

**PROCEDURE TO BE FOLLOWED FOR FILING FOR ELECTED OFFICE IN UNIVERSITY CITY**

Candidates from any ward shall indicate on their petition for nomination to the Council whether or not he/she is a candidate for a full four year term or a candidate for an unexpired term.

The City Clerk, in transmitting the petition for nomination to the Council filed with his or her office by any candidate, shall indicate to the Board of Election Commissioners of St. Louis County whether or not the candidate filing the petition is a candidate for a full four year term or a candidate for an unexpired term.

**I. NOMINATIONS AND NOMINATION PETITIONS** (Section 68, Article IX, Charter):

Nomination for the Council shall be made by petition signed by not less than fifty nor more than seventy-five registered voters who are entitled to vote for the candidate so nominated. No voter shall sign more than one nominating petition for the same office, and should a voter do so, his signature shall be void except as to the petition first filed. With each signature shall be stated the place of residence of the signer, giving the street and number. Each petition shall be verified by the oath of some responsible person, before an officer competent to administer oaths, that each signature thereon is the genuine signature of the person whose name it purports to be and that it was signed in his presence. Nominating petitions shall be filed with the City Clerk in accordance with the opening and closing dates for filing as set by Missouri state statute, and shall be in substantially the following form:

*We, the undersigned, registered voters of the City of University City, County of St. Louis, respectfully petition and request that the name of \_\_\_\_\_, residing at \_\_\_\_\_, be placed upon the ballot as a candidate for the office of **Council-member of Ward Number \_\_\_\_\_**, to be voted for at the election to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_; and we, individually, signify that our names have appeared on the roll of registered voters within the last year, and that we are qualified to vote for this candidate:*

**Signature      Name (Printed)      Street and Number      Date of Signing**

*(Space for 75 signatures and required data)  
(Verification of Signatures)*

*Acceptance of Nomination*

*Date and hour of filing \_\_\_\_\_.*

*This petition is filed by \_\_\_\_\_, whose address is \_\_\_\_\_.*

*Received by \_\_\_\_\_  
(Signature of City Clerk)*

The City Clerk shall preserve the name and address of the person by whom each nominating petition is filed. No nominating petition shall be accepted unless accompanied by a signed acceptance of the nomination and a deposit by the candidate of fifty dollars (\$50.00), a receipt for which shall be issued by the City Clerk. Such deposit shall be returned to the candidate if he becomes ineligible or withdraws his candidacy forty-five days before the election, or if he polls at least five percent of the votes cast for the office for which he is a candidate; but if he remains a candidate and fails to receive the prescribed percent of votes, the deposit shall be forfeited and paid into the general fund of the city. Within ten days after the filing of a nominating petition, the City Clerk shall notify the candidate and the person who filed the petition, whether or not it is found to be sufficient. If a petition is found insufficient, the City Clerk shall return it immediately to the person who filed it with a statement certifying wherein the petition is found insufficient. Within the regular time for filing petitions a new or supplemental petition may be filed for the same candidate. The petition of each candidate nominated to be a member of the Council shall be preserved by the City Clerk until the expiration of the term of office for which he has been nominated.

**II. BALLOTS:**

Ballots are printed by the Board of Election Commissioners in accordance with Missouri law. The order in which the names of the candidates shall be printed on the ballots will be determined by a lottery drawing. Candidates filing after first day will be placed on the ballot below candidates who filed on the first day, in order as they are received.

**III. RETURNS; CANVASS:** (Section 71, Article IX, Charter)

Election returns shall be canvassed by the Council at a meeting not later than forty-eight hours after their receipt by the City Clerk, and the candidates receiving the highest number of votes for each office declared elected.

**IV. TIE VOTE:** (Section 72, Article IX, Charter)

If at any municipal election there shall be no choice between candidates by reason of two or more having received an equal number of votes, the Council shall proceed to determine the election by lot.

**V. PROCEDURE FOR FILING FOR MUNICIPAL ELECTION**

The first day for filing Declarations of Candidacy for the \_\_\_\_\_, 20\_\_\_\_, election is from **8:00 a.m. to 5:00 p.m. on Tuesday, \_\_\_\_\_, 20\_\_.** Filing will close at 5:00 p.m. on **Tuesday, \_\_\_\_\_, 20\_\_.** Each Declaration of Candidacy must be filed with the City Clerk at the City Hall, 6801 Delmar Blvd, University City MO. Except as provided in Section 115.355.2, RSMo., all candidates must file in person; no one else can file for a candidate. State law requires persons filing declarations of candidacy to provide proof of identity.

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All persons who circulate the petition, whether it be the candidate or some representative of said candidate, must sign the petition before a Notary Public that he, she or they witnessed the signing of said petition.

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Candidacy declarations will be accepted at University City Hall, 2<sup>nd</sup> Floor, room 4, 6801 Delmar Blvd. University City, MO 63130.

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It is the candidate's responsibility, not the City Clerk's, to contact the Missouri Ethics Commission and the St. Louis County Board of Election Commissioners to determine County, State and Federal requirements for filing, running and holding an elected office.

**VI. CANDIDATE ELIGIBILITY**

Pursuant to Section 115.347, RSMo., no candidate's name shall be printed on any official ballot unless his/her written, signed and sworn Declaration of Candidacy has been filed in the office of the city clerk within the time allowed by law.

Section 115.306.1, RSMo., provides that no person shall qualify as a candidate for elective public office in the state of Missouri who has been found guilty of or pled guilty to a felony under the federal laws of the United States of America or to a felony under the laws of this state or an offense committed in another state that would be considered a felony in this state.

*(Revised to remove "or misdemeanor" per the revised statues 11/17/17)*

And Section 115.306.2, (1) RSMo., any person who files as a candidate for election to a public office shall be disqualified from participation in the election for which the candidate has filed if such person is delinquent in the payment of any state income taxes, personal property taxes, municipal taxes, real property taxes on the place of residence, as stated on the declaration of candidacy, or if the person is a past or present corporate officer of any fee office that owes any taxes to the state.

(2) Each potential candidate for election to a public office, except candidates for a county or city committee of a political party, shall file an affidavit with the department of revenue and include a copy of the affidavit with the declaration of candidacy required under section 115.349. Such affidavit shall be in substantially the following form: *(Revised to read as stated in the statues 11/17/17)*

**AFFIRMATION OF TAX PAYMENTS AND BONDING REQUIREMENTS:**

I hereby declare under penalties of perjury that I am not currently aware of any delinquency in the filing or payment of any state income taxes, personal property taxes, municipal taxes, real property taxes on the place of residence, as stated on the declaration of candidacy, or that I am a past or present corporate officer of any fee office that owes any taxes to the state, other than those taxes which may be in dispute. I declare under penalties of perjury that I am not aware of any information that would prohibit me from fulfilling any bonding requirements for the office for which I am filing.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
.....  
Printed Name of Candidate

• See attached 5120 form from Missouri Department of Revenue