .....	\$2,581 / month
Council member...	\$1,483 / month
Those elected officials who choose not to participate in the group health program shall receive an in-lieu of insurance stipend. In addition to the base salary, each elected official is reimbursed for the expenses incurred while carrying out specific Council related responsibilities.	

## **DECLARATION OF CANDIDACY**

The candidate filing period is June 1, 8:00 a.m. and no later than 5:00 p.m. June 7, 2023. You must obtain a declaration of candidacy form from the City Recorder's office, the filing officer shall read to the candidate the constitutional and statutory requirements for candidacy, and the candidate shall state whether they fulfill the requirements, and sign in front of the City Recorder or Deputy Recorder during regular business hours (Monday – Friday, 8:00 a.m. – 5:00 p.m.). Please get with the City Recorder to declare by a designated agent, if the candidate is out of the state during the entire filing period. If the candidate indicated that they do not qualify, the filing officer may not accept the declaration of candidacy [UCA §20A-9-203](#) . No fee is required to file.

## **TO NOMINATE A PERSON FOR OFFICE**

Submit a written nomination petition to the City Recorder after June 1, 8:00 a.m. and prior to the deadline of June 7, 2023 at 5:00 p.m. Any objections to a filing must be made within five days after the filing deadline, which will be by 5:00 p.m. on June 12, 2023. Candidates who were nominated can withdraw the nomination by filing a written affidavit with the City Recorder a minimum of 23 days before the election. [UCA §20A-9-203\(3\)\(c\)](#)

## **WRITE-IN CANDIDATES**

To become a valid write-in candidate for the municipal general election, a person must file a Declaration of Candidacy form with the City Recorder no later than sixty-five (65) days before the Municipal General Election, or by 5:00 p.m., on September 18th, 2023. The candidate must also qualify by meeting all the requirements of the office. See the qualifications referenced above in the 'Declaration of Candidacy'. Your name will not be put on the ballot and it only affects the general election.

## **WITHDRAWAL OF CANDIDACY**

Any person who filed a declaration of candidacy or is nominated by a nomination petition may withdraw the nomination by filing a written affidavit with the City Recorder. [UCA §20A-9-203\(11\)](#)

## **OBJECTIONS TO CANDIDACY**

Immediately following the filing deadline, the City Recorder will publish the names of the candidates in the local newspaper. Any Declaration of Candidacy or Nominating Petition will be deemed valid unless a written objection is filed with the City Recorder within five (5) days after the last day for filing. If an objection is made, the City Recorder will immediately mail or personally deliver notice of the objection to the affected candidate, and decide on any objection within 48 hours after it is filed. If the City Recorder sustains the objection, the candidate may correct the problem by either amending the declaration/nominating petition or by filing a new declaration within three days after the objection is sustained. Examples of objections are: (1) a question on whether a candidate meets the residency requirements, or (2) a question on whether a candidate is a registered voter, etc. UCA 20A-9-203(10)

## **OATH OF OFFICE**

Once elected, Councilmembers are required to take the following oath of office during the Oath of Office Ceremony held at noon on the first Monday in January or as soon thereafter as practically possible. For this election, the Oath of Office ceremony will be held on Tuesday, January 2, 2024, The oath states:

"I NAME, having been elected to the office of City Council Member, solemnly swear that I will support, obey, and defend the Constitution of the United States, the Constitution of the State of Utah, and that I will discharge the duties of my office with fidelity."

## **CAMPAIGN FINANCIAL REPORTING** [§10-3-208](#)

Candidates for elected municipal office must file signed Campaign Financial Statements (example of form enclosed at the end of the Candidate Guide) with the City Recorder/Deputy Recorder containing itemized and total campaign contributions and expenditures as outlined below:

1. Candidates in the Municipal Primary shall file: The first *Primary Campaign Financial Statement*. This must be filed no later than seven days before the Municipal Primary on August 29th, 2023 by 5:00 p.m. The first statement shall include contributions received and expenditures made up through and including August 24, 2023 by 5 pm. *The names of candidates who fail to comply with this deadline will be removed from the ballot for the Municipal Primary.*
2. Candidates Eliminated at the Municipal Primary must file a Final Primary Campaign Financial Statement within 30 days following the Municipal Primary Election. The deadline for this filing is October 5, 2023 by 5 pm and should include August 25, 2023 through October 5, 2023.
3. Candidates in the Municipal General Election shall file:
  - a. The *first General Campaign Financial Statement* must be filed no later than 28 days before the Municipal General Election on October 24th, 2023 by 5 pm and include October 2, 2023 through October 19, 2023
  - b. The second *General Campaign* Financial Statement must be filed no later than 7 days before the Municipal General Election, November 14, 2023 by 5:00 p.m. The second statement shall include contributions received and expenditures from October 20, 2023 through November 9, 2023. *The names of candidates who fail to comply with this deadline will be removed from the ballot for the Municipal General Election.*
  - c. A *Final General Campaign Financial Statement* shall be filed within 30 days after the Municipal General Election. The final statement shall include contributions received and expenditures made from November 10, 2023 until the deadline for this filing December 21, 2023, at 5 p.m.
  - d. If a candidate receives contributions or makes expenditures after the date of the last filing, an *additional* campaign financial statement(s) shall be filed within 30 days of receiving the contribution or making the expenditure.

If your expenditures and expenses are **zero** you still must still file a Financial Statement on the due date stating you had zero dollars to report.

Please be aware your campaign funds must be in a separate bank account from your personal finances. [§20A-12-301](#). Make yourself aware of [§20A-11-104](#) defining personal use expenditures. All funds left over after a campaign must be kept to use in a future campaign or donated to a 501(c)3 non-profit.

Signed campaign financial statements received by the City Recorder/Deputy Recorder are classified as a public record and must be posted to the City's webpage "no later than seven days after the statement is filed."

Any person who fails to comply with this requirement is guilty of an infraction. Each and every failure to file the required campaign financial statement constitutes a separate offense.

### [SFMC §2.64.050 Contents of Statements](#)

- A. Except as set forth in subparagraph (B), the campaign finance statements required herein shall include:
1. A list of each contribution, by amount and donor, made up to five days prior to the due date of the campaign finance statement, excluding a contribution previously reported;
  2. A list of each expenditure made up to five days prior to the due date of the campaign finance statement, excluding an expenditure previously reported.

- B. The campaign finance statement shall report, in aggregate, the total amount of all contributions and expenditures if the total of all contributions and all expenditures is less than \$500. If, between a prior report and the next report due, total contributions or expenditures have exceeded \$500, all contributions and expenditures shall be accounted for as set forth in subparagraph (A).
- C. All contributions and expenditures related to the candidate's candidacy should be accounted for between the pre-election and post-election statements.

*Political issues committees (PICs), Political action committees (PACs), and corporations must report to the Lt. Governor's office any expenditures made to state, county, or municipal candidates on ballot issues. Failure to do so is a Class B misdemeanor (Up to six months in jail and a fine of up to \$1,000).*

**Summary of Due Dates:**

- First Primary Campaign Financial Report August 29, 2023 - 7 days before the Primary Election
- Final Primary Campaign Financial Report October 5, 2023 - 30 days after the Primary Elections (ONLY if you are eliminated)
- First General Campaign Financial Report October 24, 2023 - 28 days before the General Election
- Second General Campaign Financial Report November 14, 2023 - 7 days before the General Election
- Final General Campaign Financial Report December 21, 2023 - 30 days after the General Election

*A sample of the financial disclosure statement report is included in the exhibits.*

**CAMPAIGN LITERATURE**

Please be aware that placing campaign literature inside residential mailboxes is a violation of federal postal standards. Anything placed in the mailbox must have proper postage attached and have been through the postal system. Any material found in the mailboxes will be removed by the postal carrier and, at the discretion of the postmaster, the offender may be charged with violation of federal postal standards. You are also encouraged to warn your campaign workers against the use of mailboxes for campaign literature. Feel free to check with the postmaster on any postal questions you have, including requests for assistance with mailing bulk rate campaign literature.

**POLITICAL CAMPAIGN SIGNS**

The following is from the Spanish Fork Municipal Code Section [§5.36.060](#) Permitted Temporary Signs

2. Freestanding Temporary Signs.

**(Commercial)**

Freestanding temporary signs may be constructed of a variety of materials and shall be securely installed so as to be immovable without some measure of disassembly. Freestanding temporary signs may be up to eight (8) feet tall and may have up to thirty-two (32) square feet of copy area on each side.

**(Residential)**

e. Five (5) temporary freestanding signs are allowed on each residential lot. Temporary freestanding signs on residential lots may be up to six (6) feet tall and may have up to six square (6) feet in copy area on each side. In addition, a total of ten (10) freestanding signs are allowed from July 15 through August 25 each year and from September 2 through November 18 each year.



The following is from the Spanish Fork Municipal Code Section [§5.36.040](#) Prohibited Signs:

1. Any sign not specifically permitted by this Chapter is prohibited.
2. Signs placed on public property or in the public rights-of-way are prohibited, except for the following:
  - a. For government signs and traffic control signs; See Spanish Fork City Business Licenses & Regulations Title 5.84
  - b. The City is authorized to sell off-site advertising at City ball fields, the rodeo arena, and the golf course to raise revenue to offset the subsidy to the recreation programs;

c. The Spanish Fork/Salem Area Chamber of Commerce is authorized to sell off-site advertising on bus benches at UTA authorized bus stops, in order to raise revenue to reduce the City subsidy to the Chamber.

Signs placed on public property or in the public rights-of-way are prohibited, except for the following: The following is from the Spanish Fork Municipal Code Section [§5.36.020](#) **Definitions:**

Sign: A name, identification, description, display or illustration affixed to a surface visible to the public and used for visual communication which is intended to attract the attention of the public and is visible from the public rights-of-way or other properties. The term “sign” shall not include any flag, badge, or insignia of any governmental unit nor shall it include any item of merchandise normally displayed within a show window of a business.

**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. [UCA §20A-3-501](#)

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. Engage in or perform 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 his ballot.

**VOTER REGISTRATION**

Residents wishing to vote must be registered. Registration is handled by the Utah County Elections Office. Registration forms are available at:

- [Utah County Elections Office](#), at 100 East Center Street, Room 3100, in Provo.
- Spanish Fork City Recorder’s Office, 40 South Main Street, Spanish Fork.
- <https://vote.utah.gov> - with a current Utah Driver License or State ID Card and you can also update your registration if you have moved or changed your name.

Election Date:	September 5 2023	November 21, 2023
	Primary Election	General Election
Registration Method:	Received by the County	Done on or before:
1. Online	August 25, 2023	November 10 , 2023

**VALID VOTER IDENTIFICATION**

- (a) a form of identification that bears the name and photograph of the voter which may include:
- (i) a currently valid Utah driver license;
  - (ii) a currently valid identification card that is issued by:
    - (A) the state; or
    - (B) a branch, department, or agency of the United States;
  - (iii) a currently valid Utah permit to carry a concealed weapon;



- (iv) a currently valid United States passport; or
- (v) a currently valid United States military identification card;
- (b) one of the following identification cards, whether or not the card includes a photograph of the voter:
  - (i) a valid tribal identification card;
  - (ii) a Bureau of Indian Affairs card; or
  - (iii) a tribal treaty card; or

OR

- (c) two forms of identification not listed under Subsection (82)(a) or (b) but that bear the name of the voter and provide evidence that the voter resides in the voting precinct, which may include:
  - (i) a current utility bill or a legible copy thereof, dated within the 90 days before the election;
  - (ii) a bank or other financial account statement, or a legible copy thereof;
  - (iii) a certified birth certificate;
  - (iv) a valid social security card;
  - (v) a check issued by the state or the federal government or a legible copy thereof;
  - (vi) a paycheck from the voter's employer, or a legible copy thereof;
  - (vii) a currently valid Utah hunting or fishing license;
  - (viii) certified naturalization documentation;
  - (ix) a currently valid license issued by an authorized agency of the United States;
  - (x) a certified copy of court records showing the voter's adoption or name change;
  - (xi) a valid Medicaid card, Medicare card, or Electronic Benefits Transfer Card;
  - (xii) a currently valid identification card issued by:
    - (A) a local government within the state;
    - (B) an employer for an employee; or
    - (C) a college, university, technical school, or professional school located within the state; or
  - (xiii) a current Utah vehicle registration.



## VOTE BY MAIL

Spanish Fork City has contracted with Utah County to conduct an all Vote By Mail Election. Voters will need to be registered to vote by the dates listed on the previous page in order to receive a ballot in the mail. ONLY registered voters will receive ballots that will be mailed out 21 days before the election. Visit [vote.utah.gov](http://vote.utah.gov) to make sure you are registered and at the correct address.

A voter may research the candidates and follow the instructions with the ballot to vote. Fold ballot and put it in the affidavit envelope provided. VOTERS MUST SIGN THE ENVELOPE WHERE INDICATED! Follow the mailing instruction included with the ballot. The envelope with ballot sealed inside MUST be postmarked (City will pay the return postage) BEFORE Election Day or brought to the Election Service Center the day of the election. If a person does not receive a ballot in the mail, they should contact the Utah County Elections Office (801.851.8128). Ballots are only mailed to registered voters. See how to get registered on the previous page. **For the Primary Election ONLY your ballot can be postmarked the day of or before election day, because of September 4th being a holiday (Labor Day).**

## ELECTION SERVICE CENTER

With a Vote By Mail Election, there is no need for polling places. The county will provide an Election Service Center that will be open during traditional voting hours, 7:00am to 8:00 pm on Election Day only (the location is to be determined by Utah County Elections) for the general election and if a primary election is needed. The Election Service Center is NOT intended to be a polling place, rather it is a place for voters to go to receive help or drop off your ballot envelope you received in the mail. At the Election Service Center, a provisional ballot may be cast once valid proof of identification and proof of residency is shown. This will take several minutes to vote a provisional ballot. It is recommended to vote with the ballot you receive in the mail.



## HOW TO VOTE

Mail in ballots may be returned one of these three ways:

- 1 Deposit it in a ballot dropbox (open 24/7) in Utah County. Drop boxes are open until 8 pm on Election night. Spanish Fork's drop box is located at 80 South Main Street at the parking lot of the Library Hall.
- 2 Drop it off at any Election Day Vote Center between 7:00 am and 8:00 pm on Election Day.
- 3 Return it by mail in the postage paid envelope provided in your ballot packet. To be valid, your ballot must be postmarked **for the Primary Election ONLY your ballot can be postmarked the day of or before election day, because of September 4th being a holiday (Labor Day).** It must be postmarked for the General election no later than the day before Election Day.

## ELECTION NIGHT RESULTS

Voting results are collected, validated, processed and counted at the Utah County Elections Office. Results will be reported to the City Recorder's Office on election night. Preliminary election results may start to be available after 8:30 p.m. on the City's Website. More ballots could be validated over the next week or two after election day, as provisional and absentee ballots arrive, are validated, and counted.

## ELECTION CANVASS

The election will be finalized at the Election Canvass; this Canvass will be two (2) weeks after the election night. Total vote count will include all the valid ballots received up until election night, plus those valid ballots received up until the day of the canvass.

## RECOUNTS

Municipal Elections – when the difference of votes cast between the winning and losing candidate is equal to or less than 0.25% of the total number of votes cast for all candidates in the race, the candidates may file a request for a recount with the City Recorder within three (3) days after the canvass. [UCA §20A-4-401](#)



# **CITY INFORMATION**

## SPANISH FORK CITY'S FORM OF GOVERNMENT

Spanish Fork City operates under the council-manager form of government. That consists of a mayor and five council members. Collectively, they are known as the governing body. In 1983, Spanish Fork City enacted an ordinance which appointed a professional manager to conduct the administrative matters of the City. The Manager oversees the department heads and sees that the policies of the Mayor and Council are carried into effect. The Manager is appointed by the governing body, and may be removed at any time by the governing body.

The Mayor is elected at-large by the voters of Spanish Fork City for a term of four years. All Council members are elected at-large for a four-year term by the voters of Spanish Fork City. Municipal elections are held every odd numbered year. Terms of the governing body are staggered so only three members are up for election at one time. Two Council seats are up for election at the same time as the Mayor seat. Two years later, the other three Council seats are up for election.

### MAYOR

- Presides at all meetings of the City Council.
- Votes only to break a tie.
- Executes bonds, notes, contracts, ordinances, resolutions and written obligations as required on behalf of the City.
- Acts as the City's chief ceremonial officer and represents the City in its external affairs.
- Makes appointments to City Boards, Councils, and Commissions, subject to approval of the Council.
- Acts as the Chair of the Redevelopment Agency of Spanish Fork City.
- Acts as Chair of the Local Building Authority of Spanish Fork City.
- Has all of the duties and privileges of other City Council members, with the exception of voting.

### COUNCIL MEMBER

- Passes, modifies, or repeals City ordinances and resolutions.
- Determines City policy directives.
- Authorizes the issuance of bonds.
- Appropriates funds.
- Reviews City administration.
- Holds regular meetings in accordance with State law.
- Acts as the Board of Directors of the Redevelopment Agency of Spanish Fork City.

### CITY MANAGER

- Functions as the chief administrative and executive officer supervising and directing department heads.
- Executes and enforces all applicable laws, ordinances, rules and regulations of the City.
- Appoints, removes, promotes and demotes any and all officers and employees of the City, except the Treasurer and Recorder.
- Acts as the City's chief budget officer and exercises fiscal and administrative control over all City operations through compliance with the Uniform Municipal Fiscal Procedures Act requirements.
- Attends all meetings of the City Council and participates in its discussion and deliberations; but without the right to vote.
- Carries out the policies, plans and programs adopted by the City Council.
- Acts as the Executive Director of the Redevelopment Agency of Spanish Fork City.

## ADVISORY BOARDS, COMMISSIONS AND COMMITTEES

Spanish Fork City has established various advisory boards and commissions to perform specific tasks for the City. The residents appointed to serve on these boards render valuable service to the City and receive no financial compensation. Councilmembers serve on some of these boards and commissions as appointed by the Mayor. Meeting date and contact person listed below.

### AIRPORT BOARD

The city Airport Board shall have authority to recommend to the Mayor and City Council of Spanish Fork the needs and requirements of the airport and its facilities. The Board shall evaluate City, State and Federal budget money, appraise development that is desirable for the airport, and shall study and appraise the overall plan for the joint municipal airport, together with such other duties and responsibilities as may be delegated to said board from time to time.

Meetings: First Thursdays at 5:00 p.m. at the City Office

Elected Official: Councilmember Jesse Cardon

Staff: Christian Davis, Airport Manager

### ARTS COUNCIL

Meetings: Second Thursdays at 8:30 p.m. at the Parks & Rec Office

Elected Official: Councilmember Jesse Cardon

Staff: Bronco Hunter, Parks & Rec Assistant Director; Emily Harryman, Special Events Supervisor

### COUNCIL OF GOVERNMENTS (COG)

Elected Official: Mayor Mike Mendenhall

### DEVELOPMENT REVIEW COMMITTEE (DRC)

The Development Review Committee is created to provide technical review, analysis, and recommendations to the Planning Commission and City Council related to the City's comprehensive general plan, zoning ordinance, subdivisions and capital facilities plan.

Meetings: Wednesdays at 10:00 a.m. at the City Office

Staff: Seth Perrins, City Manager; Chris Thompson, Public Works Director, Vaughn Pickell, City Attorney, Dave Anderson, Community Development Director.

### FAIRGROUNDS COMMITTEE

Meetings: Quarterly at noon at the Spanish Fork Fairgrounds

Elected Official: Mayor Mike Mendenhall

Staff: Nick Hanks, Fairgrounds Manager; Dale Robinson, Parks & Recreation Director; Seth Perrins, City Manager.

### FIESTA DAYS EXECUTIVE COMMITTEE

Meetings: First Mondays at 5:30 p.m. at the Parks & Rec Office

Elected Official: Councilmember Stacy Beck  
Staff: Emily Harryman, Special Events Coordinator

### FIRE RETIREMENT BOARD

Meetings held as needed usually afternoon

Elected Official: Mayor Mike Mendenhall

Staff: Eddie Hales, Fire and EMS Director; Jordan Hales, Finance Director

### LIBRARY BOARD

The Library Board has the responsibility to advise the city on the needs and desires of the public with regard to library services. They also encourage grants for gifts and recommend the purchase of various library materials for the benefit of the community.

Meetings: Fourth Tuesdays at 5:00 pm in the Library

Elected Official: Councilmember Stacy Beck

Staff: Scott Aylett, Library Director

### **LOCAL BUILDING AUTHORITY**

The City Council has designated itself as the Local Building Authority, and serves as its Board of Directors. The City Recorder serves as the Secretary of the agency and the Mayor serves as the chair. The agency was adopted with bylaws and gave authority to set parameters of a bond issue.

Meetings: Held as needed in the City Council Chambers

Staff: Tara Silver, City Recorder

### **MISS SPANISH FORK PAGEANT & LITTLE MISS SPANISH FORK PAGEANT**

Elected Official: Councilmember Stacy Beck

Staff: Emily Harryman, Special Events Supervisor

### **MT. NEBO WATER AGENCY**

Meetings: Quarterly 7:30 a.m. Salem City Office.

Elected Official: Councilmember Kevin Oyler

Staff: Chris Thompson, Public Works Director

### **PARKS AND RECREATION ADVISORY COMMITTEE**

The Committee makes recommendations to the City Council on all matters pertaining to the recreation programs of the city, promotes parks & recreation within the City and stimulates public interest in parks & recreation.

Meetings: First Mondays at 5:00 p.m. at the Parks & Rec Office

Elected Official: Councilmember Shane Marshall

Staff: Dale Robinson, Parks & Recreation Director

### **PERSONNEL COMMITTEE**

Meetings held as needed at the City Office

Elected Official: Councilmembers Kevin Oyler; Jesse Cardon

Staff: Seth Perrins, City Manager; Tyler Jacobson, Asst. City Manager

### **PLANNING COMMISSION**

The Planning Commission is created by state law to provide analysis and recommendations to the City Council related to the City's comprehensive general plan, zoning ordinance, subdivisions, capital facility plans and conditional use permits.

Meetings: First Wednesdays at 6:00 pm in the City Office

Staff: Dave Anderson, Community Development Director

### **RAP PROGRAM COMMITTEE**

Meetings: First Mondays at 5:00 p.m. at the Parks & Rec Office as needed

Elected Official: Councilmember Kevin Oyler

Staff: Dale Robinson, Parks & Recreation Director

### **REDEVELOPMENT AGENCY**

The City Council has designated itself as the Redevelopment Agency, and serves as its Board of Directors. The City Manager serves as the Executive Director of the agency and the Mayor serves as Chair. The agency was adopted with duties to provide the City with an economic development plan and to take action that will revitalize, upgrade and develop certain areas of the city with quality developments which are conducive to the long-range goals of the City.

Meetings: Held as needed in the City Council Chambers

Staff: Seth Perrins, City Manager

### **RISK MANAGEMENT COMMITTEE**

Meetings: Quarterly at the City Office

Elected Official: Councilman Kevin Oyler

Staff: Seth Perrins, City Manager; Tyler Jacobson, Assistant City Manager, Nate Read, Assistant to the City Manager

### **RODEO COMMITTEE**

Meetings: First Wednesdays at 5:00 p.m. at the City Office

Elected Official: Mayor Mike Mendenhall

Staff: Nick Hanks, Fairgrounds Manager; Seth Perrins, City Manager

### **ROTARY CLUB**

Elected Official: Chad Argyle

### **SENIORS ADVISORY BOARD**

This board was organized to promote and develop programs, evaluate the needs of seniors residing in the City, and recommend to the City Council programs and activities to meet the needs of those citizens.

Meetings: Second Wednesdays at 10:30 a.m. at the Senior Center

Elected Official: Councilmember Kevin Oyler

Staff: Verna Jo Hollingshead, Senior Center Director

### **SOUTH UTAH VALLEY ANIMAL SERVICES SPECIAL SERVICE DISTRICT**

This District comprises all Utah County municipalities Provo and south. It was organized to combine the efforts of all these communities in providing better animal resources. An elected official serves on this board.

Elected Official: Councilmember Kevin Oyler

### **SOUTH UTAH VALLEY MUNICIPAL WATER ASSOCIATION (SUVMWA)**

This Association is comprised of all Utah County municipalities south of Provo. It was organized to combine the efforts of all these communities in providing better water resources. An elected official serves on this board.

Meetings: Second Thursdays at 6:00 p.m. at the City Office

Elected Official: Councilmember Chad Argyle

Staff: Chris Thompson & Jered Johnson

### **SOUTH UTAH VALLEY SOLID WASTE DISTRICT (SUVSWD)**

This organization is comprised of Provo, Springville, Mapleton, Spanish Fork, and Salem. It is organized to handle the disposal of solid waste of each community. The organization operates the Transfer Station in Springville, and the landfill at Elberta.

Elected Official: Councilmember Shane Marshall

Staff: Chris Thompson & Max Sabey

### **SOUTHERN UTAH VALLEY POWER SYSTEM (SUVPS)**

Elected Official: Mayor Mike Mendenhall

Staff: Jake Theurer, Electric Superintendent; Garrett Elmer; Chris Thompson

### **SPANISH FORK CHAMBER OF COMMERCE**

An elected official serves as a liaison.

Elected Official: Councilmember Jesse Cardon

### **UTAH LAKE AUTHORITY**

Meetings: Quarterly, 7:30 am.

Elected Official: Councilmember Shane Marshall

Staff: Cory Pierce, Wastewater Treatment Plant Manager

### **UTAH MUNICIPAL POWER AGENCY (UMPA)**

This Agency comprises Provo, Spanish Fork, Salem, Nephi, Levan and Manti. Its main function is to purchase electricity for these communities. An elected official from each of these municipalities serves as a member of the UMPA Board.

Meetings: Fourth Wednesdays at 6:00 p.m.

Elected Official: Mayor Mike Mendenhall

Staff: Jake Theurer, Electric Dept. Superintendent

### **WASTEWATER TREATMENT PLANT ADVISORY COMMITTEE**

Elected Official: Councilmember Shane Marshall

Staff: Chris Thompson, Public Works Director; Cory Pierce, Wastewater Treatment Plant Manager

### **VETERANS COUNCIL**

Elected Official: Councilmember Chad Argyle

### **YOUTH CITY COUNCIL**

Meetings: Second Thursdays at 4:00 p.m. at the City Office

Elected Official: Councilmember Chad Argyle

### **AD HOC COMMITTEES**

As merited, the city council appoints special ad hoc committees to review particular areas of concern facing the city. 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.



## **EXECUTIVE STAFF**

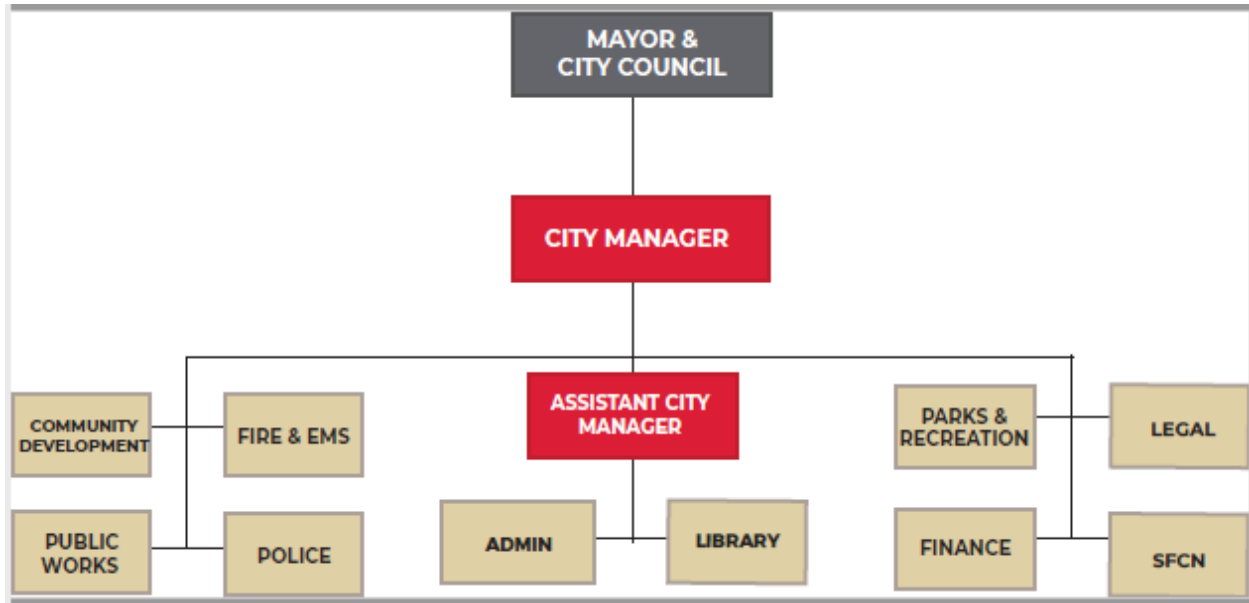
The Executive Staff of the City consists of the City Manager, the Assistant City Manager, and the Department Heads. These individuals are:

<b>Executive Staff</b>	<b>Name</b>	<b>Phone</b>
City Manager	Seth Perrins	801-804-4535
Assistant City Manager	Tyler Jacobson	801-804-4508
City Recorder	Tara Silver	801-804-4530
Police Chief	Matt Johnson	801-804-4722
Fire & EMS	Eddie Hales	801-804-4632
City Attorney	Vaughn Pickell	801-804-4676
Public Works Director/City Engineer	Chris Thompson	801-804-4556
Community Development Director	Dave Anderson	801-804-4586
Information Systems/SFCN Director	Bryan Perry	801-804-4418
Parks and Recreation Director	Dale Robinson	801-804-4610
Finance Director	Jordan Hales	801-804-4522
Library Director	Scott Aylett	801-804-4488

*Please feel free to contact these individuals if you have questions or need for additional information.*



# SPANISH FORK CITY ORGANIZATION CHART



# **EXHIBITS & FORMS**



## 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: \_\_\_\_\_



# 2023 SPANISH FORK 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 Utah

} 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.

\_\_\_\_\_  
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 \_\_\_\_\_ (month/day/year)

\_\_\_\_\_  
Date: \_\_\_\_\_

Filing officer or subject to 20A-9-203(3)(b)

(Seal)



## 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 §10A-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 §10A-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.



## 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.**

## 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.

# 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 21<sup>st</sup>, 2023 at 5:00 p.m. (Mountain Time)**
- **General Election Candidates:**  
**September 22<sup>nd</sup>, 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](mailto:elections@utah.gov). Open Monday – Friday, 8:00 am – 5:00 pm (state and national holidays excluded)

## **Campaign Finance Statutes: Municipal Candidates**

*Effective 5/4/2022*

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) (A) shall, if practicable, remove the candidate's name from the ballot by blacking out the candidate's name before the ballots are delivered to voters; or
  - (B) shall, if removing the candidate's name from the ballot is not practicable, inform the voters by any practicable method that the candidate has been disqualified and that votes cast for the candidate will not be counted; and
  - (ii) may not count any votes for that candidate.
- (d) Notwithstanding Subsection [\(11\)\(b\)](#), a candidate who timely files each campaign finance statement required under Subsection [\(4\)](#) or [\(5\)](#) is not disqualified if:
- (i) the statement details accurately and completely the information required under Subsection [\(6\)](#), except for inadvertent omissions or insignificant errors or inaccuracies; and
  - (ii) the omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.
- (e) 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.
- (12) 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.

(13) (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 [\(13\)](#)(a), the court may award costs and attorney fees to the prevailing party.

Amended by Chapter [151](#), 2022 General Session

## ETHICS AND FINANCIAL DISCLOSURE

The State has enacted the "Municipal Officers and Employees Disclosure Act" ([UCA §10-3-13](#)) 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 substantially 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 substantially 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 (non-monetary) 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 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.

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:

1. City officials or employees receive 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.)
2. A City official or employee is an officer, director, agent, employee, or owner of substantial interest (over \$2,000) in business regulated by the City.
3. A 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:

- Potential Second-Degree Felony action.
- Mandatory removal from office.
- Rescission of transaction.





# Campaign Finance Report

---

To

\_\_\_\_\_ of \_\_\_\_\_  
(City Recorder/Town Clerk) (Municipality)

For

Full Name of Candidate \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Name of Office \_\_\_\_\_

1. Total contributions of donors who gave more the \$500.00 \$ \_\_\_\_\_  
(Form "A" total from other side of this sheet)
2. Aggregate total of contributions of \$500.00 for less \$ \_\_\_\_\_
3. Total campaign expenses \$ \_\_\_\_\_  
(Form "B" total from other side of this sheet)
4. Balance at the end of the reporting period \$ \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Candidate)

NOTE: [UCA §10-3-208](#) states that all municipalities shall adopt an ordinance establishing campaign finance disclosure requirements for candidates running for city or town office. [SFMC §2.64](#)

### ITEMIZED CONTRIBUTION FUNDS IN REPORT (Form "A")

Date Received	Name of Contributor	Mailing Address & Zip Code	Amount of Contribution

(If additional space is needed, use blank paper and list information like the above format and then attach to report)

### ITEMIZED EXPENDITURE FUNDS OUT REPORT (Form "B")

Date of Expenditure	Person or Organization To whom Expenditure was made	Mailing Address & Zip Code	Amount of Expenditure

(If additional space is needed, use blank paper and list information like the above format and then attach to report)

## Campaign Financial Reports

All candidates must file signed Campaign Finance Disclosure Statements with the City Recorder. This statement contains itemized and total campaign contributions and expenditures. State Law requires these statements to be turned in as follows:

Report Name	Due Date	Report includes all transactions between	Who this applies to
<b>First Primary</b> Financial Statement Report	August 29, 2023	January 1, 2023, through August 24, 2023	All Candidates in the Primary Election
<b>Final Primary</b> Financial Statement Report	October 5, 2023	August 25, 2023 thru October 5, 2023	All Candidates <b>eliminated</b> at Primary Election
<b>First General</b> Financial Statement Report	October 24, 2023 @ 5:00 p.m.	October 2, 2023 through October 19, 2023	Candidates in the General Election
<b>Second General</b> Financial Statement Report	November 14, 2023 @ 5:00 p.m.	October 20, 2023, through November 9, 2023	Candidates in the General Election
<b>Final General</b> Financial Statement Report	December 21, 2023 @ 5:00 p.m.	November 10, 2023 through December 16, 2023	Candidates in the General Election
30 days after disqualification	Varies – contact Recorder’s office	Varies – contact Recorder’s office	Candidates who are <b>disqualified</b> for failing to file a financial report by the deadline.

**Effective 3/5/2021**

**20A-11-104 Personal use expenditure -- Authorized and prohibited uses of campaign funds -- Enforcement -- Penalties.**

- (1)
- (a) As used in this chapter, "personal use expenditure" means an expenditure that:
    - (i)
      - (A) is not excluded from the definition of personal use expenditure by Subsection (2); and
      - (B) primarily furthers a personal interest of a candidate or officeholder or a candidate's or officeholder's family, which interest is not connected with the performance of an activity as a candidate or an activity or duty of an officeholder; or
    - (ii) would likely cause the candidate or officeholder to recognize the expenditure as taxable income under federal or state law.
  - (b) "Personal use expenditure" includes:
    - (i) a mortgage, rent, utility, or vehicle payment;
    - (ii) a household food item or supply;
    - (iii) a clothing expense, except:
      - (A) clothing bearing the candidate's name or campaign slogan or logo that is used in the candidate's campaign; or
      - (B) repair or replacement of clothing that is damaged while the candidate or officeholder is engaged in an activity of a candidate or officeholder;
    - (iv) an admission to a sporting, artistic, or recreational event or other form of entertainment;
    - (v) dues, fees, or gratuities at a country club, health club, or recreational facility;
    - (vi) a salary payment made to:
      - (A) a candidate or officeholder; or
      - (B) a person who has not provided a bona fide service to a candidate or officeholder;
    - (vii) a vacation;
    - (viii) a vehicle expense;
    - (ix) a meal expense;
    - (x) a travel expense;
    - (xi) a payment of an administrative, civil, or criminal penalty;
    - (xii) a satisfaction of a personal debt;
    - (xiii) a personal service, including the service of an attorney, accountant, physician, or other professional person;
    - (xiv) a membership fee for a professional or service organization; and
    - (xv) a payment in excess of the fair market value of the item or service purchased.
- (2) As used in this chapter, "personal use expenditure" does not include an expenditure made:
- (a) for a political purpose;
  - (b) for candidacy for public office;
  - (c) to fulfill a duty or activity of an officeholder;
  - (d) for a donation to a registered political party;
  - (e) for a contribution to another candidate's campaign account, including sponsorship of or attendance at an event, the primary purpose of which is to solicit a contribution for another candidate's campaign account;
  - (f) to return all or a portion of a contribution to a contributor;
  - (g) for the following items, if made in connection with the candidacy for public office or an activity or duty of an officeholder:
    - (i)

- (A) a mileage allowance at the rate established by the Division of Finance under Section 63A-3-107; or
- (B) for motor fuel or special fuel, as defined in Section 59-13-102;
- (ii) a food expense, including food or beverages:
  - (A) served at a campaign event;
  - (B) served at a charitable event;
  - (C) consumed, or provided to others, by a candidate while the candidate is engaged in campaigning;
  - (D) consumed, or provided to others, by an officeholder while the officeholder is acting in the capacity of an officeholder; or
  - (E) provided as a gift to an individual who works on a candidate's campaign or who assists an officeholder in the officeholder's capacity as an officeholder;
- (iii) a travel expense of a candidate, if the primary purpose of the travel is related to the candidate's campaign, including airfare, car rental, other transportation, hotel, or other expenses incidental to the travel;
- (iv) a travel expense of an individual assisting a candidate, if the primary purpose of the travel by the individual is to assist the candidate with the candidate's campaign, including an expense described in Subsection (2)(g)(iii);
- (v) a travel expense of an officeholder, if the primary purpose of the travel is related to an activity or duty of the officeholder, including an expense described in Subsection (2)(g)(iii);
- (vi) a travel expense of an individual assisting an officeholder, if the primary purpose of the travel by the individual is to assist the officeholder in an activity or duty of an officeholder, including an expense described in Subsection (2)(g)(iii);
- (vii) a payment for a service provided by an attorney or accountant;
- (viii) a tuition payment or registration fee for participation in a meeting or conference;
- (ix) a gift;
- (x) a payment for the following items in connection with an office space:
  - (A) rent;
  - (B) utilities;
  - (C) a supply; or
  - (D) furnishing;
- (xi) a booth at a meeting or event;
- (xii) educational material; or
- (xiii) an item purchased for a purpose related to a campaign or to an activity or duty of an officeholder;
- (h) to purchase or mail informational material, a survey, or a greeting card;
- (i) for a donation to a charitable organization, as defined by Section 13-22-2, including admission to or sponsorship of an event, the primary purpose of which is charitable solicitation, as defined in Section 13-22-2;
- (j) to repay a loan a candidate makes from the candidate's personal account to the candidate's campaign account;
- (k) to pay membership dues to a national organization whose primary purpose is to address general public policy;
- (l) for admission to or sponsorship of an event, the primary purpose of which is to promote the social, educational, or economic well-being of the state or the candidate's or officeholder's community;
- (m) for one or more guests of an officeholder or candidate to attend an event, meeting, or conference described in this Subsection (2), including related travel expenses and other

- expenses, if attendance by the guest is for a primary purpose described in Subsection (2)(g) (iv) or (vi); or
- (n) to pay childcare expenses of:
  - (i) a candidate while the candidate is engaging in campaign activity; or
  - (ii) an officeholder while the officeholder is engaging in the duties of an officeholder.
- (3)
  - (a) The lieutenant governor shall enforce this chapter prohibiting a personal use expenditure by:
    - (i) evaluating a financial statement to identify a personal use expenditure; and
    - (ii) commencing an informal adjudicative proceeding in accordance with Title 63G, Chapter 4, Administrative Procedures Act, if the lieutenant governor has probable cause to believe a candidate or officeholder has made a personal use expenditure.
  - (b) Following the proceeding, the lieutenant governor may issue a signed order requiring a candidate or officeholder who has made a personal use expenditure to:
    - (i) remit an administrative penalty of an amount equal to 50% of the personal use expenditure to the lieutenant governor; and
    - (ii) deposit the amount of the personal use expenditure in the campaign account from which the personal use expenditure was disbursed.
  - (c) The lieutenant governor shall deposit money received under Subsection (3)(b)(i) in the General Fund.

Amended by Chapter 20, 2021 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

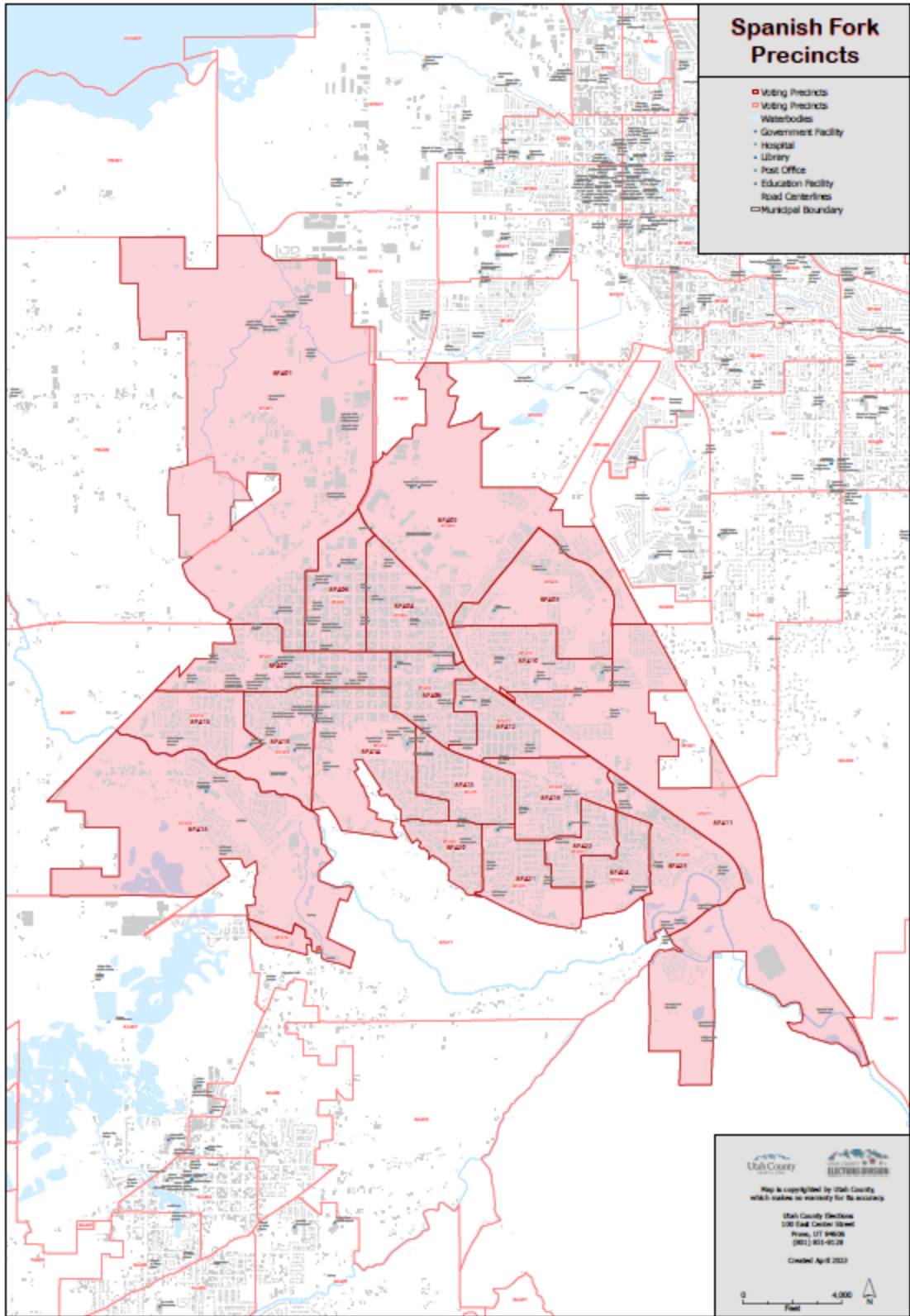
**C. Written procedures for the Lieutenant Governor in conducting the randomization in a fair manner and record of the random selection process used.**

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>





<b>Date</b>	<b>Description</b>
Thurs. June 1 through Wed. June 7	Filing Period for Declaration of Candidacy Form or Nominating Petition. Forms must be filed with the City Recorder/Deputy Recorder during regular business hours
June 12	Last day to withdraw your candidacy - names removed from the ballot
June 12	Candidate Information will be published on the Spanish Fork City Website
July 21	Deadline for candidate profile on the state website
August 15 - August 29	Vote-by-mail ballots mailed
August 22 - September 1	Early Voting will be updated as we get closer to the election. Vote at 100 E Center St. #3100 Provo Ut
August 25	Last day to register to vote
August 29	Financial Disclosure Due for the Primary Election
August 29	Last day to request a replacement ballot by 5 pm with the County Clerk
September 5	If not registered to vote you can register to vote, and vote on election day by voting a provisional ballot
<b>September 5</b>	<b>PRIMARY ELECTION</b>
September 6-18	Canvas Period
August (TBD)	Board of Canvassers Meeting
September 18	Last day to qualify as a write-in candidate
September 22	Deadline for candidate profile on the state website
October 5	Financial Disclosure Due for the those eliminated from the Primary Election
October 24	Financial Disclosure Due for Candidates on the General Election ballot
October 31 - November 14	Vote-by-mail ballots mailed
September 5	Last day to register to vote
November 14	Financial Disclosure Due for Candidates on the General Election ballot
November 14	Last day to request a replacement ballot by 5 pm with the County Clerk
November 7	Early Voting will be updated as we get closer to the election. Vote at 100 E Center St. #3100 Provo Ut
<b>November 21</b>	If not registered to vote you can register to vote, and vote on election day by voting a provisional ballot
<b>November 21</b>	<b>GENERAL ELECTION</b>
November 22 - December 6	Canvass Period
November TBD	Board of Canvassers Meeting
December 21	Financial Disclosure Due for Candidates on the General Election ballot