



# **Candidate Guide**

## **2021**

To avoid public nuisance issues and as a matter of courtesy, please remove campaign signs within a reasonable time after the election.



HARRISVILLE CITY

OFFICE OF THE CITY RECORDER

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2021

Dear Candidate:

Congratulations on your decision to run for elected office in our fine community.

We hope you enjoy your campaign and it is a positive experience. The information contained in this packet will be helpful to you and is designed to present basic information about Harrisville City government and the election process. In particular, you should closely review the information on ethics and financial disclosure.

A candidate informational meeting will be held on **Wednesday, June 23rd, at 6:00 p.m.** in the Weber Center, 2380 Washington Blvd, Ogden. Items including voter information request, voter registration information, election maps, and voting by mail will be discussed and you can also view how by mail ballots are processed.

If you have specific questions, please feel free to contact me at your convenience.

Sincerely,

Jennie Knight  
City Recorder  
801.782.4100 ext. 1000

# CITY OF HARRISVILLE

## CANDIDATE GUIDE

### OFFICES TO BE VOTED ON

- One Mayor position – 4 year term; January 2022 – December 2025
- Two City Council positions – 4 year terms; January 2022 – December 2025
- One City Council position – 2 year term; January 2022- December 2023.

### PERSONAL COMMITMENT

To perform effectively as a Council member, you will need to budget your time wisely. You will be responsible for three very important roles: (1) your public position; (2) your spouse and family; and (3) your profession. You already know how much time is needed for your family and profession. However, few people realize how many hours are needed to conduct the official business of the City. A few hours per week may be a good estimate for the time Council members give to their Council responsibilities. In addition to the regularly scheduled Council meetings, informal meetings, work sessions, and training are required. Council members also have responsibilities for various organizations, activities, and projects in the City.

#### Qualifications for Elected Office:

1. A candidate must be a United States citizen.
2. A candidate must be at least 18 years old and a registered voter of the municipality.
3. A candidate must have resided in the city of Harrisville or recently annexed area for 12 consecutive months immediately preceding the election.
4. Any mentally incompetent person, any person convicted of a felony, or any person convicted of treason or a crime against the elective franchise may not hold office in this state until the right to vote or hold elective office is restored as provided by statute.

### ELECTED OFFICIALS COMPENSATION

The Elected Official compensation for Fiscal Year 2021-2022 is as follows:

Council member .....\$126.00 per month

In addition to the base salary, each elected official is reimbursed for the expenses incurred while carrying out specific Council related responsibilities.

### OATH OF OFFICE

Once elected, Council members are required to take the following oath of office during the Oath of Office Ceremony held at noon on the first Monday in January or as soon thereafter as practically possible. For this election the Oath of Office ceremony will be held on Tuesday, January 11, 2022, at our regularly scheduled City Council meeting. The oath states:

"I do solemnly swear that I will support, obey, and defend the Constitution of the United States, the Constitution of the State of Utah, and the laws and ordinances of the City of Harrisville, and that I will discharge the duties of my office with fidelity."

### ELECTION DAY AND VOTE CENTERS

The General Election will be held November 2<sup>nd</sup> and will be held vote-by-mail with ballots mailed out to all registered voters no sooner than 21 days and no later than 7 days before the election. Ballots may be dropped off at any ballot drop box located at all City Office buildings throughout Weber County. A Primary Election will be held August 10<sup>th</sup>, if needed.

ALL precincts may vote in person at the Weber Center, 22380 Washington Blvd., Ogden. Polls must be opened at 7am and remain open continuously until 8pm of the same day. Poll workers must allow every voter who arrives at the polls by 8pm to vote.

## CAMPAIGN LITERATURE

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

## POLITICAL CAMPAIGN SIGNS

- Political signs are prohibited in the 30 foot setback around intersections and corners.
- Signs cannot be placed in any manner that would prohibit a driver's vision.
- Political signs may not be located within 150 feet of the building which is serving as a polling location in the Municipal Election. (UCA 20A-3-501)
- Always obtain permission of the property owner before placing campaign signs.
- Please remove all signs promptly after the election.

## ELECTION NIGHT RETURNS

Ballot results are collected and returned to the Weber County Elections Office for tabulation on election night. Election returns will be available online at the Weber County Elections website at [www.weberelections.com](http://www.weberelections.com). Election returns may start being available between 8:45 and 9:00 p.m.

## CAMPAIGN FINANCIAL REPORTING

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

1. **Candidates in a Municipal Primary Election** must file a Campaign Financial Statement no later than August 3, 2021 at 5:00pm. This statement will include any contributions received and expenditures made from January 1, 2021 through August 1, 2021. *The names of candidates who fail to comply with this deadline will be removed from the ballot for the Municipal Primary Election.*
2. **Candidates Eliminated at the Municipal Primary** must file a Campaign Financial Statement no later than September 9, 2021 at 5:00p.m. This statement will include any contributions received and expenditures made from August 2, 2021 through September 9, 2021.
3. **Candidates in the Municipal General Election shall file:**
  - a. A Campaign Financial Statement must be filed no later than October 26, 2021 at 5:00p.m. This statement will include any contributions received and expenditures made from January 1, 2021 through October 26, 2021, if no primary election was held or August 2, 2021 through October 26, 2021, if a primary election was held. *The names of candidates who fail to comply with this deadline will be removed from the ballot for the Municipal General Election.*
  - b. A second Campaign Financial Statement shall be filed no later than December 2, 2021 at 5:00p.m. This statement will include any contributions received and expenditures made from October 26, 2021 through November 30, 2021.

Signed campaign financial statements received by the City Recorder are classified as a public record and must be posted to the City's webpage "no later than seven (7) days after the statement is filed".

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

The campaign financial statements must include the following information:

1. For each contribution of more than \$50.00, the name of the donor and the amount of the contribution.
2. An aggregate total of all contributions of \$50.00 or less received by the candidate.
3. For each expenditure, the name of the recipient and the amount of the expenditure.

## ELECTIONEERING

"Electioneering" includes any oral, printed, or written attempt to persuade persons to refrain from voting or to vote for or vote against any candidate or issue. A "polling place" means the physical place where ballots and absentee ballots are cast and includes city hall during the period in which absentee ballots may be cast there.

Any person who violates any provision of this section is guilty of a class A misdemeanor.

On the day of any election, within a polling place or in any public area within 150 feet of the building where a polling place is located, a person may not conduct electioneering. Here are some examples:

1. Circulate cards or handbills of any kind.
2. Solicit signatures to any kind of petition.
3. Engage in any practice that interferes or disrupts the administration of the polling place.
4. Obstruct the doors at polls or prevent free access to and from the polling place.
5. Remove a ballot from the polling place unless the poll worker is assisting a physically disabled voter outside the building
6. Solicit any voter to show his ballot.

## VOTER REGISTRATION

Residents wishing to vote must be registered. Registration is handled by the Weber County Clerk at 2380 Washington Blvd., Suite 320, in Ogden. Registration can be done online at <http://vote.utah.gov/>. Registration can also be done in person at the Weber County Elections office or a mail in application can be obtained from the Harrisville City Recorder's office.

## VOTE BY MAIL

This year, Harrisville City will be delivering a ballot to every registered voter's mailbox. Residents may either mail their ballot back, drop it off at a secure drop box inside the City Recorder's Office, or vote by paper ballot on Election Day at the Weber Center.

## RECOUNTS

Municipal Primary - when a candidate loses by not more than a total of one vote per voting precinct, the candidate may file a request for a recount with the City Recorder within three days after the canvass.

UCA 20A-4-401(1)(a)(ii).

General Municipal Election - when a candidate loses by not more than a total of one vote per voting precinct, the candidate may file a request for a recount with the City Recorder within seven days after the canvass. UCA 20A-4-401(1)(a)(i).

## VALID VOTER IDENTIFICATION

- A form of identification that bears the name and photograph of the voter which may include:
  - A currently valid Utah driver license
  - A currently valid identification card that is issued by:
    - the state; or
    - a branch, department, or agency of the United States;
  - A currently valid Utah permit to carry a concealed weapon;
  - A currently valid United States passport; or
  - A currently valid United States military identification card;
- One of the following identification cards, whether or not the card includes a photograph of the voter:
  - A valid tribal identification card;
  - A Bureau of Indian Affairs card; or
  - A tribal treaty card; or

### OR

- Two forms of identification not listed under Subsection (75)(a) or (b) but that bear the name of the voter and provide evidence that the voter resides in the voting precinct, which may include:
  - A current utility bill or a legible copy thereof, dated within the 90 days before the election;
  - A bank or other financial account statement, or a legible copy thereof;
  - A certified birth certificate;
  - A valid Social Security card;
  - A check issued by the state or the federal government or a legible copy thereof;
  - A paycheck from the voter's employer, or a legible copy thereof;
  - A currently valid Utah hunting or fishing license;
  - Certified naturalization documentation;
  - A currently valid license issued by an authorized agency of the United States;
  - A certified copy of court records showing the voter's adoption or name change;
  - A valid Medicaid card, Medicare card, or Electronic Benefits Transfer Card;
    - A currently valid identification card issued by:
      - A local government within the state;
      - An employer for an employee; or
      - A college, university, technical school, or professional school located within the state; or
  - A current Utah vehicle registration.

## STATEWIDE ELECTRONIC VOTER INFORMATION WEBSITE

This website allows registered voters to view election information particular to them, including their polling places, election officials, and a sample ballot. <http://vote.utah.gov/>

## ETHICS AND FINANCIAL DISCLOSURE

The State has enacted the "Municipal Officers and Employees Disclosure Act" which establishes standards of conduct for elected and appointed officials. According to this act, elected or appointed officers or municipal employees may not:

1. Disclose or improperly use private, controlled, or protected information acquired by reason of their positions or in the course of official duties in order to further substantially their personal economic interests or to secure special privileges or exemptions for themselves or others.
2. Use or attempt to use their positions to further substantially their personal economic interests, or secure privileges for themselves or others.
3. Knowingly receive, accept, take, seek, or solicit, directly or indirectly for themselves or others a gift of substantial value or a substantial economic benefit tantamount to a gift (which is defined as a loan received at an interest rate that is substantially lower than the commercial rate, or compensation received for private services rendered at a rate substantially exceeding the fair market value of the services) that would tend to

improperly influence a reasonable person to depart from the faithful and impartial discharge of the person's public duties; or the person knows or a reasonable person in the office should know that under the circumstances the gift is primarily for the purpose of rewarding the person for official action taken. This does not apply to:

- a. An occasional nonpecuniary (nonmonetary) gift under \$50 in value.
  - b. An award presented publicly in recognition for public service.
  - c. A bona fide loan in ordinary course of business.
  - d. Political campaign contributions.
4. Fail to disclose in public meeting any personal interests or investments by any elected or appointed officials of a municipality, which creates a conflict between officials' personal interests and their public duties.

Also according to the Act, a Disclosure Statement must be filed with the Mayor and proper notification must be given if any of the following situations exist:

1. City official or employee receives compensation for assisting any person or entity in a transaction involving the City. (Must be filed ten days before compensation is received or agreement is entered into.)
2. City official or employee is an officer, director, agent, employee, or owner of substantial interest (over \$2,000) in business regulated by the City.
3. City official or employee is an officer, director, agent, employee, or owner of substantial interest in business, which does or anticipates doing business with the City.

Besides filing a disclosure statement, elected and appointed officials must also disclose their positions verbally in open meeting to the other members of the body to which they belong as well as immediately prior to any discussion involving the business or interest.

Certain penalties may be imposed for violation of the above requirements. They include:

1. Potential Second Degree Felony action.
2. Mandatory removal from office.
3. Rescission of transaction.

A sample of the disclosure statement form is included at the end of the Candidate's Guide.

## HARRISVILLE'S FORM OF GOVERNMENT

Harrisville is under the "traditional" or "six member council" form of government. Municipalities organized under this form of government will have a governing body that exercises both legislative and executive powers. It is government by committee with a council of six members; the mayor and five council members.

Mayors in this form have powers that council members do not have. They are established in law, but subject to change by local ordinance. The mayor's administrative and executive powers can be voluntarily delegated by him or her or taken from him or her by the council. The administrative and executive powers can then end up in the hands of the council or in appointed officers.

The council, which includes the mayor, is the legislative body of the city. Council members have their vote and the potential to have administrative powers but not direct grant of such, by the legislature.



# EXHIBITS

Dates to Remember

Municipal Campaign Financial Disclosure Form

Electronic Voter Information Website

Withdrawal of Candidacy Form

## 2021 DATES TO REMEMBER

Tuesday, June 1st through Monday, June 7 <sup>th</sup> (no later than 5:00 p.m.)	Filing period for Declaration of Candidacy Forms or Nominating Petition with the City Recorder ( enclosed at the end of the Candidate Guide). <i>We will close the doors on the 7<sup>th</sup> at 5:00 p.m. sharp. Rather than risk missing the deadline, please consider filing early.</i>
Wednesday, June 23 <sup>th</sup>	Candidate Informational Meeting, 6:00 p.m. at the Weber Center.
Monday, June 28 <sup>th</sup>	Deadline for candidates to submit 200-word blurb for State website and voter information pamphlet (45 days prior to primary) UCA 20A-7-801(4)(a)(ii)
Friday, July 30 <sup>th</sup>	Last day the County will accept mail-in, online, in-person voter registration forms for the Primary Election (11 days before election) UCA 20A-2-102.5(2)
Tuesday, August 3 <sup>rd</sup>	<i>Deadline at 5:00 p.m. for Campaign Financial Reporting for Candidates in a Municipal Primary Election. (7 days before the election)</i>
<b>Tuesday, August 10<sup>th</sup></b>	<b>Municipal Primary Election Day. Polls open at 7:00 a.m. and close at 8:00 p.m.</b>
Tuesday, August 24 <sup>th</sup>	Municipal Primary Canvass (verification of election results).
Monday, August 30 <sup>th</sup>	Last day a write-in candidate can file and pay filing fee, 65 days before the general election UCA 20A-9-601. Last day a candidate can withdraw (in writing) UCA 20A-9-203(11)
Thursday, September 9 <sup>th</sup>	Deadline for Campaign Financial Reporting Statement for Candidates NOT successful in the Primary (due 30 days after primary) UCA 10-3-208(2)(a)(iii).
Monday, October 22 <sup>th</sup>	Last day the County will accept mail-in, online, in-person voter registration forms for the General Election (11 days before election) UCA 20A-2-102.5(2)
Tuesday, October 26 <sup>th</sup>	<i>Deadline at 5:00p.m. for Campaign Financial Reporting Statement for Candidates in the General Municipal Election (7 days before the election)</i>
<b>Tuesday, November 2<sup>nd</sup></b>	<b>Municipal General Election Day. Polls open at 7:00 a.m. and close at 8:00 p.m.</b>
Tuesday, November 9 <sup>th</sup>	Municipal General Canvass (verification of election results).
Thursday, December 2, 2021	Deadline for Campaign Financial Reporting Statement for Candidates in the General Election
Tuesday, January 11 <sup>th</sup> , 2022	Oath of Office Ceremony at regular City Council Meeting.