



2023

Candidate Guide



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May 1, 2023

Dear Candidate:

Congratulations on your decision to run for elected office in Santaquin City.

I hope this guide is helpful to you. It has been designed to present you with basic information about the election process. Please read the guide thoroughly and fill out and return the required forms to the City Recorder as described by the dates in this guide. Please be aware that the information in this guide does not relieve you of your obligation to become familiar with the current election laws in the Utah Code Title 20A.

Santaquin City will conduct a “Santaquin University” addressing important topics in each department of the city. All candidates are required to attend the first session of Santaquin University on June 28th, 2023, at 6:00 p.m., at which time a Candidate Orientation will also take place. Mayor Dan Olson strongly encourages all candidates to attend all of the Santaquin University sessions so that you can be informed about the operations, budget, needs, etc. of all Santaquin City departments. The Santaquin University sessions will be held in the Court Room/Council Chambers at the Public Safety Building on 275 W. Main St., Santaquin on the following dates and at the following times:

Candidate Orientation, Making a Difference:	June 28, 2023, 6:00 p.m.
Community Development:	July 12, 2023, 6:00 p.m.
Public Works & Engineering:	July 19, 2023, 6:00 p.m.
Police Department:	July 26, 2023, 6:00 p.m.
Community Services:	August 09, 2023, 6:00 p.m.
Fire & EMS Department:	August 16, 2023, 6:00 p.m.
Administration & Budgets:	August 23, 2023, 6:00 p.m.

If you have specific questions, please feel free to contact me at 801-754-1904.

Sincerely,

Amalie R. Ottley
City Recorder



WELCOME - GENERAL INFORMATION

Welcome, you have embarked upon a journey into the political and government arena. It can be very rewarding and challenging at the same time. “Public Service” may often mean setting aside your own personal desires and issues for the good of the community. An elected official has the responsibility of being prepared and informed on the issues, of maintaining honor and integrity in all his or her actions, and for making the commitment to attend all necessary meetings and actively participating as a member of the community and the city team.

You can start your public service by making sure you conduct your campaign in a fair and honest manner. In public service, you will often find that you may need to make decisions that may not necessarily be popular with your friends and those who are in attendance at public meetings. At times, those who attend meetings are those who oppose an action being proposed, while there may be many others who may support the action.

The City Council is not the place for people to gain power or control. It is not a place for people with special interests or personal agendas. **Those things *quickly* become lost in the myriad of diverse and difficult issues you will be facing.** You will often find that once you know all of the facts about an issue, you may have to change your position. You will find that compromise of positions often needs to take place to make decisions and work as a team. However, compromise of principles and truth need *never* take place.

Personal gain by elected officials must never take place, and in many cases may be illegal. Mayor and City Council positions are positions of great trust, which require people of the highest integrity and desire to serve others.

Please contact the City Recorder for questions and assistance. If you request copies of specific information from the City Recorder, copies of the same documents/information will be provided to all candidates regardless of whether they want it or not.



PERSONAL COMMITMENT

To perform effectively as a Mayor or Councilmember, 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. **Ten (10) to twenty (20) hours per week is a good estimate for the time that Council Members give to their council responsibilities and at least twenty (20) to forty (40) hours per week for Mayor.**

In addition to the regularly scheduled City Council meetings, there are numerous informal meetings and work sessions required to become informed about special issues or problems. Council Members also serve as liaisons to the City's advisory boards, commissions, and other organizations.

Please feel free to contact any of these individuals if you have specific questions or need additional information:

Department
City Manager

Individual
Norm Beagley
nbeagley@santaquin.org

Business Phone
801-754-3211

City Recorder

Amalie R. Ottley
aottley@santaquin.org

801-754-1904



OFFICES TO BE VOTED ON AND TERMS OF OFFICE

POSITION	TERM	DATES
Council Member	4-year term	January 2024 - January 2028
Council Member	4-year term	January 2024 - January 2028
Council Member	4-year term	January 2024 - January 2028

FILING FOR ELECTIVE OFFICE

Each person seeking to become a candidate for a municipal office must file a *Declaration of Candidacy*, in person with the City Recorder beginning **June 1, 2023 through June 7, 2023**. Office hours for the week of June 1, 2023 through June 7, 2023 will be Monday through Friday from 8:00 a.m. to 5:00 p.m. [UCA § 10-3-301](#)

The filing period ends at 5:00 p.m. on June 7, 2023. Interested persons must meet the qualifications and requirements set forth in Utah State Code in order for their declaration of candidacy to be accepted. [UCA § 20A-9-203](#), [UCA § 10-3-301](#)

MUNICIPAL CANDIDATE QUALIFICATIONS

[Utah Code Annotated § 20A-9-203](#)
[Utah Code Annotated § 10-3-301](#)

- The person is a United States Citizen.
- The person will be at least 18 years old at the time of the next election.
- The person is a registered voter in the municipality (Santaquin City).
- The person has been a legal resident of the municipality (Santaquin City) or a resident of a recently annexed area for a period of 12 consecutive months immediately before the date of election.
- The person must not be mentally incompetent, convicted of a felony, convicted of treason or a crime against the elective franchise, unless their right to hold elective office has been restored pursuant to [UCA § 20A-2-101.3](#) or [20A-2-101.5](#), as amended.
- An individual may not hold a county and municipal office at the same time, effective January 1, 2020. [UCA § 20A-9-201](#).



DECLARATION OF CANDIDACY OR NOMINATION PETITION

To file for office an individual must fill out the *Declaration of Candidacy* form in its entirety and sign it in the presence of the City Recorder during the filing period. Prior to signing the form, each candidate will be asked to swear/affirm that they meet the qualifications for candidacy and understand the campaign finance reporting requirements.

An individual may designate an agent to file a declaration of candidacy with the City Recorder if:

- the individual is located outside of the state during the entire filing period.
- the designated agent appears in person before the City Recorder;
- the individual communicates with the City Recorder using an electronic device that allows the individual and City Recorder to see and hear each other; and
- the individual provides the City Recorder with an email address to which the City Recorder may send copies of information described in [UCA § 20A-9-203](#).

Any resident of a municipality may nominate a candidate for a municipal office by filing a nomination petition (provided by the City Recorder) with the City Recorder during the office hours described in [UCA § 10-3-301](#) and not later than the close of those office hours, between June 1 and June 7 of any odd-numbered year that includes signatures in support of the nomination petition of the lesser of at least (A) 25 registered voters who reside in the municipality; or (B) 20% of the registered voters who reside in the municipality. [UCA § 20A-9-203](#)

2022-2023 MASTER BALLOT POSITION LIST

1 - Q	7 - E	13 - I	19 - C	25 - S
2 - P	8 - D	14 - L	20 - X	26 - J
3 - N	9 - T	15 - W	21 - A	
4 - U	10 - O	16 - R	22 - V	
5 - Y	11 - H	17 - F	23 - Z	
6 - M	12 - K	18 - G	24 - B	

Utah code requires the Lieutenant Governor to establish the Master Ballot Position List. You can see more information for the Master Ballot Position list for the 2022-2023 election cycle at Voteinfo.utah.gov.



CANDIDATE WITHDRAWAL

A candidate who qualifies for the ballot may withdraw as a candidate by filing a written affidavit with the municipal clerk. [UCA § 20A-9-203](#).

If possible, this should be done prior to printing ballots.

SANTAQUIN UNIVERSITY (CANDIDATE ORIENTATION)

Candidate Orientation will be held the first night of “Santaquin University”. Potential candidates are required to attend on June 28th, 2023, at 6:00 p.m. in the Council Chambers/Court Room in the Public Safety Building at 275 W. Main Street, Santaquin. We strongly recommend attendance to the additional “Santaquin University” sessions as you will learn valuable information about the City organization, basics about city finances, key issues facing the City, and there will be ample time for questions and answers. We believe this information will be invaluable for you to be as prepared as possible to run a successful campaign.

OATH OF OFFICE

Pursuant to State Code, after being elected, Council Members are required to take the Oath of Office during the Swearing In Ceremony held at a meeting to be determined in January 2024.

FORM OF GOVERNMENT

Santaquin City operates under a six-member Council with the Mayor as a non-voting member of the legislative body. The Council has, by ordinance, established a City-Manager form of government. Under this organizational structure, the mayor and a five member Council appoint a City Manager to act as the Chief Executive Officer who oversees the daily operations of the City. The Council establishes policy and direction by enacting local legislation and adopting budgets; the City Manager is responsible for implementing the Council’s policies and direction. The mayor is elected for a term of 4 years, while the Council is elected for 4 years with staggered terms.



ETHICS AND CONDUCT

The State has enacted the “Municipal Officers’ and Employees’ Ethics Act” [UCA § 10-3-13](#) which establishes standards of conduct for elected and appointed officials. According to this act, an elected or appointed officer or municipal employee may not:

1. Disclose or improperly use private, controlled or protected information acquired by reason of his position or in the course of official duties in order to further substantiate their personal economic interest or to secure special privileges or exemptions for himself or others.
2. Use or attempt to use his position to further substantiate his personal economic interest, or secure privileges for himself or others.
3. Knowingly receive, accept, take, seek, or solicit, directly or indirectly for himself or another 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 non-pecuniary 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 a public meeting any personal interest or investment by any elected or appointed official of a municipality, which creates a conflict between officials’ personal interests and his public duties.

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

- City official or employee receives compensation for assisting any person or entity in a transaction involving the City.
- City official or employee is an officer, director, agent, employee or owner of substantial interest (over \$2,000) in business regulated by the City.
- 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 position 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.

Please see the complete text of the applicable State Law [UCA § 10-3-13](#) "Municipal Officers' and Employees' Ethics Act."



PLEDGE OF FAIR CAMPAIGN PRACTICES

(Utah Code § 20A-9-206)

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

I SHALL conduct my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing, without fear or favor, the record and policies of my opponents that I believe merit criticism.

I SHALL NOT use, nor shall I permit the use of, scurrilous attacks on any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, defamation, libel, or slander against any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, any other criticism of any candidate or the candidate's immediate family that I do not believe to be truthful, provable, and relevant to my campaign.

I SHALL NOT use, nor shall I permit the use of, any practice that tends to corrupt or undermine our American system of free elections, or that hinders or prevents the free expression of the will of the voters, including practices intended to hinder or prevent any eligible person from registering to vote or voting.

I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees or volunteers.

I SHALL immediately and publicly repudiate support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of an opponent, to methods in violation of the letter or spirit of this pledge. I shall accept responsibility to take firm action against any subordinate who violates any provision of this pledge or the laws governing elections.

I SHALL defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of Utah, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices."

Name: _____ Office: _____

Signature: _____ Date: _____

***This is a voluntary pledge. Candidates are not required to sign this pledge of fair campaign practices.**

***This document is considered a public record and will be retained for public inspection until 30 days following the election.**



MUNICIPAL CAMPAIGN FINANCIAL REPORTING

CAMPAIGN FINANCIAL REPORTING

Pursuant to Utah State Code [UCA § 10-3-208](#), Candidates for elected municipal office must file signed Campaign Finance Statements with the City Recorder containing itemized and total campaign contributions and expenditures. **The names of candidates who fail to comply with this deadline will be removed from the ballot for both Primary and General Election.** Signed campaign financial statements received by the City Recorder are classified as a public record.

DEFINITION OF TERMS

See [UCA § 10-3-208](#) for complete list of defined terms.

FILING DEADLINES FOR DISCLOSURE STATEMENTS

Report Due Date (by 5:00 p.m.)	Report Includes Transactions Between (up to 5 days before due day)	Whom This Applies To
08-08-2023 7 days before Primary	01/01/2023 – 08/03/2023	All Candidates in Primary Election
09-14-2023 30 days after Primary	08/03/2023 – 09/09/2023	Only Candidates eliminated at Primary
10-10-2023 28 days Before General	01/01/2023 – 10/05/2023 (no primary held) 09/09/2023 – 10/05/2023 (won primary)	All Candidates if no Primary, or Candidates not eliminated at Primary
10-31-2023 7 days Before General	10/05/2023 – 10/26/2023	All Candidates in the General Election
12-07-2023 30 days After General	10/26/2023 – 12/02/2023	All Candidates in the General Election
30 days after disqualification	Varies, contact your Municipal Recorder	Candidates disqualified for failing to file a financial report by the deadline

A campaign finance statement required under this section is considered filed if it is received in the municipal clerk or recorder's office by 5 p.m. on the date that it is due. [UCA § 10-3-208\(13\)](#) (Amalie, should we provide some form of acknowledgement of receipt and state such here?)



Campaign Finance Statements are classified as public documents and will be made available for public inspection and copying no later than one business day after filing. A copy will be posted on the City website within 7 business days and provided to the Lt. Governor within 2 business days after filing. [UCA § 10-3-208\(10\)](#)

CONTRIBUTIONS AND EXPENDITURES REPORTED

See [UCA § 10-3-208](#)

The City Recorder will distribute printed and electronic copies of a Campaign Finance Reporting Statement form for candidates to use if they wish to do so. Alternatively, candidates may prepare their own form so long as required criteria is included therein.

Candidates may report the total amount of contributions and expenditures if the candidate receives \$500 or less in contributions and spends \$500 or less on the candidates' campaign. [UCA § 10-3-208\(6\)](#)

SEPARATE CAMPAIGN ACCOUNT

Each candidate shall deposit contributions into a separate campaign account in a financial institution; and may not deposit or mingle any campaign contributions received into a personal or business account. [UCA § 10-3-208\(3\)](#)

ANONYMOUS DONATIONS

Within 30 days after receiving a contribution that is cash or a negotiable instrument, exceeds the anonymous contribution limit of \$50, and is from a donor whose name is unknown, a candidate shall disburse the amount of the contribution to either the treasurer of the state or a political subdivision for deposit into the state's or political subdivision's general fund, OR an organization that is exempt from federal income taxation under Section 501(c)(3), Internal Revenue Code. [UCA § 10-3-208\(7\)](#)

FAILURE TO TIMELY FILE CAMPAIGN FINANCE STATEMENT

Pursuant to [UCA § 10-3-208\(11\)](#) the municipal clerk or recorder shall disqualify a candidate and inform the appropriate election official that the candidate is disqualified if the candidate fails to file a campaign finance statement within 24 hours after the deadline for filing the report.

If a candidate is disqualified under Subsection (11)(b), the election official: shall notify opposing candidates for the municipal office that the candidate is disqualified; send an email notification to each voter for who the election official has an email address that the



candidate is disqualified; post notice of the disqualification on a public website; and if practicable, remove the candidate's name from the ballot by blacking out the candidate's name before the ballots are delivered to voters; or include a written notice with the ballot; and may not count any votes for that candidate.

A candidate who timely files each campaign finance statement required is not disqualified if the statement details accurately and completely the information required except for inadvertent omissions, insignificant errors, or inaccuracies; and the omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.

IMPORTANT !

The names of candidates failing to file a campaign finance statement within 24 hours of 5:00 PM on August 8, 2023 will be removed from the Primary Election ballot.
The names of candidates failing to file a campaign finance statement within 24 hours of 5:00 PM on October 31, 2023 will be removed from the General Election ballot.



CAMPAIGN REGULATIONS & INFORMATION

CANDIDATE PROFILE – STATE WEBSITE (voluntary)

As a candidate, you have the opportunity to submit a 200-word or less candidate statement of qualifications and/or biographical information for display on the State’s voter information website www.vote.utah.gov. There is no cost.

If submitted by the candidate to the election official's office at 5 p.m. at least 45 days before (**July 3, 2023**) the primary election and/or 60 days before (**Sep. 8, 2023**) the general election. The Profile may contain information such as age, occupation, years of residency, email address, and a personal website address where voters may access more information about the candidate and the candidate’s views, a picture, and a short statement. [UCA § 20A-7-801\(4\)](#)

Profiles are available for both the Primary and General Elections and will be publicly posted on the State Elections website approximately 1 week after the submission deadline.

In addition to the Statewide Electronic Voter Information Website, Santaquin City will be publishing online “*Voter Information*” which will contain information on the candidates running for office. The “*Voter Information*” will include your 200-word qualifying statement, contact information and a photo (if submitted) of each candidate. Candidates who wish to be included in the “*Voter Information*” must submit everything to the City Recorder by 5:00 p.m. on June 28th, no later than 5:00 p.m.

CAMPAIGN LITERATURE

Placing campaign literature inside residential mailboxes is a violation of federal postal standards. Anything placed in the mailbox must have proper postage attached and have been properly processed through the US postal system. Any material found in 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 encouraged to warn your campaign workers against the use of mailboxes for campaign literature. Please feel free to check with the Postmaster concerning any postal questions you may have.

POLITICAL CAMPAIGN SIGNS

1. Signs may not be located within 150 feet of a building that is serving as a polling place for the election on Election Day.
Utah Code 20A-3-501(2b)



2. Signs may not be erected or maintained on or overhanging public property or a public right-of-way, this includes traffic signs, street signs and utility poles.
Utah Code 20A-17-102(2)
3. Signs may not constitute a safety hazard, obstruct view or create a nuisance.
Utah Code 20A-3-501(7)
4. Signs may not be erected, constructed, or maintained upon any property without the consent of the owner or person entitled to possession of the property.
Utah Code 20A-17-102(2c)
5. Improperly placed signs will be removed by city personnel.
Utah Code 20A-17-102(2d)

To avoid public nuisance issues and as a matter of courtesy, please remove campaign signs within 24 hours after the election.

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; and a “polling place” means the physical place where ballots are cast and includes the physical place where a ballot drop box is located. [UCA § 20A-3a-501](#)

An individual may NOT, within a polling place or in any public area within 150 feet of the building where a polling place is located:

- Do any electioneering;
- Circulate cards or handbills of any kind;
- Solicit signatures to any kind of petition; or
- Engage in any practice that interferes with the freedom of voters to vote or disrupts the administration of the polling place.
- Obstruct the doors or entries to a building in which a polling place is located or prevent free access to and from any polling place.
- Solicit any voter to show the voter's ballot.
- Knowingly possess or control another individual's voted manual ballot, unless:
 - the individual is an election official or postal worker acting in the capacity of an election official or postal worker;
 - the individual possesses or controls the voted ballot in accordance with Section 20A-3a-301, relating to emergency ballots;
 - the possession or control is authorized in order to deliver a military-overseas ballot in accordance with Chapter 16, Uniform Military and Overseas Voters Act;
 - subject to Section 20A-3a-208, the individual is authorized by a voter to possess or control the voter's voted ballot if the voter needs assistance delivering the ballot due to the voter's age, illness, or disability; or
 - the individual resides in the same household as the voter.



An individual who violates any provision of this section is, in addition to the penalties described in Subsections [20A-1-609\(2\) and \(3\)](#), guilty of a class A misdemeanor.

[See Utah Code Title 20A, Chapter 3a, Part 5 - Voting Offenses](#) for information on this and other violations.



GENERAL INFORMATION

2023 VOTE BY MAIL ELECTION (VBM)

In accordance with [UCA § 20A-3a-202](#) the election will administered by mail. The City has contracted with Utah County Clerk/Auditor Elections Division for conduct of a Vote by Mail (VBM) election. [UtahCounty.Vote](#)

In the course of your campaigning you may run into a question concerning VBM or voter registration. It is very important for Voters to verify their voter registration information at [vote.utah.gov](#) to make sure they properly receive a ballot when first mailed out by the County Clerk's office. Voters must RE-REGISTER if they have moved, have in-active status, or have any changes to their information. Updated and accurate voter registration is very important with VBM and will help lessen the long lines at the election service center on Election Day who are primarily voters that did not receive a ballot in the mail or misplaced a ballot at home. An active voter is a voter that has voted at least once in the last four years.

BALLOTS

The Utah County Clerk's office will mail ballots to active registered voters no sooner than 21 days before the election to active voters. Voters may return their completed ballot by:

- **Placing their voted ballot into a ballot drop box.** The Santaquin City ballot drop box is located curbside on the east side of the Public Safety Building at 275 W. Main Street, Santaquin, UT 84655. Voters can also use any drop box located in other cities if that City contracts with the county for VBM;
- Mailing the ballot back after voting - **Ballots must be postmarked no later than the Monday before Election Day.** It is best if voters mail their ballot back as soon possible after voting to allow the County the best timing for counting and to help not misplace or lose the ballot;
- Submit to the Utah County Elections Office ballot drop box, 100 E. Center Street, #3100, Provo UT 84606; or
- **On Election Day,** place it in the ballot drop box at the Election Day Service Center.

Voters who did not receive a ballot within a few days after mailing should check and update their voter registration information at [www.vote.utah.gov](#) or [voter.utah.gov](#). If time allows, Utah County Elections (801) 851-8129 will spoil the first ballot sent and trigger a new ballot. Or the Voter may vote provisionally at the Election Service Center.

Once the County has received the ballot, signatures are checked and verified before the ballot is counted. If a voter's signature cannot be verified, the voter will be contacted and has the opportunity to correct the error prior to the canvas. The ballot is not removed



from the envelope for processing until the signature has been verified, maintaining the secrecy of the ballot.

For additional information, please contact the Utah County Elections Office at (801) 851-8128. UtahCounty.Vote

VOTER REGISTRATION AND ABSENTEE VOTING

CURRENT REGISTRATION INFORMATION:

State - Vote.Utah.Gov

Utah County Elections Office – UtahCounty.Vote

REGISTRATION DEADLINES

To register to vote your voter registration must be received by the county clerk by 5:00 p.m. no later than 11 calendar days before the date of the election. [UCA § 20A-2-102.5](#)

- For Municipal Primary Election August 15, 2023 – **August 4, 2023**
- For Municipal General Election November 7, 2023 - **October 27, 2023**

VOTER REGISTRATION

You can register to vote using one of the methods below:

- **Register online** at the website voter.utah.gov. A valid Utah driver license or valid Utah ID is required. In order to register online to vote, your address must match the address on file with the Driver License Division. If your current address does not match the address on your Driver's License, update your UT Driver's License address online first at <https://secure.utah.gov/dlr/index.html> There's no need to stand in line and it's free. The address printed on your UT Driver's License/ID card does not need to match your voter registration address. It may take 24-48 hours before the new address is active.
- **Register with a paper form.** Fill out a paper registration form found on voter.utah.gov, and mail or email a scanned copy to Utah County Clerk's office. 100 E. Center St. Rm. 3100, Provo, UT 84606.
<https://www.utahcounty.gov/dept/clerk/aud/Elections/how/Registration.html>
Email: elections@utahcounty.gov
- **Register in-person** at Utah County Clerk's office. 100 E. Center St. Rm. 3100, Provo, UT 84606.

ABSENTEE/VOTE BY MAIL

The City of Santaquin will be conducting a VBM election through the Utah County Election Division. This means all active voters are mailed a ballot about 3 weeks before each election. Absentee ballot applications only need to be filled out by those voters that



need a ballot sent to a location other than their normal voter registration mailing address.

Missionaries, Students, Snowbirds or any voter *residing temporarily in another state or other address within Utah* may request to have their ballot mailed to that location on a temporary basis.

<https://www.utahcounty.gov/dept/clerk/aud/elections/how/votebymail.html>

MILITARY & OVERSEAS VOTERS

The Federal Voting Assistance Program (FVAP) provides voting assistance to military service members, their families and voters overseas. Their web site offers information and assistance to members of these groups.

<https://www.utahcounty.gov/dept/clerk/aud/elections/how/militaryoverseas.html>

FVAP Web Site for Utah: <https://www.fvap.gov/utah>

Utah County is also piloting the use of the Smartphone app Voatz for Military personnel of Utah County residents temporarily living overseas. Please see the Utah County website listed above for further information.

DISABLED VOTERS - VOATZ SMARTPHONE VOTING PILOT PROGRAM

Utah County is piloting the use of the smartphone app Voatz for Utah County residents who are temporarily or permanently disabled. If you or a loved one would qualify and would like to participate in the pilot program, please see the Utah County website for further information and fill out the form on or before 7 days before the election.

<https://www.utahcounty.gov/dept/clerk/aud/Elections/how/DisabledVoter.html#>

ELECTION RESULTS/CANVASS

As the City is contracting with Utah County for a vote by mail election, election counting will be conducted by the Utah County Elections office and preliminary and final results found at: <https://www.utahcounty.gov/dept/clerk/aud/elections/results.html>

The Mayor and City Council are the Board of Municipal Canvassers. A simple majority of the legislative body constitutes a quorum. Pursuant to State Code, the Board of Canvassers must meet no sooner than 7 days and no later than 14 days after the election to conduct the Canvass. [UCA § 20A-4-301](#)

Canvass for Primary: August 22

Canvass for General: November 21



IMPORTANT DATES!

CANDIDATE FILING

June 1, 2023 – June 7, 2023. Candidate Filing Period. [UCA § 20A-9-203](#) (Office Hours M-F 9-5.)

June 15, 2023. Last day to withdraw candidacy and have name removed from ballot. [UCA § 20A-9-203](#) (Utah Co.)

June 28, 2023 at 7:00 p.m. Candidate Orientation and 1st Session of Santaquin University

June 28, 2023. Last day to submit “Voter Information Bio” to Santaquin City Recorder to be added to the City’s website.

PRIMARY ELECTION

June 30, 2023. Ballots are transmitted to overseas and military (UOCAVA) voters. [UCA § 20A-16-403](#)

July 3, 2023, 5:00 pm. Deadline for candidates to submit 200-word candidate profile for the State website (*45 days prior to Primary Election*) (optional). Submit online at [Vote.Utah.Gov](#), Click the link for: Resources for Candidates, Political Groups & Parties. For assistance contact the Utah Lieutenant Governor’s Office at (801) 538-1041 or elections@utah.gov. [UCA § 20A-7-801\(4\)](#) (*optional *)

July 25, 2023. VBM Ballots are sent to voters no sooner than 21 days before Primary Election Day. [UCA § 20A-3a-202](#)

August 4, 2023. Voter registration must be received by the county clerk no later than 5 p.m. 11 calendar days before the date of the election. Voters may still register to vote at an early voting location or at a polling location on Election Day by casting a provisional ballot. [UCA § 20A-2-102.5](#)

August 8, 2023. 5:00 p.m. Campaign Financial Reporting Statement filing deadline for each candidate participating in the Primary Election. (*no later than seven days before the Primary Election*) [UCA § 10-3-208](#)

August 14, 2023. Ballots must be postmarked by this date if returned by mail. [UCA § 20A-3a-204](#)

August 15, 2023. Primary Election Day. [UCA § 20A-1-201.5](#)

August 16 – 29, 2023. Canvass Period, on each day, beginning on the day after the date of the election and ending on the day before the date of the canvass, the election officer



shall publicly release the results of all ballots, including provisional ballots, counted on that day. [UCA § 20A-3a-402](#)

August 22, 2023. Election Canvass. [UCA § 20A-4-301](#)

September 1, 2023. Last day to file a request for a recount of the Primary. [UCA § 20A-4-401](#)

September 14, 2023, 5:00 p.m. Campaign Financial Reporting Statement filing deadline for candidates who were eliminated at the Primary Election to submit a final financial disclosure statement. (*30 days after the Primary Election*). [UCA § 10-3-208](#)

GENERAL ELECTION

September 5, 2023. Last day to declare write-in candidacy. (*65 days before the General Election*). [UCA § 20A-9-601](#)

September 8, 2023, 5:00 pm. Deadline for municipal General Election candidates to submit 200-word candidate profile for State website (*60 days prior to general election*) (optional). Submit online at Vote.Utah.Gov, Click the link for: Resources for Candidates, Political Groups & Parties. For assistance contact the Utah Lieutenant Governor's Office at (801) 538-1041 or elections@utah.gov. [UCA § 20A-7-801](#) (*optional *)

September 23, 2023. Ballots are transmitted to overseas and military (UOCAVA) voters. [UCA § 20A-16-403](#)

October 10, 2023, 5:00 p.m. Campaign Financial Reporting Statement filing deadline for candidates continuing to the General Election to submit a Campaign Finance Disclosure Statement (*no later than 28 days before the General Election*). [UCA § 10-3-208](#)

October 17, 2023. VBM Ballots to be mailed to active voters 21 days before General Election Day. [UCA § 20A-3a-202](#)

October 27, 2023. Voter registration must be received by the county clerk no later than 5 p.m. 11 calendar days before the date of the election (*11 days before Primary Election*). Voters may still register to vote at an early voting location or at a polling location on Election Day by casting a provisional ballot. [UCA § 20A-2-102.5](#)

October 31, 2023, 5:00 p.m. Campaign Financial Reporting Statement filing deadline for candidates continuing to the General Election to submit a Campaign Finance Disclosure Statement (*no later than seven days before the General Election*). [UCA § 10-3-208](#)

November 7, 2023. General Election Day. [UCA § 20A-1-202](#)



November 8 – 21, 2023. Canvass Period, on each day, beginning on the day after the date of the election and ending on the day before the date of the canvass, the election officer shall publicly release the results of all ballots, including provisional ballots, counted on that day. [UCA § 20A-3a-402](#)

November 21, 2023. Election Canvass. [UCA § 20A-4-301](#)

November 28, 2023. Last Day a candidate may request a recount. [UCA § 20A-4-401](#)

December 7, 2023, 5:00 p.m. Campaign Financial Reporting Final Statement Deadline for all General Election candidates (*30 days after the election*). [UCA § 10-3-208](#)

December 2023/January 2024. Oath of Office. (Date & Time TBD) [UCA § 10-3-828](#)



QUALIFICATIONS FOR ELECTED OFFICE

[Utah Code Annotated § 20A-9-203](#)

[Utah Code Annotated § 10-3-301](#)

- The person is a United States Citizen.
- The person will be at least 18 years old at the time of the next election.
- The person is a registered voter in the municipality (Santaquin City).
- The person has been a legal resident of the municipality (Santaquin City) or a resident of a recently annexed area for a period of 12 consecutive months immediately before the date of election.
- The person must not be mentally incompetent, convicted of a felony, convicted of treason or a crime against the elective franchise, unless their right to hold elective office has been restored pursuant to [UCA § 20A-2-101.3](#) or [20A-2-101.5](#), as amended.
- An individual may not hold a county and municipal office at the same time, effective January 1, 2020. [UCA § 20A-9-201](#).

Do you meet each of these requirements?

- Yes**
 No

**MUST BE SIGNED IN FRONT OF
CITY RECORDER OR NOTARY**

Candidate signature

Date



CANDIDATE CONTACT INFORMATION

NAME: _____

ADDRESS: _____

I authorize my address be made available to the Public YES _____ NO _____

PHONE: _____

I authorize my phone number to be made available to the Public YES _____ NO _____

E-MAIL: _____

I authorize my email to be made available to the Public YES _____ NO _____

ELECTION WEBSITE: _____

I authorize my website be made available to the Public YES _____ NO _____

OTHER

Facebook: _____

I authorize my social media to be made available to the Public YES _____ NO _____

Twitter: _____

I authorize my social media to be made available to the Public YES _____ NO _____

Instagram: _____

I authorize my social media to be made available to the Public YES _____ NO _____

Signature: _____

Date: _____



MUNICIPAL CAMPAIGN FINANCIAL DISCLOSURE

[UCA § 10-3-208](#)

Full Name of Candidate

Address

Name of Office

1. Total contributions of donors who gave more than \$50.00
(Form "A" total) \$ _____
2. Aggregate total of contributions of \$50.00 or less \$ _____
3. Total campaign expenses
(Form "B" total) \$ _____
4. Balance at the end of the reporting period \$ _____

Date

Signature of Candidate



ITEMIZED EXPENDITURE REPORT (FORM "B")

Date of Expenditure	Person/Organization to Whom Expenditure was made	Purpose of Expenditure	Amount of Expenditure
*****	*****	TOTAL CAMPAIGN EXPENDITURES	\$



I have received the following: Campaign Financial Report Information & Forms, Instructions and Disclosure Information, the Pledge of Fair Campaign Practices, Political Campaign Sign and Polling Place Information, and Statewide Electronic Voter Information Website Information.

CANDIDATE SIGNATURE	FILING DATE

SAMPLE