

**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?  Yes  No

**Type and Date of Election:**

Primary on \_\_\_\_/\_\_\_\_/\_\_\_\_  General on \_\_\_\_/\_\_\_\_/\_\_\_\_  City on \_\_\_\_/\_\_\_\_/\_\_\_\_  
 School on \_\_\_\_/\_\_\_\_/\_\_\_\_  Special on \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Democratic  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 in the case of county agricultural extension council or soil and water conservation district commission).*

**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 Title: \_\_\_\_\_

## 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 \_\_\_/\_\_\_/\_\_\_     School on \_\_\_/\_\_\_/\_\_\_     City 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.			

# Candidate's Guide

## Special Election

### Vacancy on City Council

**City:** \_\_\_\_\_

**Date of Election:** \_\_\_\_\_

**Filing Deadline:** \_\_\_\_\_

**Signatures Required:** \_\_\_\_\_

For more information, please contact the Delaware County Auditor at  
(563) 927-4701 or visit the Delaware County website at:

[www.co.delaware.ia.us](http://www.co.delaware.ia.us)

# Vacancy on City Council

## Laws Related to City Council Vacancies

Iowa Code Section 372.13 applies to vacancies in city offices.

## Candidate Qualifications

A candidate must be an eligible elector in the city and city ward (if any) at the time of filing nomination papers and at the time of the election. (§376.4(1))

An eligible elector meets all requirements to register to vote but does not have to be registered to vote. An eligible elector must:

- Be a citizen of the United States,
- Be a resident of Iowa, and
- Be at least 18 years of age.

An eligible elector may not:

- Be a convicted felon (unless voting rights have been restored by the President or Governor),
- Be currently judged incompetent to vote by a court, or
- Claim the right to vote in another place (§39.3(6))

## Nomination Papers

Each candidate must file nomination papers with the Delaware County Auditor. The Affidavit of Candidacy and Nomination Petitions must be filed together or they will be rejected. (§376.4(1)(a))

## **Filing Period**

Nomination papers must be filed with the Delaware County Auditor during the filing period. If the special election is held at the same time as a regularly scheduled election, the filing deadlines are the same as the deadlines for the regularly scheduled election. If the special election is not held at the same time as a regularly scheduled election, the filing period begins as soon as notice is given to the Delaware County Auditor, with the deadline being no later than 5:00 P.M. on the 25<sup>th</sup> day before the special election.

**For this Special Election being held on \_\_\_\_\_, the last day to file nomination papers with the Delaware County Auditor is 5:00 P.M. on \_\_\_\_\_.**

## **Withdrawal and Objection Deadlines**

Withdrawal Deadline: No later than 5:00 P.M. on the 22<sup>nd</sup> day before the election

- For this Special Election, the withdrawal deadline is: \_\_\_\_\_

Objection Deadline: No later than noon on the 22<sup>nd</sup> day before the election

- For this Special Election, the objection deadline is: \_\_\_\_\_

## **Affidavit of Candidacy**

Each candidate must complete and file an Affidavit of Candidacy. The Affidavit of Candidacy form is available on the Secretary of State's website:

<https://sos.iowa.gov/elections/pdf/candidates/affidavit.pdf>

The Affidavit should include the following information:

- Candidate's Name

The candidate's name should be printed exactly as the candidate wishes the name to appear on the ballot. No parentheses, quotation marks, or titles (e.g. Dr., Mrs., etc.) may be included. Please provide the phonetic

spelling of the candidate's name. This is helpful when producing audio ballots for voters who are visually impaired. Be as clear as possible. For example: Eisenhower = "EYES-in-how-er."

- Office Sought and Ward (if any)

The name of the city office (City Council) and city ward (if any) that the candidate is running for must be included.

- Vacancy Information

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

**The "Yes" box must be checked** when a candidate is running to fill a vacancy.

- Type and Date of Election

**The candidate will check the "Special" Election box and include the date of the election following the checked box.**

- Candidate's Affiliation

The candidate's party affiliation should be left blank.

- Candidate's Home Address

Candidates must provide their house number and street name. Mailing address, phone, and email are optional, but they do assist the county auditor and the public in contacting the candidate.

- Candidate's Affirmation, Signature and Notarization

The Affidavit must be notarized. A notarial officer must be present when the candidate signs the Affidavit and the notarial officer will complete the verification on the bottom of the Affidavit. Once an Affidavit is notarized, the Affidavit cannot be altered.

Affidavits missing the following information will be rejected:

- Candidate's name
- Office sought and ward (if any)
- Candidate's signature, and
- Signature of notary public

### **Nomination Petitions**

Candidates must collect signatures on nomination petitions and file the petitions at the same time the Affidavit of Candidacy is filed. The nomination petition form is available on the Secretary of State's website:

<https://sos.iowa.gov/elections/pdf/candidates/nompetnonpartisan.pdf>

### **Preparing Nomination Petitions**

Before anyone signs the petition, the candidate must complete the required information in the header of every petition page.

*Best Practice:* Complete the header on one petition and make copies of that page so all petition page headings are identical.

The information listed below must appear on each petition header. Signatures cannot be counted on petition pages missing the following information:

- Candidate's Name

The candidate's name should be printed exactly as the candidate wishes the name to appear on the ballot. No parentheses, quotation marks, or titles (e.g. Dr., Mrs., etc.) may be included.

- Office Sought

The name of the city office (City Council)

- Candidate's County of Residence

- Candidate's City of Residence

- Type and Date of Election

**The candidate will check the "Special" Election box and include the date of the election following the checked box.**

- Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

**The "Yes" box must be checked.**

- For City Elections Only – Office Ward (if any)

The candidate must provide the city ward (if any). Signatures on petition pages that do not provide the applicable city ward (when required) cannot be counted



- Collecting Signatures

It is recommended to obtain more than the required signatures on a nomination petition. Eligible electors of the city and ward (if applicable) may sign nomination petitions. (See Page 2 for the definition of an eligible elector.)

Candidates may sign their own petitions assuming they are eligible electors of the city and ward (if applicable).

Candidates may begin collecting signatures at any time. However, the signers must still be eligible electors when the papers are filed for the signatures to count.

All signers must include the following information:

- A signature (the signature may be printed)
- The address of their residence
  - This must include a house number, street name, and city. Providing a post office box only is not sufficient. A signer who is homeless should describe where the signer lives or write “homeless.”
- There is no limit on the number of nomination petitions one elector may sign for different candidates.

**Important Note:** Petition signers often use “ditto” marks when appropriate (e.g. when the name of a city or the date of signing the petition is the same as the previous signer). The use of ditto marks alone does not invalidate a signature.