

# **Candidate Filing and Informational Packet**

## **Councilmember**

### **Ward One**

**Unexpired Term until April 2020**

**The City of University City**

**Municipal Election – April 2, 2019**

**December 11, 2018** - Opening for Candidate Filing

**January 15, 2019** - Closing for Candidate Filing

6801 Delmar Blvd. 2<sup>nd</sup> Floor, Room 4 - 314-505-8605

# **CANDIDATE FILING DOCUMENTS**

1. Procedure for Filing for Elected Office in University City
2. Notice of Election and Opening and Closing for Filing Declarations
3. Nomination Petition Forms (75 signatures are required)
4. Petition for Nomination Cover Page if alternate petition pages are used.
5. Circulator's Affidavit Form
6. Notice to Candidate – Personal Financial Disclosure
7. Candidates Affidavit of Tax Payments and Bonding Requirements
8. Form 5120 – Candidates Affidavit of Tax Payments and Bonding Requirements
9. Form 5121 – Missouri Department of Revenue Complaint Form
10. Declaration of Candidacy Form

Other information and reference materials are included for reference.

**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 2<sup>ND</sup> day of April, 2019; 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 April 2, 2019, election is from **8:00 a.m. to 5:00 p.m. on Tuesday, December 11, 2018. Filing will close at 5:00 p.m. on Tuesday, January 15, 2019.** 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, 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



**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 2, 2019.**

Notice is hereby given that an election will be held on Tuesday, April 2, 2019, in the City of University City, Missouri, for the purpose of electing one Councilmember for Ward One, to serve the unexpired term ending in April 2020.

Filing Procedures

The first day for filing Declarations of Candidacy for the April 2, 2019, election is from 8:00 a.m. to 5:00 p.m. on Tuesday, December 11, 2018. Filing will close at 5:00 p.m. on Tuesday, January 15, 2019. 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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The first day of filing will be done by lottery drawing by the candidate. At 8:00 a.m. on December 11, 2018, 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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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 statues 11/17/17)*

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

.....  
\_\_\_\_\_  
Printed Name of 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 COUNCILMEMBER WARD ONE (1) to be voted for at the election to held Tuesday, April 2, 2019 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

Table with 4 columns: NAME (Printed/Typed), SIGNATURE, REGISTERED VOTING ADDRESS / ZIP CODE, DATE. Rows numbered 1 to 15.



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 COUNCILMEMBER WARD ONE (1) to be voted for at the election to held Tuesday, April 2, 2019 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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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 COUNCILMEMBER WARD ONE (1) to be voted for at the election to held Tuesday, April 2, 2019 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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CITY OF UNIVERSITY CITY
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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 COUNCILMEMBER WARD ONE (1) to be voted for at the election to held Tuesday, April 2, 2019 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

Table with 4 columns: NAME (Printed/Typed), SIGNATURE, REGISTERED VOTING ADDRESS / ZIP CODE, DATE. Rows numbered 1 to 15.



**CITY OF UNIVERSITY CITY**

**PETITION FOR NOMINATION for COUNCILMEMBER, WARD ONE (1)**

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

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be placed upon the ballot as a candidate for the office of **COUNCILMEMBER – WARD 1**, to be voted for at the election to fill an expired term, to be held on the 2<sup>nd</sup> day of April, 2019 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:





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



# 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

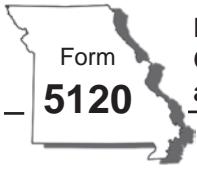
- [Section 115.306, RSMo - Filing Requirement](#)

## Resources

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

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





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

|                              |                                     |                     |                   |          |
|------------------------------|-------------------------------------|---------------------|-------------------|----------|
| <b>Candidate Information</b> | 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

|                  |  |                                  |
|------------------|--|----------------------------------|
| <b>Signature</b> | Declaration under <a href="#">115.306, RSMo</a> : 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)<br>___/___/___ |

|                           |   |                                      |                               |   |
|---------------------------|---|--------------------------------------|-------------------------------|---|
| <b>Notary Information</b> | Embossed 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)<br>___/___/___ |
|                           |   | 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.

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

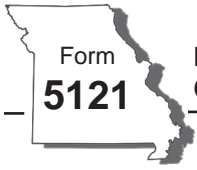
**Phone:** (573) 751-4450  
**TTY:** (800) 735-2966  
**Fax:** (573) 751-7151

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









Missouri Department of Revenue  
**Complaint Pursuant to Section 115.306, RSMo**

|                  |                             |      |       |          |
|------------------|-----------------------------|------|-------|----------|
| <b>Candidate</b> | Name (Last, First, Middle)  |      |       |          |
|                  | Address                     | City | State | Zip Code |
|                  | Elected Office of Candidate |      |       |          |

|                    |  |  |  |  |
|--------------------|--|--|--|--|
| <b>Complainant</b> | <p>I have probable cause to believe that the above candidate has failed to file and pay the following taxes that are due and owing and to my knowledge are not in dispute. Select all that apply.</p> <p><input type="checkbox"/> State Income Taxes</p> <p><input type="checkbox"/> Personal Property Taxes</p> <p><input type="checkbox"/> Municipal Taxes</p> <p><input type="checkbox"/> Real Property Taxes on the Place of Residence</p> <p><input type="checkbox"/> Candidate is or was a corporate officer of a fee office that owes taxes to the state.</p> |  |  |  |
|                    | <p>The facts upon which I have probable cause to believe a tax or taxes are owed are as follows:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>  |  |  |  |

|                    |  |                |                                    |          |
|--------------------|--|----------------|------------------------------------|----------|
| <b>Complainant</b> | Signature  |                | Printed Name (Last, First, Middle) |          |
|                    | Address  | City           | State                              | Zip Code |
|                    | Daytime Telephone Number<br>(____) _____ - _____ | E-mail Address |                                    |          |

|                           |   |  |                               |  |
|---------------------------|---|--|-------------------------------|--|
| <b>Notary Information</b> | 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)<br>____/____/____ |
|                           | Notary Public Signature                 |  |                               |  |
|                           | Notary Public Name (Typed or Printed)   |  |                               |  |

**Send Form 5121 and any attachments 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.

Form 5121 (Revised 08-2015)





# 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 **Ward 1 Councilmember**, to be voted on at the election to be held on the 2<sup>nd</sup> day of April, 2019, 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 \_\_\_\_\_, 2019

\_\_\_\_\_  
Signature of Election Official

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.





## Office of the City Clerk

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8605, Fax: (314) 863-9146

December 2018

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, 4<sup>th</sup> 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



## 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.

## 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).

## Chapter 400. Zoning Code

### ARTICLE IX. Administration and Enforcement

#### Division 5. Violation of This Chapter

#### 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.

INTRODUCED BY: Councilmember Smotherson

DATE: July 10, 2017

BILL NO.: 9320

ORDINANCE NO.: 7045

**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 (10, 11) 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 14<sup>th</sup> day of August, 2017.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
Interim City Clerk

CERTIFIED TO BE CORRECT AS TO FORM:

  
\_\_\_\_\_  
City Attorney







## **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 before filings begin.
- ◇ RSMo 115.245.1
  - All questions to appear on ballot requires a YES or NO response.
- ◇ RSMo 115.306.1
  - Candidates for **any** public office cannot have been found guilty or pled guilty to a felony or misdemeanor 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.

Effective 07 Nov 2018,

## Title IX SUFFRAGE AND ELECTIONS

### Chapter 115

115.127. Notice of election, how, when given — striking names or issues from ballot, requirements — declaration of candidacy, officers for political subdivisions or special elections, filing date, when, notice requirements, exceptions for certain home rule cities — candidate withdrawing, ballot reprinting, cost, how paid. — 1. Except as provided in subsection 4 of this section, upon receipt of notice of a special election to fill a vacancy submitted pursuant to subsection 2 of section [115.125](#), the election authority shall cause legal notice of the special election to be published in a newspaper of general circulation in its jurisdiction. The notice shall include the name of the officer or agency calling the election, the date and time of the election, the name of the office to be filled and the date by which candidates must be selected or filed for the office. Within one week prior to each special election to fill a vacancy held in its jurisdiction, the election authority shall cause legal notice of the election to be published in two newspapers of different political faith and general circulation in the jurisdiction. The legal notice shall include the date and time of the election, the name of the officer or agency calling the election and a sample ballot. If there is only one newspaper of general circulation in the jurisdiction, the notice shall be published in the newspaper within one week prior to the election. If there are two or more newspapers of general circulation in the jurisdiction, but no two of opposite political faith, the notice shall be published in any two of the newspapers within one week prior to the election.

2. Except as provided in subsections 1 and 4 of this section and in sections [115.521](#), [115.549](#) and [115.593](#), the election authority shall cause legal notice of each election held in its jurisdiction to be published. The notice shall be published in two newspapers of different political faith and qualified pursuant to [chapter 493](#) which are published within the bounds of the area holding the election. If there is only one so-qualified newspaper, then notice shall be published in only one newspaper. If there is no newspaper published within the bounds of the election area, then the notice shall be published in two qualified newspapers of different political faith serving the area. Notice shall be published twice, the first publication occurring in the second week prior to the election, and the second publication occurring within one week prior to the election. Each such legal notice shall include the date and time of the election, the name of the officer or agency calling the election and a sample ballot; and, unless notice has been given as provided by section [115.129](#), the second publication of notice of the election shall include the location of polling places. The election authority may provide any additional notice of the election it deems desirable.

3. The election authority shall print the official ballot as the same appears on the sample ballot, and no candidate's name or ballot issue which appears on the sample ballot or official printed ballot shall be stricken or removed from the ballot except on death of a candidate or by court order, but in no event shall a candidate or issue be stricken or removed from the ballot less than eight weeks before the date of the election.

4. In lieu of causing legal notice to be published in accordance with any of the provisions of this chapter, the election authority in jurisdictions which have less than seven hundred fifty registered voters and in which no newspaper qualified pursuant to [chapter 493](#) is published, may cause legal notice to be mailed during the second week prior to the election, by first class mail, to each registered voter at the voter's voting address. All such legal notices shall include the date and time of the election, the location of the polling place, the name of the officer or agency calling the election and a sample ballot.

5. If the opening date for filing a declaration of candidacy for any office in a political subdivision or special district is not required by law or charter, the opening filing date shall be 8:00 a.m., the sixteenth Tuesday prior to the election, except that for any home rule city with more than four hundred thousand inhabitants and located in more than one county and any political subdivision or special district located in such city, the opening filing date shall be 8:00 a.m., the fifteenth Tuesday prior to the election. If the closing date for filing a declaration of candidacy for any office in a political subdivision or special district is not required by law or charter, the closing filing date shall be 5:00 p.m., the eleventh Tuesday prior to the election. The political subdivision or special district calling an election shall, before the sixteenth Tuesday, or the fifteenth Tuesday for any home rule city with more than four hundred thousand inhabitants and located in more than one county or any political subdivision or special district located in such city, prior to any election at which offices are to be filled, notify the general public of the opening filing date, the office or offices to be filled, the proper place for filing and the closing filing date of the election. Such notification may be accomplished by legal notice published in at least one newspaper of general circulation in the political subdivision or special district.

6. Except as provided for in sections [115.247](#) and [115.359](#), if there is no additional cost for the printing or reprinting of ballots or if the candidate agrees to pay any printing or reprinting costs, a candidate who has filed for an office or who has been duly nominated for an office may, at any time after the certification of the notice of election required in subsection 1 of section [115.125](#) but no later than 5:00 p.m. on the eighth Tuesday before the election, withdraw as a candidate pursuant to a court order, which, except for good cause shown by the election authority in opposition thereto, shall be freely given upon application by the candidate to the circuit court of the area of such candidate's residence.

(L. 1977 H.B. 101 § [6.015](#), A.L. 1978 H.B. 971, A.L. 1979 S.B. 275, A.L. 1982 S.B. 526, A.L. 1983 H.B. 713 Revision merged with S.B. 234, A.L. 1988 H.B. 933, et al., A.L. 1989 H.B. 316, A.L. 1993 S.B. 31, A.L. 1996 H.B. 1557 & 1489, A.L. 1997 S.B. 132, A.L. 2002 S.B. 675, A.L. 2003 H.B. 511 merged with S.B. 136, A.L. 2018 S.B. 592)

Effective 11-07-18

Effective 01 Jan 1978, see footnote 

## Title IX SUFFRAGE AND ELECTIONS

### Chapter 115

115.245. Exact wording of the question certified by secretary of state to appear on ballot — all questions to require a "YES" or "NO" response. — 1. All questions printed on the official ballot shall be phrased in such a manner that the required response is a "YES" or a "NO". Immediately beside or below each question, a "YES" and a "NO" shall be printed, immediately followed by a square, the sides of which are not less than one-fourth inch in length. Beneath the question and the "YES" and "NO" the following instruction shall be printed: "If you are in favor of the question, place an X in the box opposite 'YES'. If you are opposed to the question, place an X in the box opposite 'NO'."

2. When the secretary of state certifies a question to be submitted to a vote of the people, he shall include in his certification the exact wording of the question and the instructions. The wording certified by the secretary of state shall be printed on the official ballot, and no other wording shall be used to submit the question.

(L. 1977 H.B. 101 § 8.120)

Effective 1-01-78

## Title IX SUFFRAGE AND ELECTIONS

### Chapter 115

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

## Title IX SUFFRAGE AND ELECTIONS

### Chapter 130

\*130.071. Candidate not to take office or file for subsequent elections until disclosure reports are filed.  
— 1. If a successful candidate, or the treasurer of his candidate committee fails to file the disclosure reports which are required by this chapter, the candidate shall not take office until such reports are filed.

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.

(L. 1978 S.B. 839, A.L. 1988 H.B. 933, et al., A.L. 2010 S.B. 844, A.L. 2018 S.B. 975 & 1024 Revision)

## Title IX SUFFRAGE AND ELECTIONS

### Chapter 115

\*115.308. Inapplicability of sections 115.307 to 115.405, when. — Sections [115.307 to 115.405](#) shall not apply to candidates for special district offices; township offices in township organization counties; or city, town, and village offices.

(L. 2015 H.B. 63 merged with S.B. 104)

\*Effective 4-08-15 (H.B. 63); 8-28-15 (S.B. 104). H.B. 63 was vetoed 4-03-15. The veto was overridden on 4-08-15.





# MISSOURI ETHICS COMMISSION

## 2018 Election Packet Information

Each October the Missouri Ethics Commission distributes election packets to election officials to give to candidates as they file for office. For your convenience we have gathered these materials online so you may view or print them as needed.

### CAMPAIGN FINANCE

[Guide to Ethics Laws](#) - A Plain English Guide (2018)

[When to Form & Register a Committee](#)

[Campaign Material Identification Requirements](#) (Paid-for-by disclaimer)

### PERSONAL FINANCIAL DISCLOSURE (PFD)

[PFD Calendar](#)

[Notice to Candidate](#)

[Financial Disclosure Statement for Political Subdivisions](#) (Short Form)

[Personal Financial Disclosure Statement](#) (Long Form)

### MoDOT

[Unauthorized Roadside Signs](#)

For MoDot related information, call **1-888-ASK-MODOT** (275-6636)

### Need more info?

**Visit:** [www.mec.mo.gov](http://www.mec.mo.gov)

**Read:** MEC Guide to Ethics Law

### Questions?

**Call:** 800-392-8660 or 573-751-2020

**Email:** (PFD) - [pfdonline@mec.mo.gov](mailto:pfdonline@mec.mo.gov)  
(Campaign Finance) - [helpdesk@mec.mo.gov](mailto:helpdesk@mec.mo.gov)

## Campaign Finance Information

- **New in 2017:** All **Candidate Committees** are now required to file their statement of committee organization and all disclosure reports with the Missouri Ethics Commission (MEC).
- **Campaign Committees** supporting or opposing a local St. Louis County proposition or ballot measure are still required to file their original statement of committee organization and all disclosure reports with the St. Louis County Election Board. Campaign Committees can later sign up to become an electronic filer with the MEC if they choose.

### Establishing a Committee

If a candidate or committee is accepting money (contributions) and/or spending money (expenditures) during an election campaign **AND** that activity exceeds certain dollar amounts, the candidate or committee may be required to form and register a campaign finance committee and file the required reports documenting the committee's activity. Typically, a committee is required to officially register after receiving contributions totaling more than \$500 or accrued expenditures totaling more than \$500 in a calendar year.

| <b>Committee Type</b>              | <b>Deadline for Forming/Registering Committee</b>   |
|------------------------------------|---|
| • Campaign Committee               | • 30 days prior to the election date  |
| • Candidate Committee              | • 30 days prior to the election date  |
| • Exploratory Committee            | • Prior to December 31 <sup>st</sup> of the year in which the office being explored is voted on                 |
| • Political Action Committee (PAC) | • 60 days prior to the election date  |
| • Political Party                  | • No time frame; it may only be formed by members of that district's political party as defined in RSMo 115.603 |

### Reports

**Note:** All committees are eligible to file electronically with the Missouri Ethics Commission, but those required to file with their local election authority must also submit an original signed *Statement of Committee Organization* with the local election authority. If the *Statement of Committee Organization* is amended, the amended form must also be filed with the committee's local election authority. All other reports and documentation may be submitted electronically to the Missouri Ethics Commission.

**Quarterly Reports-** All committees must file a quarterly report no later than the 15<sup>th</sup> day following the close of each calendar quarter. Quarterly reports are due: January 15, April 15, July 15, and October 15.

**48 Hour Report of Contribution Over \$5,000-** Any individual or committee that receives a single contribution from a contributor in an amount over \$5,000 must electronically report the contribution to the Missouri Ethics Commission within 48 hours of its receipt. This contribution must also be recorded on the committee's next filed report.

**Late Contribution Report-** Any receipt of a contribution in an amount over \$250 that is received between the 11<sup>th</sup> day before an election through the day before the election, must be reported within 24 hours of its receipt. The disclosure may be made electronically or by any written means of communicating.

**Continuing Committee (Political Action/PAC) Late Expenditure Report-** Each time a continuing committee spends (or incurs) more than \$250, whether in a single expenditure or in combined expenditures, after the 12<sup>th</sup> day before an election, a full disclosure report must be filed within 24 hours. This does not include contributions made to another committee.

Other required reports include: 40 Day Before Report, 8 Day Before Report, and 30 Day After Report. For a complete list of reports and current due dates, please visit the MEC [website](#).

### Where to File Reports

| Type of Committee, Measure or Office Sought  | Required Filing Entity  |
|--|---|
| <ul style="list-style-type: none"> <li>● School, fire, ambulance or other special purpose district</li> <li>● City municipal office with 100,000 or less population</li> <li>● County office in county with a population of 100,000 or less (except the County Clerk)</li> </ul>   | <ul style="list-style-type: none"> <li>● Missouri Ethics Commission</li> </ul>  |
| <ul style="list-style-type: none"> <li>● City municipal office with a population greater than 100,000</li> <li>● County office in a county with a population greater than 100,000</li> <li>● County Clerk, regardless of population</li> <li>● General assembly (State Representative or State Senator)</li> <li>● Partisan circuit court judge</li> <li>● Partisan associate court judge</li> </ul> | <ul style="list-style-type: none"> <li>● Missouri Ethics Commission</li> </ul>  |
| <ul style="list-style-type: none"> <li>● Statewide candidate</li> </ul>  | <ul style="list-style-type: none"> <li>● Missouri Ethics Commission</li> </ul>  |
| <ul style="list-style-type: none"> <li>● Federal Candidate</li> </ul>  | <ul style="list-style-type: none"> <li>● Federal Election Commission</li> </ul>   |
| <ul style="list-style-type: none"> <li>● Political Party Committee</li> </ul>  | <ul style="list-style-type: none"> <li>● Missouri Ethics Commission</li> </ul>  |
| <ul style="list-style-type: none"> <li>● Political Action Committee (PAC)</li> </ul>   | <ul style="list-style-type: none"> <li>● Missouri Ethics Commission</li> </ul>  |
| <ul style="list-style-type: none"> <li>● Ballot Measure</li> </ul>   | <ul style="list-style-type: none"> <li>● Statewide: Missouri Ethics Commission</li> <li>● Local: St. Louis County election authority for the political subdivision or district</li> </ul> |

For specific information on the following topics, visit the MEC website ([www.mec.mo.gov](http://www.mec.mo.gov)):

- How to form a committee
- What type of committee to form
- Contributions limits
- Required Reports
- Electronically Filing Reports
- Filing a Complaint
- Report Forms

#### **Contact Information**

##### **Missouri Ethics Commission**

Website: [www.mec.mo.gov](http://www.mec.mo.gov)

Phone: 1-800-392-8660

or 573-751-2020

##### **St. Louis County Election Board**

Phone: 314-615-1919

or 314-615-1817