

Candidate Informational / Filing Packet

Office of Councilmember

The City of University City

Municipal Election – April 7, 2020

December 17, 2019 - Opening of candidate filings

January 21, 2020 - Closing of candidate filings

6801 Delmar Blvd. 2nd Floor, Room 4 - 314-505-8605

CANDIDATE FILING DOCUMENT/FORM LIST

INFO	Procedure for filing in University City
INFO	Notice of Election and Opening and Closing Filing Declarations & Eligibility
INFO	Sign Regulation Letter
INFO	University City's Conflict of Interest Ordinance No. 7113 (2019)

FORM 1	Petition for Nomination Form – Cover Page
FORM 1a	Nomination Petition Form (75 signatures needed – multiple pages)
FORM 2	Circulator's Affidavit
FORM 3	Notice to Candidate (Financial Interest Statement)
FORM 4	Candidate's Affirmation of Tax Payments and Bonding Requirements
FORM 5	Form 5120 – Missouri Department of Revenue
FORM 6	Declaration of Candidacy

❖ Additional information materials are included for your reference.

1. Sign Regulations
2. Charter Chapter C Article II – Council & City Officers Generally
3. Charter Chapter C – Nominations and Nomination Petitions
4. Elections – Chapter 105
5. MO DOR Affidavit of Tax Payments and Bonding Requirements
6. Helpful Websites
7. Important Statutes relating to candidate filing for ALL Elections
8. Missouri Revised Statutes – Chapter 115.306

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 7th day of April, 2020; 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:*

<u>Signature</u>	<u>Name (Printed)</u>	<u>Street and Number</u>	<u>Date of Signing</u>
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*(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 April 7, 2020, election is from **8:00 a.m. to 5:00 p.m. on Tuesday, December 17, 2019. Filing will close at 5:00 p.m. on Tuesday, January 21, 2020.** 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.

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.

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

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 statutes 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 statutes 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

**NOTICE OF ELECTION AND OF THE OPENING AND CLOSING FOR
FILING DECLARATIONS OF CANDIDACY FOR ELECTIVE OFFICES IN THE
CITY OF UNIVERSITY CITY, MISSOURI, FOR THE ELECTION TO BE HELD
APRIL 7, 2020.**

Notice is hereby given that an election will be held on **Tuesday, April 7, 2020**, in the City of University City, Missouri, for the purpose of electing three Councilmembers, one from Wards One, Two and Three, for a term of four years each

Filing Procedures

The first day for filing Declarations of Candidacy for the April 7, 2020, election is from 8:00 a.m. to 5:00 p.m. on Tuesday, December 17, 2019. Filing will close at 5:00 p.m. on Tuesday, January 21, 2020. 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.

The first day of filing will be done by lottery drawing by the candidate. At 8:00 a.m. on December 17, 2019, declarations will be accepted at University City Hall, 2nd floor, room 4, 6801 Delmar Blvd, University City, MO 63130.

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.

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

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Candidate's Signature

.....
Printed Name of Candidate



Office of the City Clerk

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8605, Fax: (314) 338-7803

Dear Candidate for Public Office:

With your filing as a candidate in the upcoming election, please be advised of the City of University City's regulations on signs. Sign regulations, including those applicable to campaigns, are set forth in Article 8 of the University City Zoning Code.

Attached are the related Zoning Code excerpts. The entire ordinance relating to Sign Regulations can be found on the City's website at <https://ecode360.com/UN3457>.

Please be advised that the City is required to investigate any complaints regarding signage. Those found to be in violation of the Zoning Code will be removed in accordance with Article 9 relating to Administration and Enforcement. The signs will be retained at City Hall, 4th floor for pickup for 60 days after removal.

Thank you in advance for your assistance with this matter. Please contact the Department of Community Development at (314) 505-8500 with questions.

Sincerely,

LaRette Reese
City Clerk
City of University City

INTRODUCED BY: Councilmember Paulette Carr

DATE: August 17, 2019

BILL NO.: 9391

ORDINANCE NO.: 7113

AN ORDINANCE AMENDING CHAPTER 110 OF THE UNIVERSITY CITY MUNICIPAL CODE, RELATING TO ADMINISTRATION, BY REPEALING SECTION 110.040 THEREOF, RELATING TO DISCLOSURE OF CONFLICTS OF INTEREST, AND ENACTING IN LIEU THEREOF A NEW SECTION TO BE KNOWN AS “SECTION 110.040 DISCLOSURE OF CONFLICTS OF INTEREST.”

WHEREAS, according to Missouri statutes on regulation of conflict of interest and lobbying, each political subdivision in Missouri with an annual operating budget in excess of one million dollars (\$1,000,000) must decide by September 15, every two years, whether to conform with the complex, detailed personal financial disclosure requirements in Chapter 105 RSMo, or to adopt its own method of disclosing conflicts of interest pursuant to Section 105.485.4 RSMo; and

WHEREAS, the City of University City has an annual operating budget in excess of one million dollars (\$1,000,000) and it is desirable to comply with State law by adoption of the following ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF UNIVERSITY CITY, MISSOURI, AS FOLLOWS:

Section 1. Chapter 110 of the University City Municipal Code, relating to Administration, is hereby amended by repealing Section 110.040 thereof, relating to conflicts of interest, and enacting in lieu thereof a new section to be known as “Section 110.040 Disclosure of Conflicts of Interest,” so that said section, as amended, shall read as follows:

110.040 Disclosure of Conflicts of Interest.

A. Declaration of Policy. The proper operation of municipal government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the City.

B. Conflicts of Interest. The Mayor or any member of the City Council who has a substantial personal or private interest as defined by Sections 105.450 (11, 12) and 105.461.1 RSMo, in any measure, bill, order or ordinance proposed or pending before the City Council, shall, before he or she passes on the measure, bill, order or ordinance, file a written report of the nature of the interest with the City Clerk and such statement shall be recorded in the record of proceedings of the City Council.

C. Disclosure Reports.

1. Each elected official, candidate for elective office, the City Manager, the Chief Purchasing Officer and the City Attorney (if employed full time) shall disclose in writing the following described transactions, if any such transactions were engaged in during the calendar year:

- a. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars (\$500), if any, that such person had with the City, other than compensation received as an employee or payment of any tax, fee or penalty due to the City, and other than transfers for no consideration to the City; and
- b. The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars (\$500), if any, that any business entity in which such person had a substantial interest, had with the City, other than payment of any tax, fee or penalty due to the City or transactions involving payment for providing utility service to the City, and other than transfers for no consideration to the City.
- c. The City Manager and the Chief Purchasing Officer shall disclose in writing the following information:
 - (1) The name and address of each of the employers of such person from whom income of one thousand dollars (\$1,000) or more was received during the year covered by the statement;
 - (2) The name and address of each sole proprietorship which he or she owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he or she was a partner or participant; the name and address of each partner or coparticipant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the Secretary of State; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent (10%) or more of any class of the outstanding stock or limited partners' units; and the name of any publicly traded corporation or limited partnership which is listed on a regulated stock exchange or automated quotation system in which the person owned two percent (2%) or more of any class of outstanding stock, limited partnership units or other equity interests; and
 - (3) The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.

D. Filing of Reports. Duplicate disclosure reports made pursuant to this ordinance; in the format approved by the Missouri Ethics Commission, shall be filed with the City Clerk and the Missouri Ethics Commission. The City Clerk shall maintain such disclosure reports available for public inspection and copying during normal business hours.

E. When Filed. The financial interest statements shall be filed at the following times, but no person is required to file more than one financial interest statement in any calendar year:

1. Each candidate for elective office who is required to file a personal financial disclosure statement shall file the financial interest statement no later than fourteen days after the close of the filing at which the candidate seeks nomination or election, and the statement shall be for the twelve months prior to the closing date;

2. Each person appointed to office shall file the statement within thirty days of such appointment or employment;

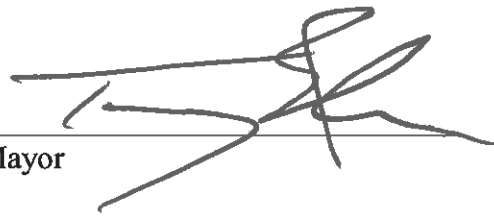
3. Every other person required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the City Council may supplement the financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.

Section 2. Filing of Ordinance. The City Clerk is directed to send a certified copy of this ordinance to the Missouri Ethics Commission within ten days of its adoption.

Section 3. Effective Date. This ordinance shall take effect and be in force from and after its passage as provided by law.

PASSED this 9th day of September, 2019.


Mayor



ATTEST:


City Clerk

CERTIFIED TO BE CORRECT AS TO FORM:


City Attorney





Council Agenda Item Cover

MEETING DATE: September 9, 2019

AGENDA ITEM TITLE: An Ordinance Amending Municipal Code Section 110.040
Relating to Conflicts of Interest

AGENDA SECTION: Unfinished Business - Bills

CAN THIS ITEM BE RESCHEDULED? : No

BACKGROUND REVIEW:

According to Missouri statutes on regulation of conflict of interest and lobbying, each political subdivision in Missouri with an annual operating budget in excess of one million dollars (\$1,000,000) must decide by September 15, every two years, whether to conform with the complex, detailed personal financial disclosure requirements in Chapter 105 RSMo, or adopt its own method of disclosing conflicts of interest pursuant to Section 105.485.4 RSMo.

The City Council adopted Ordinance No. 7045 (Municipal Code Section 110.040) on August 14, 2017, thereby adopting its own method of disclosing conflicts of interest pursuant Section 105.485.4 RSMo. There has been no change in State law on the subject since then, so the attached Bill is substantively identical to Ordinance No. 7045. The deadline for adopting the Bill is September 15, 2019. The Bill may be introduced on August 17 and passed on September 9 so as to meet the deadline.

RECOMMENDATION: City Manager recommends approval.

ATTACHMENTS:

1. Bill No. 9391

CITY OF UNIVERSITY CITY

PETITION FOR NOMINATION for _____

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 _____ to be voted for at the election to fill an expired term, to be held on the **7th day of April, 2020** 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:

**CITY OF UNIVERSITY CITY
NOMINATION PETITION - COUNCILMEMBER**

We, the undersigned registered voters of the City of University, County of St. Louis Missouri, respectfully petition and request that the name of _____ residing at _____ be placed upon the ballot as a candidate for the office of _____ to be voted for at the election to held **Tuesday, April 7, 2020** and we individually state that we are registered voters and qualified to vote for this candidate, and that we have not signed the nomination petition of any other candidate for the same office.

75 Signatures and Data are Required – Multiple Pages of this form are Needed

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**CITY OF UNIVERSITY CITY
NOMINATION PETITION - COUNCILMEMBER**

We, the undersigned registered voters of the City of University, County of St. Louis Missouri, respectfully petition and request that the name of _____ residing at _____ be placed upon the ballot as a candidate for the office of _____ to be voted for at the election to held **Tuesday, April 7, 2020** and we individually state that we are registered voters and qualified to vote for this candidate, and that we have not signed the nomination petition of any other candidate for the same office.

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CIRCULATOR'S AFFIDAVIT:

I swear that the above signatures were made in my presence and to the best of my knowledge are the signatures of the persons they represent.

Signature of Person Filing

Address

Sworn to and subscribed before me this _____ day of _____ 20____

Notary Public

ACCEPTANCE OF NOMINATION:

I hereby accept the nomination for the Council of University City and agree to serve if elected .

(Signature of Candidate)

Date and hour of filing: _____

This petition is filed by: _____

Whose address is: _____

Received

by: _____
(City Clerk)

Notice to Candidate

Personal Financial Disclosure (PFD) (aka: Financial Interest Statement)

Part One: Candidate Information

Candidate's Name: _____ Political Subdivision: _____

Office Sought: _____ Date of Election: _____

Part Two: Filing Status (Election Official: Select Option A or B. If select Option B, complete Sections 1 & 2)

Option A. Candidate does not have to file a PFD/Financial Interest Statement because:

- ☐ The political subdivision's annual operating budget (AOB) is \$1 million or under.
- ☐ The political subdivision's AOB is over \$1 million and the subdivision has a conflict of interest ordinance on file with MEC that does not require a candidate running for this position (office sought) to file. (NOTE: if candidate has had a business transaction with the subdivision, refer to Option B, Section 1, Item 1)
- ☐ The office sought is committeeman or committeewoman.

Option B. Candidate must file a PFD/Financial Interest Statement with MEC because:

Section 1:

- ☐ The political subdivision has an AOB over \$1 million and has a conflict of interest ordinance on file with the MEC that specifically 1) requires a candidate running for this position (office sought) to file, **OR** 2) requires a candidate (including spouse, children, parents, or a business in which they owned a substantial interest) that has had a business transaction with the political subdivision in excess of \$500 in the preceding twelve months to file pursuant to §105.485.4(1) RSMo.
- ☐ The political subdivision has an AOB over \$1 million and the subdivision does **NOT** have a conflict of interest ordinance on file with the MEC and the candidate is required to file pursuant to §105.483-§105.492 RSMo.
- ☐ Candidate is a new Associate Circuit Judge Candidate (all other judicial candidates file with the Supreme Court).

Section 2: Candidates required to file **must be informed** of the following deadlines/penalties:

- If PFD/Financial Interest Statement is not filed by _____ (14 days after filing closing date);
PENALTY: Candidate will be assessed a minimum of **\$10 per day late fee** for each day the report is late.
- If PFD/Financial Interest Statement is not filed by _____ (21 days after filing closing date);
PENALTY: Candidate will be **disqualified as a candidate** and his/her name will be removed from the ballot.

NOTE: If the political subdivision has a conflict of interest ordinance on file with the MEC:

- And the above filing deadlines are not met; penalties (if any) are assessed by the political subdivision according to its ordinance.*
- Candidate must also file a copy of his or her PFD with the governing body/subdivision.*

Part Three: Acknowledgement (completed by candidate & witnessed by election official):

I, _____ hereby acknowledge that I have received:
(Print name)

(initial) **Notice to Candidate**, (written notice of candidate's obligation to file a PFD/Financial Interest Statement, including the consequences for failure to file on time); and

(initial) **Guide to Ethics Law – A Plain English Summary**, (regarding laws governing candidates for election to office in Missouri) and I hereby acknowledge the authority of the Missouri Ethics Commission, or the political subdivision for which I am filing, in enforcing said laws.

Signature of Candidate

Candidate's Email Address (Optional)

Signature of Election Official (Witness)

Date

08/2017

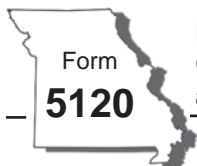
AFFIRMATION OF TAX PAYMENTS AND BONDING REQUIREMENTS:

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



Missouri Department of Revenue
**Candidate's Affidavit of Tax Payments
and Bonding Requirements**

Candidate Information	First Name	Middle Name	Last Name	
	Social Security Number	County of Residence	Telephone Number* () -	
	Street Address*	City	State	Zip Code
	Elected Office Candidate is Seeking	E-mail Address		

* Please update the Department should any information change

Signature	Declaration under 115.306, RSMo : 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 my declaration of candidacy, or that I am not 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.	
	Signature	Date (MM/DD/YYYY) / /

Notary Information	Embosser or black ink rubber stamp seal	Subscribed and sworn before me, this		
		day of		year
		State	County (or City of St. Louis)	My Commission Expires (MM/DD/YYYY) / /
		Notary Public Signature		
	Notary Public Name (Typed or Printed)			

Please review 115.306, RSMo. A failure to comply may disqualify you from the ballot. Upon request by the Department of Revenue, the candidate shall provide a copy of tax receipts for the candidate's personal property, municipal, and real property taxes, and any other information necessary to demonstrate compliance with 115.306, RSMo.

Form 5120 (Revised 08-2015)

Mail to: Missouri Department of Revenue
General Counsel's Office
P.O. Box 475
Jefferson City, MO 65105

Phone: (573) 751-4450
TTY: (800) 735-2966
Fax: (573) 751-7151

Visit <http://dor.mo.gov/personal/candidates/>
for additional information.



DECLARATION OF CANDIDACY

I, _____, a resident and registered voter of the county of St. Louis and the state of Missouri, residing at _____, do announce myself a candidate for the office of _____, to be voted on at the election to be held on the 7th day of April, 2020, and I further declare that if nominated and/or elected to such office I will qualify and serve.

Signature of Candidate

Residence Address

E-Mail

Phone Number

NAME AS TO APPEAR ON BALLOT (Please Print)

Subscribed and sworn to before me this ____ day of _____, 20__

Signature of election official or other officer
authorized to administer oaths

I, _____ hereby acknowledge that:
(Print Name)

____ I have obscured my social security number and attached a copy of the completed, notarized
(Initial) MO DOR Form 5120.

____ It is my responsibility to send the original MO DOR Form 5120 to the Missouri Department
(Initial) of Revenue.

Chapter 400. Zoning Code

ARTICLE VIII. Sign Regulations

Division 1. Generally

Section 400.2160. Intent and Purpose.

[R.O. 2011 §34-100; Ord. No. 6139 §1(Exh. A (part)), 1997]

A. It is the intent and purpose of this Article to provide sign regulations that promote the following objectives:

1. Effective communication without excessive proliferation or size of signage;
2. Protection of the public from unsafe signs by requiring proper location, installation and maintenance, and avoiding undue distractions to persons driving motor vehicles; and
3. Provision of a quality community image, thereby protecting and enhancing the economic vitality of the City by ensuring that the City remains a desirable place to live, visit and conduct business.

Section 400.2170. Applicability.

[R.O. 2011 §34-101; Ord. No. 6139 §1(Exh. A (part)), 1997]

Except as otherwise provided for in Article IV, Section 400.780(D)(3) of this Chapter, the provisions of this Article shall govern the installation, erection, painting or display of any outdoor sign or sign which is designed to be seen by the public from out-of-doors.

Chapter 400. Zoning Code

ARTICLE VIII. Sign Regulations

Division 3. Sign Regulations — All Zoning Districts

Section 400.2230. Prohibited Signs.

[R.O. 2011 §34-104.1; Ord. No. 6139 §1(Exh. A (part)), 1997; Ord. No. 6142 §1(part), 1997; Ord. No. 6401 §1(part), 2002; Ord. No. 6891 §1, 7-23-2012]

A. The following types of signs are prohibited in all zoning districts of University City:

1. Moving signs of which all or any part of the sign moves or which appears to move by any means, including fluttering or rotating. This prohibition includes, but is not limited to, pennants, streamers, or propellers.
2. Flashing signs, except illuminated signs which indicate the time, temperature, weather or other similar information, shall not be considered flashing signs; provided that the total area of such sign is not greater than sixteen (16) square feet, the vertical dimension of any letter or number is not greater than twenty-four (24) inches, and the color or intensity of light is constant except for periodic changes in the information display, which occur not more frequently than once every thirty (30) seconds.
3. Strips or strings of lights outlining property lines, sales area, rooflines, doors, windows, wall edges or other architectural features of a building, except decorative holiday lighting between Thanksgiving and January tenth (10th) of the following year.
4. Signs on municipal land or rights-of-way, other than real estate open house signs, those signs erected at the direction or with the permission of a public authority and signs authorized to project into a right-of-way in accordance with this Article; provided however, that this prohibition shall not be enforced on any election day on any municipal land in an area beginning twenty-five (25) feet from the outer door to any municipal building designated as a polling place.

5. Signs which are not securely affixed to the ground, or otherwise affixed in a permanent manner to an approved supporting structure, except for portable signs as allowed in Section 400.2220(C) of this Chapter.

[Ord. No. 6972 §1, 11-10-2014]

6. Signs attached to, painted on, or placed on any vehicle including a trailer that is parked in public view on private property. This provision is not to be construed as prohibiting the identification of a firm or its principal products on a vehicle operating during the normal course of business or parked after business hours, provided parking takes place as inconspicuously as possible and the duration of the parking does not exceed a period of sixteen (16) hours, except on weekends or holidays.

7. Off-premises advertising signs, except as authorized in this Chapter.

8. "Sold" signs displayed after seven (7) working days following the removal of the property from the market.

9. Real estate signs which do not comply with all provisions of Section 400.2240 of this Article.

10. Obsolete signs remaining thirty (30) days after they become obsolete.

11. Signs installed, erected, enlarged or structurally altered in violation of the provisions of this Article.

12. Signs which have become deteriorated or damaged to an extent that the cost of the reconstruction or restoration of such signs is in excess of fifty percent (50%) of its replacement value exclusive of foundations.

13. Signs lettered in a crude or amateurish fashion.

14. Other signs not expressly permitted by this Article.

Section 400.2240. Permitted Signs.

[R.O. 2011 §34-104.2; Ord. No. 6672 §1, 2006; Ord. No. 6891 §1, 7-23-2012]

A. Except as otherwise limited in this Section, the following types of signs are permitted, without a sign permit, in all of the zoning districts of University City:

1. Temporary signs — on-premise yard signs not exceeding ten (10) square feet in gross area (per sign) for each ten thousand (10,000) square feet of lot area or fraction thereof and not exceeding three (3) feet in height for each ten thousand (10,000) square feet of lot area or fraction thereof; provided the height limitations shall not apply to signs displayed in windows or attached directly to building walls. Height shall be measured from the ground at the base of the sign to the highest point of the sign or its support. The number of signs, described in this Subsection, shall be limited to one (1) sign for each street frontage per message conveyed, but in no event shall more than one (1) of the same sign for each street frontage be displayed.

2. Temporary signs — off-premise real estate open house signs and open house directional signs shall be permitted only during open house hours and when the owner or a representative of the owner is in attendance. Such directional signs may be located off-premises and within a street right-of-way, subject to the requirements of Article V, Section 400.1410, "Visibility at Intersections" of this Chapter. Location of such signs in street rights-of-way not under the control of the City shall be subject to the rules and regulations of the applicable authority (e.g., Missouri Highway and Transportation Department, or St. Louis County Department of Highways and Traffic).

3. Official public notices and notices posted by a public authority in accordance with public notice requirements as may be required by law, including City codes.

4. Governmental signs for the control or direction of traffic and other public purposes, such as neighborhood watch program signs, historical markers and plaques, or temporary emergency signs.

5. "No Parking" or "No Trespassing" signs which are no larger than one (1) square foot in gross sign area.

6. Signs painted, or applied in decal form, in the windows of commercial and industrial districts not exceeding one (1) square foot in gross sign area for each business located on the ground floor of the premises.

7. Single identification signs not exceeding four (4) square feet in gross sign area which are hung below a canopy or awning; provided they allow a clearance of at least seven (7) feet above the sidewalk or other pedestrian way.

8. Painted graphics when located in a non-residential zoning district.

9. Temporary residential garage sale signs including, but not limited to, garage sale, patio sale, yard sale, porch sale, basement sale or any similarity thereto, that do not exceed five (5) square feet and located upon premises where the sale is taking place. These signs shall be removed within twenty-four (24) hours following the completion of the sale.

10. Tablets or plaques in building walls denoting names of buildings, names of officers and officials and date of erection when cut into any masonry surface or when constructed of bronze or other incombustible materials.

11. Address numbers.

12. Flags of the United States of America, States, Cities or other regional or national governmental flags.

13. *Other flags.*

a. *Residential.*

(1) *Types.*

(a) Plain flags (of any color), and/or

(b) Flags with non-commercial design elements including insignias, emblems, logos commonly used for decorative, seasonal, sports, or school identification purposes.

(2) *Limitations.*

(a) This Section applies only to occupants of a building with an approved occupancy permit, and further only to those that occupy the ground floor of the building with street frontage.

(b) No off-premises advertising shall be permitted as a flag under this Section.

b. *Commercial.*

(1) *Types.*

(a) Plain flags (of any color) when displayed on commercial zoned property, and/or

(b) Flags with design elements including primary sign information, insignias, emblems and logos commonly used by and associated with the business or organization when displayed on commercially-zoned property. Copy (beyond insignias, emblems, ad logos) on such flags shall be limited to that permitted under Section 400.030, "Definitions" for identification signs in this Chapter.

(2) *Limitations.*

(a) This Section applies only to occupants of a building with an approved occupancy permit, and further only to those that occupy the ground floor of the building with street frontage.

(b) No off-premises advertising shall be permitted as a flag under this Section.

c. *Dimensions.* Shape must be rectangular and size must not exceed a height of three (3) feet and a width of five (5) feet.

d. *Display.*

(1) *Means.* Each flag must be individually hung from a wood, fiberglass or metal pole which is securely affixed to a building at no less than a forty-five degree (45°) angle from the vertical plane.

(2) *Location.* Flag must be on the portion of the building occupied by the resident/ applicant and in no case shall be displayed above ground floor level.

(3) The resident or displaying commercial business shall be limited to five (5) such flags on their portion of the building entrance.

Section 400.2260. Sign Placement.

[R.O. 2011 §34-104.4; Ord. No. 6139 §1(Exh. A (part)), 1997]

No sign shall be placed in or project over a street right-of-way line, except as provided for in this Chapter, including signs on canopies, awnings or marquees that are permitted to project into a right-of-way under the provisions of Article V, Division 2 of this Chapter.

Chapter 400. Zoning Code

ARTICLE IX. Administration and Enforcement

Division 5. Violation of This Chapter

Section 400.2560. Unlawful Acts.

[R.O. 2011 §34-115.1; Ord. No. 6139 §1(Exh. A (part)), 1997]

It is unlawful for any person to erect, construct, reconstruct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip, use, occupy, provide, fail to provide, maintain or fail to maintain any premise, land, structure, building, or part thereof, or cause the same to be done contrary to or in conflict with the provisions of this Chapter, of a duly issued permit or of a duly issued order of the Zoning Administrator. All such unlawful acts shall be treated as violations of the provisions of this Chapter and shall be subject to the penalties stated herein.

Section 400.2570. Violations — Penalties.

A. The owner or general agent of a building or premises where a violation of any provision of said regulations has been committed or shall exist, or the lessee or tenant of an entire building or entire premises where such violation has been committed or shall exist, or the owner, general agent, lessee, or tenant of any part of the building or premises in which such violation has been committed or shall exist, or the general agent, architect, builder, contractor, or any other person who commits, takes part or assists in any such violation, or who maintains any building or premises in which any such violation shall exist shall be guilty of an ordinance violation punishable by a fine of not less than ten dollars (\$10.00) and not more than two hundred fifty dollars (\$250.00) for each and every day that such violation continues, or by imprisonment for ten (10) days for each and every day such violation shall continue, or by both such fine and imprisonment in the discretion of the court. Notwithstanding the provisions of Section 82.300, RSMo., for the second (2nd) and subsequent offenses involving the same violation at the same building or premises, the punishment shall be a fine of not less than one hundred dollars (\$100.00) or more than five hundred dollars (\$500.00) for each and every day that such violation shall continue, or by imprisonment for ten (10) days for each and every day such violation shall continue, or by both such fine and imprisonment in the discretion of the court.

B. Any such person who, having been served with an order to remove any such violation, shall fail to comply with such order within ten (10) days after such service or shall continue to violate any provision of the regulations made under authority of Sections 89.010 to 89.140, RSMo., in the respect named in such order shall also be subject to a civil penalty of two hundred fifty dollars (\$250.00).

Section 400.2580. Other Remedies.

[R.O. 2011 §34-115.3; Ord. No. 6139 §1(Exh. A (part)), 1997]

In case any building or structure is erected, constructed, reconstructed, altered, converted or maintained, or any building, structure or land is used in violation of this Chapter, the City, in addition to other remedies, may institute any appropriate action or proceedings to prevent such unlawful erection, construction, reconstruction, alteration, conversion, maintenance or use, to restrain, correct, or abate such violation, to prevent the occupancy of such building, structure, or land, or to prevent any illegal act, conduct, business, or use in or about such premises. Such regulations shall be enforced by the Zoning Administrator to cause any building, structure, place or premises to be inspected and examined and to order in writing the remedying of any condition found to exist therein or thereat in violation of any provision of the regulations of this Chapter.

Chapter C. Charter - City of University City, Missouri

Article II. The Council and City Officers Generally

Section 5. Generally.

[R.O. 2011 Charter Art. II § 5; Ord. No. 3649, § 1; Ord. No. 5211, § 3]

The council shall consist of seven members, each of whom shall be elected for a term of four years.

Two councilmembers shall be elected by the qualified voters of each of the three wards of the city, and one who shall be the mayor shall be elected by the qualified voters of the city at large.

Section 6. Councilmembers — Qualifications.

[R.O. 2011 Charter Art. II § 6; Ord. No. 4389, § 3; Ord. No. 4962, § 5; Ord. No. 5211, § 3]

A councilmember shall be a qualified voter of the city and shall have been a resident thereof for at least three consecutive years immediately prior to his election. Councilmembers elected by wards shall be residents of the wards from which elected. Councilmembers shall hold no other popularly elected public office nor shall they hold any other compensatory position in the city government during their terms. If a councilmember shall cease to be a resident of University City or the ward from which elected, or shall cease to possess any of the above qualifications, or shall be convicted of a felony, malfeasance in office, bribery, or other corrupt practice, or of a crime involving moral turpitude, the councilmember's office shall immediately become vacant.

Section 7. Same — Compensation.

[R.O. 2011 Charter Art. II § 7; Ord. No. 3649, § 4; Ord. No. 4389, § 3; Ord. No. 5211, § 3; Ord. No. 6048, § 1, approved 4-2-1996]

Compensation of the councilmembers shall be the sum of two thousand four hundred dollars (\$2,400) in any twelve consecutive months during his or her term of office, and compensation of the mayor shall be the sum of four thousand eight hundred dollars (\$4,800) in any twelve consecutive months during his or her term of office.

Section 8. Mayor as presiding officer; mayor generally.

[R.O. 2011 Charter Art. II § 8; Ord. No. 3649, § 1; Ord. No. 5211, § 3]

The councilmember elected at large shall preside at all meetings of the council, and shall have the title of mayor. He shall be recognized as the head of the city government for all ceremonial purposes, and by the governor for purposes of military law, but shall have no administrative duties. During the absence of the mayor or his inability to act for any reason, the council shall choose one of its members as chairman pro tempore, who shall perform the duties of the mayor.

Section 9. Rules of order; journal; quorum, etc.

[R.O. 2011 Charter Art. II § 9]

The council shall determine its own rules and order of business. It shall keep a journal of its own proceedings, which shall be open to public inspection. It shall be the judge of the election returns and qualifications of its members, and may punish its members for disorderly behavior.

A majority thereof shall constitute a quorum to do business, but a smaller number may adjourn from day to day and may compel the attendance of absent members in such manner and under such penalties as the council may provide. The affirmative vote of a majority of the members of the council shall be necessary to adopt any ordinance. The "ayes" and "nays" on any question shall, at the request of any member, be entered in the journal, and the "ayes" and "nays" shall be recorded on the final passage of every ordinance. Every member when present must vote.

Section 10. Vacancies in council.

[R.O. 2011 Charter Art. II § 10; Ord. No. 3649, § 1; Ord. No. 4389, § 3; Ord. No. 5211, § 3]
Vacancies in the council including that of mayor shall be filled within sixty days by the council. Said appointment shall run to the next April election at which time a successor shall be elected for the unexpired term. In the event the council is unable to agree within sixty days, then a special election shall be held to fill the vacancy until the next regular municipal election.

Section 11. Appointment, term and removal of city manager.

[R.O. 2011 Charter Art. II § 11; Ord. No. 5211, § 3; Corrected during 1998 codification]
The council shall appoint an officer who shall have the title of "city manager" and who shall have the powers and perform the duties provided in this Charter. No councilmember shall receive such appointment during the term for which he shall have been elected nor within one year after the expiration of his term. The appointment of the city manager shall be for an indefinite term, and he may be removed by vote of a majority of the entire council; provided, however, that the council shall deliver to the city manager a written statement setting forth the reasons for his removal; and the city manager shall have fifteen days to reply thereto in writing, and upon his request shall be afforded a public hearing. After such public hearing, the council shall take final action.

Section 12. Interference, etc., with administrative officer and employees; penalty.

[R.O. 2011 Charter Art. II § 12; Ord. No. 4389, § 3; Ord. No. 4962, § 5; Ord. No. 5211, § 3; Ord. No. 5736,
Prop. No. 9, 4-3-1990]

- (1) Except for the purpose of inquiry, the council and its members shall deal with the administrative officers and the city employees solely through the city manager. Neither the council nor any of its members shall give orders to any subordinate of the city manager, either publicly or privately. Neither the council nor any of its members shall direct or request the appointment of any person to, or removal from, office by the city manager or any of the city manager's subordinates, or in any manner take part in the appointment or removal of officers and employees, in the administrative service of the city.
- (2) If any councilmember or the mayor has a personal or private interest in any measure or bill pending before the council, that person shall reveal the existence of an intent and absent themselves from the discussion and vote on the measure or bill or file a written report of the nature of the interest with the city clerk prior to passing on the measure or bill.
- (3) Any person who willfully violates the requirements of this section shall forfeit his office and in addition thereto shall be guilty of a misdemeanor, and upon conviction thereof in any court of competent jurisdiction shall be subject to a fine not exceeding one thousand dollars.

Section 13. Creation, etc., of offices, etc.

[R.O. 2011 Charter Art. II § 13]

Upon recommendation of the city manager, the council, by ordinance, may create, change and abolish offices, departments or agencies, or any functions thereof other than those prescribed by this Charter; and may assign additional functions or duties to offices, departments or agencies established by this Charter, but may not discontinue or assign to any other office, department or agency any function or duty assigned by this Charter to a particular office, department or agency.

Section 14. City clerk.

[R.O. 2011 Charter Art. II § 14]

The council shall elect an officer who shall have the title of "city clerk," and who shall keep the journal of its proceedings, and authenticate by his signature and record, in a book kept for that purpose, all ordinances and resolutions; and he shall perform such other duties as may be required by the Charter or by the council.

Section 15. Council meetings.

[R.O. 2011 Charter Art. II § 15; Ord. No. 4962, § 5]

The council shall meet regularly at such times as may be prescribed by its rules, but not less frequently than once each month.

Section 16. Legislative proceedings generally.

[R.O. 2011 Charter Art. II § 16; Corrected during 1998 codification]

In the transaction of legislative business the council shall act only by ordinance. Every ordinance shall be by bill, which shall be in written or printed form, and the enacting clause thereof shall be "Be it ordained by the Council of the city of University City." No bill, except those making appropriations and those codifying or rearranging existing ordinances, shall relate to more than one subject, which shall be clearly expressed in the title. Ordinances making appropriations shall be confined to the subject matter of the appropriation. All bills shall be read three times before final passage, not more than two of which readings shall be at the same legislative session; and at least one week shall elapse between the introduction and final passage of any bill, except in the case of an emergency bill. An emergency ordinance may be enacted upon the day of the introduction of the bill, provided that it contain the statement that an emergency exists and specify distinctly the facts and reasons constituting the emergency. The unanimous vote of all members of the council present shall be required to pass an emergency ordinance.

Every bill introduced shall be filed with the city clerk on the day of its first reading and shall remain on file in his office for public inspection until it is finally adopted or fails of passage. Prior to the final passage of any bill, other than an emergency bill, all persons interested therein shall be given an opportunity to be heard before the council, in accordance with such rules and regulations as the council may adopt. After the third reading of any bill and compliance with the other provisions herein, the council may finally pass the bill with or without amendment, except that if it shall make an amendment which constitutes a change in substance, the bill as amended shall be filed in the office of the city clerk for one additional week, and an opportunity afforded for a public hearing as hereinabove provided, after which final action may be taken thereon.

An ordinance, when passed by the council, shall be signed by the presiding officer and attested by the city clerk, shall be immediately filed and thereafter preserved in the office of the city clerk, and, except as otherwise provided herein, shall be subject to the permissive referendum as provided in Article [X](#) of this Charter. Unless otherwise specified, every ordinance shall become effective upon final passage; and, if the ordinance be submitted at a referendum election, then upon the favorable vote of a majority of those voting thereon.

Section 17. Powers of the council.

[R.O. 2011 Charter Art. II § 17; Ord. No. 3649, § 2; Ord. No. 5736, Prop. No. 10, 4-3-1990]

Without limitation of the powers conferred upon the city in section 3 of Article [I](#), or by any other provision hereof, the council shall have power by ordinance not inconsistent with this Charter to:

- [\(1\) Taxation.](#) Assess, levy and collect taxes for all general and special purposes on all subjects or objects of taxation; provide for penalties for delinquency thereof; and adopt such classifications of the subjects and objects of taxation as may not be contrary to law;
- [\(2\) Public services, etc.](#) Furnish all public services; purchase, hire, construct, own, maintain, and operate or lease public utilities; acquire, by condemnation or otherwise within or without the corporate limits property necessary for any such purposes; and grant public utility franchises and regulate the exercise thereof;
- [\(3\) Public improvements.](#) Make public improvements and acquire, by condemnation or otherwise, property within or without the corporate limits necessary for such improvements;
- [\(4\) Adoption, etc., of standard codes, etc.](#) Adopt police, sanitary, safety and other similar regulations not inconsistent with general laws, and provide for their enforcement, and to this end to adopt by reference standard codes prepared and promulgated by any nationally recognized authority, such as a building code, plumbing code, electrical code, traffic code, zoning code, or other similar standard codes or ordinances without setting out such codes verbatim in an ordinance;
- [\(5\) Expenditures generally.](#) Expend the money of the city for all lawful purposes;
- [\(6\) Issuance of bonds, etc.](#) Issue and give, sell, pledge or in any manner dispose of, negotiable or non-negotiable, interest bearing or non-interest bearing bonds or notes of the city, upon the credit of the city, or solely upon the credit of specific property owned by the city, or solely upon the credit of the proceeds of special assessments for local improvements, or upon any two or more of such credits;
- [\(7\) Condemnation of property.](#) Condemn private property, real or personal, or any easement or use therein for public use within or without the city;
- [\(8\) Ownership of property, etc., generally.](#) Take and hold property within or without the city upon trust and administer trusts;
- [\(9\) Acquisition, maintenance, etc. of public buildings, etc.](#) Acquire, provide for, construct, operate, regulate and maintain all kinds of public buildings, structures, markets, places, parking lots and improvements; and sell, lease, mortgage, pledge or otherwise dispose thereof;
- [\(10\) Collection and disposal of sewage, garbage, etc.](#) Collect and dispose of sewage, offal, ashes, garbage and refuse, or license and regulate such collection and disposal;
- [\(11\) Zoning.](#) Prescribe limits within which businesses, occupations and practices liable to be nuisances or detrimental to the health, morals, security or general welfare of the people may lawfully be established, conducted or maintained;

[\(12\)](#) *Weights and measures*. License and inspect weights and measures; and inspect, test, measure and weigh any article of consumption or use within the city;

[\(13\)](#) *Regulation of buildings, etc., generally*. Regulate the construction and materials of all buildings and structures and inspect all buildings, lands and places as to their condition for health, cleanliness and safety, and when necessary prevent the use thereof and require any alterations or changes necessary to make them healthful, clean and safe;

[\(14\)](#) *Streets, sidewalks, sewers, etc., generally*. Establish, open, relocate, vacate, alter, widen, extend, grade, improve, repair, construct, reconstruct, maintain, light, sprinkle and clean public highways, streets, boulevards, parkways, sidewalks, alleys, parks, public grounds and squares, bridges, viaducts, subways, tunnels, sewers and drains and regulate the use thereof;

[\(15\)](#) *Railroad crossings*. Abolish or prevent grade crossings and provide for safe crossings and compel any street, steam, electric railroad or other transportation company or companies affected thereby to pay all or a part of the cost thereof;

[\(16\)](#) *Surplus city funds*. Invest the surplus funds of the city, from whatever source derived, in anything that is not prohibited by the statutes of the State of Missouri;

[\(17\)](#) *City limits*. Extend or diminish the limits of the city by ordinance subject to the approval of a majority of the qualified voters, voting thereon at any general or special election;

[\(18\)](#) *Suppression of nuisances, etc.* Suppress nuisances and do all things whatsoever expedient for promoting or maintaining the comfort, education, morals, safety, peace, government, health, welfare, trade, commerce or industry in or of the city or its inhabitants;

[\(19\)](#) *Enforcement of ordinances, etc.* Enforce any ordinance, rule or regulation by means of fines, forfeitures, penalties and imprisonment, or by action or proceeding in its own courts or in any other court of competent jurisdiction or by any one or more of such means, and impose costs as a part thereof;

[\(20\)](#) *Licensing, taxation and regulation of business, etc. — Generally*. License, tax and regulate all businesses, occupations, professions, vocations, activities or things whatsoever set forth and enumerated by the statutes of this state now or hereafter applicable to cities of the first, second, third or fourth class, or of any population group, and which any such cities are now or may hereafter be permitted by law to license, tax and regulate;

[\(21\)](#) *Same—Additional provisions*. License, tax, regulate or suppress all businesses, occupations, professions, vocations, activities or things whatsoever set forth and enumerated by the statutes of this state now or hereafter applicable to cities of the first, second, third or fourth class, or of any population group, and which any such cities are now or may hereafter be permitted by law to license, tax, regulate or suppress;

[\(22\)](#) *Compelling attendance of witnesses, etc.* Compel, by the issuance of process, the attendance of witnesses and the production of papers and records relating to any subjects under investigation in which the interest of the city is involved, and call upon the proper officers of the city or county to execute such process.

Chapter C. Charter of The City of University City, Missouri

Article IX. Nominations and Elections

Section 66. Time of elections.

[R.O. 2011 Charter Art. IX § 66; Ord. No. 5211, § 3]

A regular election for the choice of councilmembers shall be held biennially on the first Tuesday in April in the even numbered years subsequent to the year 1947. One councilmember from each ward shall be elected at the first biennial election; and the councilmember-at-large and a councilmember from each ward at the succeeding biennial election.

Section 67. Regulation of elections.

[R.O. 2011 Charter Art. IX § 67; Ord. No. 4389, § 3]

The council shall make all regulations which it considers needful or desirable, not inconsistent with this Charter or state laws, for the conduct of municipal elections.

Section 68. Nominations and nomination petitions.

[R.O. 2011 Charter Art. IX § 68; Ord. No. 4389, § 3; Ord. No. 5211, § 3; Ord. No. 5736, Prop. No. 16, 4-3-1990]

Nominations 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 printed the person's name and 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 councilmember of Ward Number _____ (or at large) to be voted for at the election to be held on the _____ day of _____; 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 Date of Signing
Number

(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, 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 per centum 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 per centum 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.

Section 69. through Section 70. (Reserved)

[1] Editor's Note — Former Sections 69 and 70 were repealed by Ord. No. 5211.

Section 71. Returns; canvass.

[R.O. 2011 Charter Art. IX § 71]

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.

Section 72. Tie vote.

[R.O. 2011 Charter Art. IX § 72]

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.

Chapter 105

ELECTIONS

Section 105.010. General Elections. [R.O. 2011 §2.06.010; Code 1950 §501.1; Prior Code §11-1; Ord. No. 6192, 1999]

The general municipal election day for the election of a Mayor and any other elective officers that may now or hereafter be elected by the City at large, and one (1) Councilmember for each ward, shall be the first (1st) Tuesday after the first (1st) Monday in April, 1998, and the first (1st) Tuesday after the first (1st) Monday in April every four (4) years thereafter. The general municipal election day for a Councilmember from each ward shall be the first (1st) Tuesday after the first (1st) Monday in April, 2000, and the first (1st) Tuesday after the first (1st) Monday in April every four (4) years thereafter.

Section 105.020. Special Elections. [R.O. 2011 §2.06.020; Code 1950 §501.2; Prior Code §11-2]

Special elections for any lawful purpose may be called by ordinance at a time to be fixed by the Council.

Section 105.030. Participation of City Officers and Employees in Elections. [R.O. 2011 §2.06.030; Code 1950 §502.11; Prior Code §11-13]

No person holding an appointive position as an officer or employee of the City, or as a member, officer or employee of any appointive board or bureau of the City, shall use his/her official authority or influence to coerce the political action of any person or body, or to interfere with any election, or shall take an active part in a political campaign, or shall seek or accept nomination, election or appointment as an officer of a political club or organization, or circulate or seek signatures to any petition provided for by any primary or election law, or act as a worker at the polls, or display badges, signs or cards favoring or opposing a candidate for election or nomination to a public office in the City; but nothing in this Section shall be construed to prohibit or prevent any such person from becoming or continuing to be a member of a political club or organization or from attendance upon political meetings, from enjoying entire freedom from all interference in casting his/her vote, from expressing privately his/her opinions on all political questions, or from seeking or accepting election or appointment to public office; provided however, that no active campaign for election shall be conducted by any such officer or employee unless he/she shall first resign his/her position. Every officer or employee holding an appointive office or position in the City, or who may hereafter be appointed to such office or position, shall have an indefinite tenure of office during good behavior, except where a definite term is prescribed by law. Every person charged with a violation of this Section shall be given a hearing

Section
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as prescribed by this Code or by ordinance, and, if found guilty of such violation, shall be dismissed from the service of the City.

Candidate's Affidavit of Tax Payments and Bonding Requirements

[Home](#) » [Personal Tax](#) » candidates

If you desire to file as a candidate for election to a public office in Missouri, you must file a Candidate's Affidavit of Tax Payments (Form 5120) with the Missouri Department of Revenue in addition to other required documents filed to the Secretary of State or local election official.

In the Affidavit, you will state that you are not delinquent in the payment of any state income taxes, personal property taxes, real property taxes on your place of residence as stated on the declaration of candidacy, and that you are not a past or present corporate officer of any motor vehicle and driver license office that owes any taxes to the state.

You must complete all information requested on the Affidavit, **sign the Affidavit before a notary, and have the Affidavit notarized**. The original Affidavit must be filed with the Missouri Department of Revenue. A copy of the Affidavit must be attached to your declaration of candidacy filed with the [Secretary of State](#) or local election official, if applicable. You may obscure or remove your Social Security number from the copy of the Affidavit attached to your declaration of candidacy.

Complaints pursuant to Section 115.306, RSMO (Form 5121) against candidates believed to be delinquent of state income taxes, personal property taxes, municipal taxes, real property taxes on the place of residence stated on the declaration of candidacy, or if the person is a past or present corporate officer of any motor vehicle and driver license office that owes any taxes to the state, must be submitted to the Department. Once the complaint is received by the Department, the allegations against a candidate will be investigated. Tax information is confidential, and those filing the complaint will not receive confidential information regarding the candidate.

Forms

- [Candidate's Affidavit of Tax Payments and Bonding Requirements \(Form 5120\) - Fillable](#)
- [Complaint Pursuant to Section 115.306, RSMo \(Form 5121\) - Fillable](#)

Missouri Revised Statutes

- [Section 115.306, RSMo - Filing Requirement](#)

Resources

- [Property Taxes and Tax Receipts Directories](#)
- [Missouri Secretary of State Candidate Information](#)

<https://dor.mo.gov/personal/candidates/>

Websites/Resources for Candidates:

1. MO Voter Registration/Absentee Voter Information
<https://www.stlouisco.com/YourGovernment>
2. St. Louis County Board of Elections Commissioners
<https://www.stlouisco.com/yourgovernment/elections>
3. Missouri Ethics Commission
<https://mec.mo.gov/>

Important Statutes relating to candidate filings for ALL Elections

◇ RSMo 115.127.5

- Publish the filing notice to the General Public.

RSMo 115.306.1

- Candidates for any public office cannot have been found guilty or pled guilty to a felony under U.S. law, a felony under Missouri law, or an offense in another state that would be considered a felony in Missouri.

RSMo 115.306.2

- Candidates for any public office cannot be delinquent in payment of taxes (**no exceptions**).
 - State income taxes
 - Personal property taxes
 - Municipal taxes
 - Real property taxes on the place of residence as stated on the declaration of candidacy
 - Person is a past or present officer of a fee office that owes any taxes to the state
- Candidates for election to a public office shall file an affidavit with the DOR and include a copy of the affidavit with the declaration of candidacy.

Note: Delinquency in state or municipal user fees or other non-tax obligations is not a disqualification as it had been under Section 115.346.

◇ RSMo 130.071.2

- In addition to any other penalties provided by law, no person may file for any office in a subsequent election until he or the treasurer of his existing candidate committee has filed all required campaign disclosure reports for all prior elections.

RSMo 115.308

- Candidates for special district, township, city, and town or village office are exempt from Sections 115.307 – 115.405 RSMo, which address candidate filing and primary elections.

Missouri Revised Statutes

Chapter 115 Election Authorities and Conduct of Elections

Section 115.306

August 28, 2017

Disqualification as candidate for elective public office, when--filing of affidavit, contents--tax delinquency, effect of.

115.306. 1. 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.

2. (1) 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:

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

(3) Upon receipt of a complaint alleging a delinquency of the candidate 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 if the person is a past or present corporate officer of any fee office that owes any taxes to the state, the department of revenue shall investigate such potential candidate to verify the claim contained in the complaint. If the department of revenue finds a positive affirmation to be false, the department shall contact the secretary of state, or the election official who accepted such candidate's declaration of candidacy, and the potential candidate. The department shall notify the candidate of the outstanding tax owed and give the candidate thirty days to remit any such outstanding taxes owed which are not the subject of dispute between the department and the candidate. If the candidate fails to remit such amounts in full within thirty days, the candidate shall be disqualified from participating in the current election and barred from refiling for an entire election cycle even if the individual pays all of the outstanding taxes that were the subject of the complaint.

<http://revisor.mo.gov/main/OneSection.aspx?section=115.306&bid=34682&hl=>



2020 Election Campaign Finance Seminar



Sponsored By: Missouri Ethics Commission (MEC) & St. Louis County Board of Elections

Monday, February 10, 2020

6:00pm – 8:00pm

St. Louis County Board of Election Commissioners
Poll worker entrance
725 Northwest Plaza Drive
St. Ann, MO 63074

Candidates, Treasurers, Supporters & General Public are Invited!

All candidate committees must file all disclosure reports with the Missouri Ethics Commission.
All campaign committees - formed to support or oppose a local ballot measure - may choose to file with the MEC, or the St. Louis County Election Board. (§130.026 RSMo).

Seminar topics:

Campaign Finance Basics
Record Keeping
Fund Raising
Campaign Materials ("Paid for by")

Speakers:

Betsy Byers, Director of Business Services - Campaign Finance

RSVP Contact:

BOEC EIS/Absentee Department
Email: boecabsentee@stlouisco.com
Phone: (314) 615-1833
Fax: (314) 615-1998

IMPORTANT Please RSVP. Include your name, political subdivision, the number of people attending, phone number and an email contact in case the seminar is rescheduled.

