



# CLINTON CITY

2021

## MUNICIPAL ELECTION CANDIDATE GUIDE

Clinton City Recorder's Office  
Dennis W. Cluff, City Recorder  
2267 N 1500 W  
Clinton UT 84015  
801-614-0700  
[dcluff@clintoncity.com](mailto:dcluff@clintoncity.com)

Dear Candidate,

Congratulations on deciding to run for the Clinton City Council.

This guide has been designed to provide you with helpful information and required forms you will need as a candidate.

The information you provide to the City Recorder's office in conjunction with the election is considered public information. Upon request, the public will be given copies of your campaign files including your address and phone numbers.

Additionally, your information will be made available on the Clinton City website. If you wish to classify your address as a protected record, you must provide an alternate address, email or phone number.

The candidate declaration period is June 1 to June 7, 2021 and must be filed in person.

Please contact me at 801-614-0700 or email [dcluff@clintoncity.com](mailto:dcluff@clintoncity.com) with questions.

Sincerely,

Dennis W. Cluff  
City Recorder

**NOTICE:** This packet is not intended to replace the laws of the State of Utah. Each candidate is responsible for knowing and abiding by the laws for the office in which they are applying.

For questions contact:

DENNIS CLUFF

Clinton City Recorder

2267 N 1500 W

Ph: 801-614-0700

Fax: 801-614-0712

[dcluff@clintoncity.com](mailto:dcluff@clintoncity.com)

[www.clintoncity.net](http://www.clintoncity.net)

DAVIS COUNTY CLERK/AUDITOR'S OFFICE

Brian McKenzie, Election Manager

61 South Main Street

P.O. Box 618

Farmington, UT 84025

Ph: 801-451-3508

Fax: 801-451-3421

<http://www.DavisVotes.com>

OFFICE OF THE LIEUTENANT GOVERNOR

Utah State Capitol Building, Suite #220

P.O. Box 142325

Salt Lake City, UT 84114

Ph: 801-538-1041

Fax: 801-538-1133

<http://vote.utah.gov>

[www.clintoncity.net](http://www.clintoncity.net)

## **CLINTON CITY MUNICIPAL ELECTION INFORMATION – 2021**

### **CLINTON CITY FORM OF GOVERNMENT AND COMPENSATION**

Clinton City has a six-member council form of government consisting of the Mayor and five Councilmembers.

The Clinton City Council meets the second and fourth Tuesday of each month beginning at 7 PM unless otherwise specifically noticed.

The City Council adopts ordinances and resolutions, appropriates funds, approves contracts or commitments of city resources; sets appropriate tax rates, adopts the city budget; sets sewer, water and solid waste rates; reviews municipal administration and ratifies the Mayor's appointment to City boards and committees; and exercises other responsibilities as required by law. The Mayor presides over all City Council meetings but does not vote unless to break a tie.

The City Council also serves as the Board of Directors for the Redevelopment Agency and the Special Sanitary Sewer Service District.

The Mayor receives compensation of \$1,144.00 per month and the City Council receives compensation of \$572.00 per month. All members of the Council are eligible to participate in the 401k program

### **ELECTED OFFICES TO BE VOTED ON IN THE 2021 CLINTON CITY MUNICIPAL ELECTION:**

|                  |             |                                     |
|------------------|-------------|-------------------------------------|
| • Mayor          | 4-year term | January 1, 2022 – December 31, 2025 |
| • Council Member | 4-year term | January 1, 2022 – December 31, 2025 |
| • Council Member | 4-year term | January 1, 2022 – December 31, 2025 |

### **QUALIFICATIONS FOR ELECTED OFFICE:**

*Utah Code §10-3-301*

*Utah Code §20A-9-203*

1. A candidate must be a United States Citizen.
2. \*A candidate must be at least 18 years old and a registered voter in the municipality.
3. A candidate must have resided in Clinton City for the 12 consecutive months immediately preceding the election.
4. \*\*A candidate must not have been convicted of a felony unless the right to hold elected office has been restored as stipulated by U.C.A. 20A-2-101.5

*\* Utah Code §20A-2-101 states: A registered voter (1) is a citizen of the United States; (2) is a resident of Utah; (3) will, on the date of that election, be at least 18 years old, (4) has been a resident of Utah for 30 days immediately before that election; (5) and is registered to vote.*

*\*\* Utah Code §20A-2-101.5 states: A person convicted of a felony loses the right to hold office until (1) all felony convictions have been expunged, OR (2) ten years have passed since the most recent felony conviction AND the person has paid all court-ordered restitution and fines AND the person has completed probation, been granted parole, or completed the term of incarceration associated with the felony.*

## **IMPORTANT DATES & DEADLINES**

| <b>DECLARATION OF CANDIDACY DEADLINES</b> |   |
|---|---|
| June 1 – June 7, 2021                     | Declarations of candidacy must be filed in person, with the city recorder's office during regular office hours Monday – Friday 8 AM to 5 PM |
| June 28, 2021                             | Deadline for candidates to submit 200 word paragraph for the State Voter Information Website.   |
| June 18, 2021                             | Davis County Elections Candidate Orientation 6 to 7 PM  |
| August 30, 2021                           | Write-In Candidates (65 days before General Election); Write in form; 20A-9-601 (2)(a)  |

| <b>UTAH STATE CANDIDATE PROFILE SUBMISSION DEADLINE</b> |                  |
|---|------------------|
| June 28, 2021<br>Before 5 PM                            | Primary Election |
| September 3, 2021<br>Before 5 PM                        | General Election |

| <b>CAMPAIGN FINANCIAL DISCLOSURE REPORT DEADLINES</b> |  |
|---|--|
| August 3, 2021  | 1 <sup>st</sup> Financial Disclosure due 7 days before Primary Election; any candidate who does not meet this deadline will be <u>disqualified</u> and have their name removed from the ballot.      |
| September 9, 2021                                     | Any candidate eliminated during the Primary Election shall turn in a final financial disclosure report.  |
| October 26, 2021                                      | 2 <sup>nd</sup> Financial Disclosure due 7 days before the General Election; any candidate who does not meet this deadline will be <u>disqualified</u> and have their names removed from the ballot. |
| December 2, 2021                                      | 30 days after General Election; all final candidates shall submit their final financial disclosure report.   |

| <b>VOTER REGISTRATION DEADLINES 20A-2-102.5</b> |  |
|---|--|
| July 30, 2021                                   | Mail in form (post marked 11 days before Primary Election) |
| October 22, 2021                                | Mail in form (post marked 11 days before General Election) |

| <b>ELECTION DATES</b>     |  |
|---------------------------|--|
| August 10, 2021           | Primary Election (if needed)   |
| Tuesday August 24, 2021   | Municipal Primary Election Canvass<br>(Verification of election results) |
| Tuesday November 2, 2021  | General Election   |
| Tuesday November 16, 2021 | Municipal Election Canvass<br>(Verification of election results)         |

| <b>OATH OF OFFICE</b> |  |
|-----------------------|--|
| January 3, 2022       | Newly Elected Officials Oath of Office Ceremony, |



DAVIS COUNTY ELECTIONS



# candidate orientation

## Filed for office. What now?

- CANDIDATE RESOURCES
- KEY DEADLINES
- FINANCIAL REPORTING
- ELECTION PROCESSES
- QUESTION & ANSWERS

Join Us June 18th  
6 pm - 7 pm

Virtually or In Person  
Link will be provided to  
campaign email.

61 S Main St.  
Farmington  
801-451-3588

## **CAMPAIGN FILING**

**A City resident may become a candidate for a City Council seat by either:**

1. Declaring Candidacy with the City Manager/Recorder or Deputy Recorder (signing the form in person) **and** paying a \$25.00 fee; **or**,
2. Obtaining a Nomination Petition from the City Manager's office and getting 25 or more qualified signatures (Clinton residents 18 yrs of age or older) - **and** declaring Candidacy with the City Manager/Recorder or Deputy Recorder (signing the form in person) - **No Fee**.

**Declaration of Candidacy Forms or Nomination Petition** must be filed in person with the City Recorder at 2267 N 1500 W Clinton, Utah between the hours of 8am and 5pm. The Candidate Filing Period is from Tuesday June 1, 2021 to 5:00 p.m. on Monday June 7, 2021. (UCA 10-3-301)(5 days only!!).

## **PLEDGE OF FAIR CAMPAIGN PRACTICES**

The City Recorder shall provide each candidate that appears to meet the requirements of candidacy with a copy of the "Pledge of Fair Campaign Practices" (*See page 15*). Signing the pledge is voluntary. Signed pledges shall be kept on file in the office of the City Recorder for public inspection for 30 calendar days after the general election. (U.C.A.20A-9-206)

## **UTAH STATEWIDE ELECTRONIC VOTER INFORMATION WEBSITE - CANDIDATE PROFILE**

As directed in Utah Code § 20A-7-801, Utah's Lieutenant Governor hosts a statewide electronic voter information website. Candidates may submit statements of qualifications (up to 200 words) and certain biographical information for inclusion on the website. You can create an online profile page that will provide information about you to the voters at: <http://vote.utah.gov/>. Candidate profiles can be edited until the submission deadline. Once the deadline has passed, ***no changes may be made to a candidate's profile and no late submission will be accepted.*** (*See page 25 for full details.*) The Lt. Gov's office will review and approve candidate profile pages. This website is used by hundreds of thousands of voters every election to research candidates and locate their voting information.

|                  | SUBMISSION DEADLINE              |
|------------------|----------------------------------|
| Primary Election | June 28, 2021<br>Before 5 PM     |
| General Election | September 3, 2021<br>Before 5 PM |

## **FAQs**

### **Q: What is included in the profile?**

Photograph, 200 word statement, and certain biographical information.

### **Q: When is the profile available to the public?**

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

**Q: I can't find the email to edit my profile. What do I do?**

Check your email's junk or spam folder. If you cannot locate the email, contact the Lieutenant Governor's Office at 801-538-1041.

**Q: The website gives me an error message when I try to submit my profile. What can I do?**

If you uploaded a photograph, check the size of the photograph's file. If the file size is large (more than 1MB), simply upload a smaller image file. Some online websites offer free photo compression.

**MASTER BALLOT POSITION LIST**

In accordance with Utah Code §20A-6-305, election officers shall use the master ballot position list for the 2020-21 as established by the Lieutenant Governor's office to determine the order in which the candidates will be listed on the ballot. (*See the list on page 25.*)

**ELECTION DATES**

The City will hold a **Primary Election** on **Tuesday August 10, 2021** if there are more than five (5) candidates for City Council and/or three (3) candidates for Mayor. The four (4) City Council candidates and two (2) Mayoral candidates with the most votes from the Primary Election will then advance to the General Election. Regardless of whether there is a Primary Election in August, if there are more than three candidates for City Council and/or two for Mayor, the **General Election** will be held on **Tuesday November 2, 2021**.

**CAMPAIGN FINANCIAL REPORTING REQUIREMENTS**

All Clinton City municipal candidates are subject to financial disclosure requirements identified in Utah Code 10-3-208 and must submit campaign financial statements for each election (primary election and/or general election). The first disclosure is due 7 days before the election and the second disclosure is due 30 days after the election. Failure to submit disclosures by these deadlines will result in disqualification.

All campaign financial statements will be made available for viewing on the State website, [www.disclosures.utah.gov](http://www.disclosures.utah.gov).

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## **STATE OF UTAH 2021 MUNICIPAL FINANCIAL DISCLOSURE DATES**

Please note, these dates and deadlines *do not* take into account local financial disclosure ordinances.

***Candidates should check with their respective municipal clerk/recorder*** to ensure that they are in full compliance with their local financial disclosure ordinances.

***Campaign financial disclosures must be submitted by 5:00 PM on the due date.***

| <b>Report Due Date<br/>(by 5:00 PM)</b> | <b>Report includes transactions between</b>                                   | <b>Who this applies to</b>   |
|---|---|--|
| 08-03-2021                              | 01/01/2021 – 08/01/2021   | Candidates in a Primary  |
| 09-09-2021                              | 08/02/2021 – 09/08/2021   | Candidates eliminated at Primary   |
| 10-26-2021                              | 01/01/2021 – 10/25/2021 (no primary)<br>08/02/2021 – 10/25/2021 (won primary) | Candidates not in a Primary, or<br>Candidates who won Primary                                |
| 12-02-2021                              | 10/26/2021 – 12/2/2021  | Candidates in the General Election   |
| 30 days after<br>disqualification       | Varies, contact your<br>municipal clerk/recorder                              | Candidates who are disqualified<br>for failing to file a financial report<br>by the deadline |

**(See page 29-35 for report, details and dates).**

### **OATH OF OFFICE**

Newly elected officials are required to take an oath of office at 12:00 noon on the first Monday in January or as soon thereafter as possible.

*“I do solemnly swear that I will support, obey and defend the Constitution of the United States, and the constitution of the State of Utah, and that I will discharge the duties of my office with fidelity.”*

**(See page 27)**

### **ETHICS**

The State of Utah has enacted the “Municipal Officers’ and Employees’ Ethics Act” which establishes standards of conduct for elected and appointed officials. This information is located at: [UCA 10-3-1301 through 10-3-1312](#).

### **VOTE BY MAIL**

**The 2021 Clinton City Municipal Election will be conducted using Vote by Mail in coordination with the Davis County Clerk/Auditor. For more information on Vote by Mail & Voter Registration visit <https://www.co.davis.ut.us/clerk-auditor/elections>.**

**For those who wish to vote early, ballots can be dropped off in a secure drop box located in the parking lot of Clinton Recreation 1651 W 2300N.**

## **SIGN REGULATIONS**

**As identified in the Clinton City Code 24-4-1(17) Political and Campaign Signs shall meet the following requirements:**

(1) Political and Campaign Signs shall meet the following requirements:

(a) Posting on public right-of-way. It shall be unlawful for any person to post a campaign sign in a public right-of-way.

(b) Prior to posting of any campaign signs the candidate, a representative of the candidate or representative of the campaign shall provide to the Code Enforcement Officer the name and number of a contact person for the candidate or campaign.

(c) Posting time limits. It shall be unlawful for any person to post a campaign sign more than sixty (60) days prior to the Primary Election, and it shall be unlawful to fail to remove a campaign sign within five (5) days after the election. However, candidates that advance from a Primary Election to the General Election may leave their signs in place until the General Election. In elections where no Primary Election is required, campaign signs may be posted the day after the date the Primary Election would have occurred.

*History 5/12, 10/15*

(d) Limitation of number of campaign signs on a lot. No limit is established.

(e) Limitation of size of campaign signs. On any lot in any zone the maximum size of any one sign shall not be greater than sixteen (16) square feet. The maximum height of the sign may not exceed six (6) feet.

(f) Removal of illegal campaign signs. The Code Enforcement Officer or authorized agents are authorized to remove any campaign sign found posted within the corporate limits of the City when the sign is in violation of the provisions of this section. For the purpose of removing campaign signs, the Code Enforcement Officer or his authorized agents are empowered to take all steps necessary to remove the unauthorized sign including but not limited to enlisting the aid or assistance of any other department of the City and to secure legal process to the end that all the signs shall be expeditiously removed from any property where posted.

(g) Notice. Upon discovery, the Code Enforcement Officer or authorized agents shall immediately notify by telephone the candidate, committee or person responsible for the posting of any sign in violation of this section, indicating the location of the sign and that the sign must be removed immediately. If the address or phone number of the person responsible for the violating sign is not known the sign shall be removed under the provisions as set forth in § (f) above.

(h) Storage and return. If after the notice has been given under § (g) above, any campaign sign has not been removed, the Code Enforcement Officer or authorized agents shall remove the campaign sign and keep a record of the location from which the sign was removed. He/she shall store the sign in a safe location for at least thirty (30) days or until after the election whichever occurs first.

(i) Visual clearance triangle. No campaign signs shall be located in the visual clearance triangle located on corner lots. The visual clearance triangle is the triangular area at the corner performed by measuring a distance of forty (40) feet along both lot lines back from the point of intersection of the lines. Signs located within the visual clearance triangle may be removed under §(f) above without prior notice as required by § (g) above if determined to be a safety hazard.

(j) Public Property. Political and campaign signs shall not be placed on public property.

(k) Illegal signs, public nuisance. Campaign signs in violation of this section are hereby declared to be public nuisances, and may be abated as the by the City.

*History 5/04; 08/07, 7/09*

### **Related Sign Information**

**1) Parking of advertising vehicles prohibited.** No person shall park any vehicle or trailer on a public right-of-way or public property or on private property so as to be visible from a public right-of-way which has attached thereto or located thereon any sign or advertising device for the basic purpose of providing advertisement of products or directing people to a business or activity located on the same or nearby property.

**2) Public areas.** No sign, handbill or poster, advertisement or notice of any kind or sort, whether political or otherwise, shall be fastened, placed, painted or attached in any way in or upon any curbstone, lamp post, telephone pole, telegraph pole, electric light or power pole, hydrant, bridge, tree, rock, sidewalk or street, except when the sign is owned and erected by a public agency or erected by permission of an authorized public agency or required by law.

# EXHIBITS

*Public Records Disclaimer (Pg 11)*

*2021 Municipal Declaration of Candidacy Form (Pg 12)*

*Qualifications for Candidate Filing Affidavit (Pg 13)*

*Nomination Petition Form (Pg 14)*

*State Of Utah Pledge Of Fair Campaign Practices (UCA § 20a-9-206) (Pg 15)*

*How to Submit Your Candidate Profile (Pg 16)*

*2020 – 2021 Master Ballot Position List (Pg 18)*

*Oath of Office (Pg 19)*

*State of Utah 2021 Municipal Financial Disclosure Dates (Pg 20)*

*Campaign Finance Report Form (Pg 21)*

## **PUBLIC RECORD DISCLAIMER**

The information you provide on your declaration of candidacy, certificate of nomination, or affidavit of impecuniosity is a public record, and your information will be published, posted, or otherwise publicly accessible.

Utah Code §63G-2-305(52) allows you to make your residential and mailing address a protected record if you provide an alternate address or phone number. If you would like to make your residential and mailing address a protected record, please complete the following:

Yes, I would like to make my residential and mailing address on my declaration of candidacy, certificate of nomination, and/or affidavit of impecuniosity a protected record.

Name: \_\_\_\_\_

Please contact me using the alternate address or phone number:

Alternate Address: \_\_\_\_\_

OR

Alternative Phone Number: \_\_\_\_\_

# 2021 MUNICIPAL DECLARATION OF CANDIDACY

OF

*(Print name exactly as it is to be printed on the official ballot  
No amendments or modifications will be accepted after 5:00 PM on June 7, 2021.)*

For the office of \_\_\_\_\_ for the four-year term for the city of Clinton.

STATE OF UTAH      }  
                            : §  
COUNTY OF DAVIS      }

I, \_\_\_\_\_, being first sworn, say that I reside at \_\_\_\_\_

Street, City of \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_,

Zip Code \_\_\_\_\_, Telephone Number \_\_\_\_\_; that I am a registered voter; and that I am a candidate for the office of \_\_\_\_\_ (stating the term). I will meet the legal qualifications required of candidates for this office. If filing via a designated agent, I attest that I will be out of the state of Utah during the entire candidate filing period. I will file all campaign financial disclosure reports as required by law and I understand that failure to do so will result in my disqualification as a candidate for this office and removal of my name from the ballot. I request that my name be printed upon the applicable official ballots.

(Optional) I wish to classify my addresses listed above as a protected record. By doing so, you must provide an alternative address or phone number.

Alternative Address or Phone Number:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Candidate

*(Must be notarized or be signed in the presence of the filing officer.  
A designated agent may not sign on behalf of the candidate.)*

Subscribed and sworn to (or affirmed) before me by \_\_\_\_\_ on this  
\_\_\_\_\_ (month/day/year)

\_\_\_\_\_  
Notary Public (Clerk or other officer qualified to administer oath)

(Seal)

\_\_\_\_\_  
(City or town and Date)

\_\_\_\_\_  
(Date Received)

## **QUALIFICATIONS FOR CANDIDATE FILING AFFIDAVIT**

**Please read and initial:**

The filing officer read the constitutional and statutory requirements as listed above to me, and I meet those qualifications.

I understand that an individual who holds a municipal elected office may not, at the same time, hold a county elected office.

I agree to file all campaign financial disclosure reports, and I understand that failure to do so may result in my disqualification as a candidate for this office, possible fines and/or criminal penalties, including removal of my name from the ballot.

I received a copy of the Pledge of Fair Campaign Practices, and I understand that signing this pledge is voluntary.

I have provided a valid email or physical address if no email is available, and I understand this will be used for official communications and updates from election officials.

I understand I will receive all financial disclosure notices by email.

I prefer to also receive financial disclosure notices by mail at the following address: \_\_\_\_\_

I prefer to also receive financial disclosure notices by mail at the following address:  
\_\_\_\_\_

I understand that my name will appear on the ballot as it is printed on this declaration of candidacy, and that I may not make any amendments or modifications after 5:00 PM on June 7, 2021.

I have received a copy of Section 20A-7-801 regarding the Statewide Electronic Voter Information Website Program and its applicable deadline.

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*Signature of Candidate*

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*Date*

### **QUALIFICATIONS**

- Before the filing officer accepts any declaration of candidacy, the filing officer shall read to the candidate the constitutional and statutory requirements for candidacy, and the candidate shall state whether he/she fulfills the requirements. If the candidate indicates that he/she does not qualify, the filing officer may not accept his/her declaration of candidacy (Utah Code Section 20A-9-203).
- Registered Voter in the municipality in which the individual is elected\*
- Must have resided within the municipality for which the candidate is seeking office for the 12 consecutive months immediately before the date of the election.
- If the individual resides in a territory which was annexed into the municipality: must have resided within the annexed territory or the municipality the 12 consecutive months immediately before the date of the election.
- Pay filing fee, if one is required by municipal ordinance.
- Not convicted of a felony\*\*

\* Utah Code §20A-2-101 states: A registered voter (1) is a citizen of the United States; (2) is a resident of Utah; (3) will, on the date of that election, be at least 18 years old, (4) has been a resident of Utah for 30 days immediately before that election; (5) and is registered to vote.

\*\* Utah Code §20A-2-101.5 states: A person convicted of a felony loses the right to hold office until (1) all felony convictions have been expunged, OR (2) ten years have passed since the most recent felony conviction AND the person has paid all court-ordered restitution and fines AND the person has completed probation, been granted parole, or completed the term of incarceration associated with the felony.

## **NOMINATION PETITION**

The undersigned residents of Clinton City (being 18 years of age or older),  
hereby nominate \_\_\_\_\_  
(Print candidate's name as it is to appear on the ballot)  
to the office of \_\_\_\_\_ for the term of \_\_\_\_\_ years.

|    | <b>Signature of Resident</b> | <b>Address</b> | <b>Phone</b> |
|----|------------------------------|----------------|--------------|
| 1  |                              |                |              |
| 2  |                              |                |              |
| 3  |                              |                |              |
| 4  |                              |                |              |
| 5  |                              |                |              |
| 6  |                              |                |              |
| 7  |                              |                |              |
| 8  |                              |                |              |
| 9  |                              |                |              |
| 10 |                              |                |              |
| 11 |                              |                |              |
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| 13 |                              |                |              |
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| 16 |                              |                |              |
| 17 |                              |                |              |
| 18 |                              |                |              |
| 19 |                              |                |              |
| 20 |                              |                |              |
| 21 |                              |                |              |
| 22 |                              |                |              |
| 23 |                              |                |              |
| 24 |                              |                |              |
| 25 |                              |                |              |

The undersigned person who is submitting this petition to the municipal clerk or recorder further states the above named nominee is:

- 1) A United States Citizen at the time of filing;
- 2) A registered voter of the municipality;
- 3) Has resided within the municipality for 12 consecutive months immediately preceding the date of the election;
- 4) Is not a convicted felon who has lost the right to hold elective office.

Submitted by \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Received \_\_\_\_\_, 2021



## STATE OF UTAH PLEDGE OF FAIR CAMPAIGN PRACTICES

(UCA § 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 or 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

# How to SUBMIT YOUR CANDIDATE PROFILE

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The Lieutenant Governor's Office provides candidates with the opportunity to submit a candidate profile for the website, **VOTE.UTAH.GOV**. Your profile includes biographical information, a picture, and a short statement, and it will be available for voters to see.

## HOW DO I SUBMIT MY PROFILE?

1. Visit the website **VOTE.UTAH.GOV**. Select the button “Resources for Candidates, Political Groups & Parties” at the bottom of the page.
2. After being directed to a new page, select the option “Submit candidate profile.”
3. You will be directed to the UtahID portal. If you do not have a UtahID account, you must create one to proceed. If you already have a UtahID account, simply log into your account.
4. After creating your UtahID account, you will be prompted for a PIN number. To obtain a PIN number, select your name in the dropdown menu then check your email.
5. After selecting your name in the dropdown menu, you will receive an email with your PIN number. Your PIN number will be sent to the email address that you provided on your declaration of candidacy. It will not be sent to the email address of your UtahID account.
6. After receiving your PIN number, enter it into the website and click “Submit.”
7. After entering your PIN number, the website will prompt you to enter your candidate profile. After you are completed, click “Submit for Approval.” You have the ability to save and edit your profile *before* the deadline.

## WHEN DO I SUBMIT MY PROFILE?

You must submit your profile before the following deadlines:

- **Primary Election Profiles: Monday, June 28, 2021 at 5:00 PM (Mountain Time)**
- **General Election Profiles: Friday, September 3, 2021 at 5:00 PM (Mountain Time)**

Please note that these deadlines are established by law. As a result, late submissions and edits cannot be accepted.

*Do you need assistance with your candidate profile? Contact the Utah Lieutenant Governor's Office at (801) 538-1041 or [elections@utah.gov](mailto:elections@utah.gov).*

## **VOTER INFORMATION WEBSITE**

20A-7-801. Statewide Electronic Voter Information Website Program -- Duties of the lieutenant governor -- Content -- Duties of local election officials -- Deadlines -- Frequently asked voter questions -- Other elections.

(1) There is established the Statewide Electronic Voter Information Website Program administered by the lieutenant governor in cooperation with the county clerks for general elections and municipal authorities for municipal elections.

(2) In accordance with this section, and as resources become available, the lieutenant governor, in cooperation with county clerks, shall develop, establish, and maintain a state-provided Internet website designed to help inform the voters of the state of:

(a) the offices and candidates up for election; and

(b) the content, effect, operation, fiscal impact, and supporting and opposing arguments of ballot propositions submitted to the voters.

(3) Except as provided under Subsection (6), the website shall include:

(a) all information currently provided in the Utah voter information pamphlet under Chapter 7, Part 7, Voter Information Pamphlet, including a section prepared, analyzed, and submitted by the Judicial Performance Evaluation Commission describing the judicial selection and retention process;

(b) on the homepage of the website, a link to the Judicial Performance Evaluation Commission's website, judges.utah.gov;

(c) a link to the retention recommendation made by the Judicial Performance Evaluation Commission in accordance with Title 78A, Chapter 12, Part 2, Judicial Performance Evaluation, for each judicial appointee to a court that is subject to a retention election, in accordance with Section 20A-12-201, for the upcoming general election;

(d) all information submitted by election officers under Subsection (4) on local office races, local office candidates, and local ballot propositions;

(e) a list that contains the name of a political subdivision that operates an election day voting center under Section 20A-3a-703 and the location of the election day voting center;

(f) other information determined appropriate by the lieutenant governor that is currently being provided by law, rule, or ordinance in relation to candidates and ballot questions; and

(g) any differences in voting method, time, or location designated by the lieutenant governor under Subsection 20A-1-308(2).

(4) An election official shall submit the following information for each ballot under the election official's direct responsibility under this title:

(i) a list of all candidates for each office;

(ii) if submitted by the candidate to the election official's office before 5 PM no later than 45 days before the primary election or before 5 PM no later than 60 days before the general election:

(A) a statement of qualifications, not exceeding 200 words in length, for each candidate;

(B) the following current biographical information if desired by the candidate, current:

(I) age;

(II) occupation;

(III) city of residence;

(IV) years of residence in current city; and

(V) email address; and

(C) a single web address where voters may access more information about the candidate and the candidate's views; and

(iii) factual information pertaining to all ballot propositions submitted to the voters, including:

(A) a copy of the number and ballot title of each ballot proposition;

(B) the final vote cast for each ballot proposition, if any, by a legislative body if the vote was required to place the ballot proposition on the ballot;

(C) a complete copy of the text of each ballot proposition, with all new language underlined and all deleted language placed within brackets; and

(D) other factual information determined helpful by the election official.

(b) The information under Subsection (4)(a) shall be submitted to the lieutenant governor no later than one business day after the deadline under Subsection (4)(a) for each general election year and each municipal election year.

(c) The lieutenant governor shall:

(i) review the information submitted under this section, to determine compliance under this section, prior to placing it on the website;

(ii) refuse to post information submitted under this section on the website if it is not in compliance with the provisions of this section; and

(iii) organize, format, and arrange the information submitted under this section for the website.

(d) The lieutenant governor may refuse to include information the lieutenant governor determines is not in keeping with:

(i) Utah voter needs;

(ii) public decency; or

(iii) the purposes, organization, or uniformity of the website.

(e) A refusal under Subsection (4)(d) is subject to appeal in accordance with Subsection (5).

(5) A person whose information is refused under Subsection (4), and who is aggrieved by the determination, may appeal by submitting a written notice of appeal to the lieutenant governor before 5 PM within 10 business days after the date of the determination. A notice of appeal submitted under this Subsection (5)(a) shall contain:

(i) a listing of each objection to the lieutenant governor's determination; and

(ii) the basis for each objection.

(b) The lieutenant governor shall review the notice of appeal and shall issue a written response within 10 business days after the day on which the notice of appeal is submitted.

(c) An appeal of the response of the lieutenant governor shall be made to the district court, which shall review the matter de novo.

(6) The lieutenant governor shall ensure that each voter will be able to conveniently enter the voter's address information on the website to retrieve information on which offices, candidates, and ballot propositions will be on the voter's ballot at the next general election or municipal election.

(b) The information on the website will anticipate and answer frequent voter questions including the following:

(i) what offices are up in the current year for which the voter may cast a vote;

(ii) who is running for what office and who is the incumbent, if any;

(iii) what address each candidate may be reached at and how the candidate may be contacted;

(iv) for partisan races only, what, if any, is each candidate's party affiliation;

(v) what qualifications have been submitted by each candidate;

(vi) where additional information on each candidate may be obtained;

(vii) what ballot propositions will be on the ballot; and

(viii) what judges are up for retention election.

(7) As resources are made available and in cooperation with the county clerks, the lieutenant governor may expand the electronic voter information website program to include the same information as provided under this section for special elections and primary elections.

## **2020 – 2021 MASTER BALLOT POSITION LIST**

In accordance with Utah Code Section 20A-6-305, Utah Lieutenant Governor Deidre Henderson hereby establishes the Master Ballot Position List, establishes written procedures for election officials to use the Master Ballot Position List, establishes written procedures for the Lieutenant Governor in conducting the randomization in a fair manner, and provides a record of the random selection process used.

### **a. Master Ballot Position List**

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

### **b. Written procedures for election officials to use the master ballot position list.**

In accordance with Utah Code Section 20A-6-305, election officers shall use the master ballot position list for 2020-2021 to determine the order in which to list candidates on the ballot for any election held during those years.

To determine the order in which to list candidates on the ballot, the election officer shall apply the randomized alphabet as so:

- The candidate's surnames.
- If two or more candidates have surnames that begin with the same letter, the list shall be applied to each subsequent letter in the candidates' surnames.
- If two or more candidates have an identical surname, the list shall be applied to the candidates' given (first) names.
- The list shall be applied to the surnames of President and Governor Candidates for President/Vice President and Governor/Lieutenant Governor tickets, respectively.

The Master Ballot Position List does not apply for an office for which only one candidate is listed on the ballot or a judicial retention election under Section 20A-12-201.

### **c. Written procedures for the Lieutenant Governor in conducting the randomization in a fair manner and record of the random selection process used.**

The Lieutenant Governor's Office conducted the randomization process by using Microsoft Excel and following these procedures:

1. Each letter was associated with a random number between 0 and 1 by using the RAND() function in Microsoft Excel.
2. The Office selected how many times the RAND() functions would be randomized by simulating the rolling of two dice. This was done by using a RANDBETWEEN(2,12) function in Microsoft Excel, which selects a random number between 2 and 12 (2 and 12 are inclusive).
3. The RANDBETWEEN function provided the number 2, and the Office randomized the RAND() functions 2 times.
4. After the RAND() functions were randomized 2 times, the values associated with each letter were permanently copied by pasting the formulas' values.
5. After the values were permanently retained, the Office sorted the values by SMALLEST TO LARGEST. This also rearranged the order of the associated letters.
6. After sorting, the order of the letters is the 2020-2021 Master Ballot Position List.

The randomization was done on Friday, March 27, 2020 on the video conference platform, GoToMeeting. Notice of the meeting was posted on the Office's Twitter account and on the Utah Public Notice Website. The recording of the meeting will be posted on the Utah Elections YouTube channel: <https://www.youtube.com/user/utahel>

## OATH OF OFFICE

STATE OF UTAH )  
 )ss  
COUNTY OF DAVIS)

**Signed:** \_\_\_\_\_

*Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, A.D. of \_\_\_\_\_.*

---

*Notary Public*

*My Commission Expires:* \_\_\_\_\_

# **STATE OF UTAH 2021 MUNICIPAL FINANCIAL DISCLOSURE DATES**

Please note, these dates and deadlines *do not* take into account local financial disclosure ordinances.

***Candidates should check with their respective municipal clerk/recorder*** to ensure that they are in full compliance with their local financial disclosure ordinances.

***Campaign financial disclosures must be submitted by 5:00 PM on the due date.***

| <b>Report Due Date<br/>(by 5:00 PM)</b> | <b>Report includes transactions between</b>                                   | <b>Who this applies to</b>   |
|---|---|--|
| 08-03-2021                              | 01/01/2021 – 08/01/2021   | Candidates in a Primary  |
| 09-09-2021                              | 08/02/2021 – 09/08/2021   | Candidates eliminated at Primary   |
| 10-26-2021                              | 01/01/2021 – 10/25/2021 (no primary)<br>08/02/2021 – 10/25/2021 (won primary) | Candidates not in a Primary, or<br>Candidates who won Primary                                |
| 12-02-2021                              | 10/26/2021 – 12/2/2021  | Candidates in the General Election   |
| 30 days after<br>disqualification       | Varies, contact your<br>municipal clerk/recorder                              | Candidates who are disqualified<br>for failing to file a financial report<br>by the deadline |

More information about Municipal Elections is available on the City web site, [www.clintoncity.net](http://www.clintoncity.net) or by contacting the City Recorder at 801-614-0700.

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## CAMPAIGN FINANCIAL REPORT

To: Dennis W. Cluff, Clinton City Recorder

For: \_\_\_\_\_  
*Full Name of Candidate*

Street Address Clinton City UT 84015  
City State Zip

Name of Office: \_\_\_\_\_  
(Mayor or City Council)

1. Total contributions greater than \$500.00 (Total from Form A) \$ \_\_\_\_\_
2. Aggregate total of contributions of \$500.00 or less \$ \_\_\_\_\_
3. Total campaign expenses (Total from Form B) \$ \_\_\_\_\_
4. Balance at the end of the reporting period \$ \_\_\_\_\_

*I do solemnly swear that the information contained herein is true and accurate and reflects a complete record of my campaign contributions and expenditures for this reporting period.*

*Candidate Signature*

*Date Signed*

ITEMIZED CONTRIBUTION REPORT (Form "A")

## ITEMIZED EXPENDITURE REPORT (FORM "B")

| Date of<br>Expenditure | Person or Organization<br>To Whom Expenditure was made | Mailing Address & Zip Code | Amount of<br>Expenditure |
|------------------------|--|----------------------------|--------------------------|
|                        |  |                            |                          |
|                        |  |                            |                          |
|                        |  |                            |                          |
|                        |  |                            |                          |
|                        |  |                            |                          |

(If additional space is needed, use blank paper and list information in the above format and file with this report)

## Campaign Finance Statutes: Municipal Candidates

### **10-3-208. Campaign finance disclosure in municipal election.**

(1) Unless a municipality adopts by ordinance more stringent definitions, the following are defined terms for purposes of this section:

(a) "Agent of a candidate" means:

- (i) a person acting on behalf of a candidate at the direction of the reporting entity;
- (ii) a person employed by a candidate in the candidate's capacity as a candidate;
- (iii) the personal campaign committee of a candidate;
- (iv) a member of the personal campaign committee of a candidate in the member's capacity as a member of the personal campaign committee of the candidate; or
- (v) a political consultant of a candidate.

(b) "Anonymous contribution limit" means for each calendar year:

- (i) \$50; or
- (ii) an amount less than \$50 that is specified in an ordinance of the municipality.

(c)

(i) "Candidate" means a person who:

- (A) files a declaration of candidacy for municipal office; or
- (B) receives contributions, makes expenditures, or gives consent for any other person to receive contributions or make expenditures to bring about the person's nomination or election to a municipal office.

(ii) "Candidate" does not mean a person who files for the office of judge.

(d)

(i) "Contribution" means any of the following when done for political purposes:

- (A) a gift, subscription, donation, loan, advance, or deposit of money or anything of value given to a candidate;
- (B) an express, legally enforceable contract, promise, or agreement to make a gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value to the candidate;

(C) any transfer of funds from another reporting entity to the candidate;

(D) compensation paid by any person or reporting entity other than the candidate for personal services provided without charge to the candidate;

(E) a loan made by a candidate deposited to the candidate's own campaign; and

(F) an in-kind contribution.

(ii) "Contribution" does not include:

(A) services provided by an individual volunteering a portion or all of the individual's time on behalf of the candidate if the services are provided without compensation by the candidate or any other person;

(B) money lent to the candidate by a financial institution in the ordinary course of business; or

(C) goods or services provided for the benefit of a candidate at less than fair market value that are not authorized by or coordinated with the candidate.

(e) "Coordinated with" means that goods or services provided for the benefit of a candidate are provided:

(i) with the candidate's prior knowledge, if the candidate does not object;

(ii) by agreement with the candidate;

(iii) in coordination with the candidate; or

(iv) using official logos, slogans, and similar elements belonging to a candidate.

(f)

(i) "Expenditure" means any of the following made by a candidate or an agent of the candidate on behalf of the candidate:

(A) any disbursement from contributions, receipts, or from an account described in Subsection (3)(a)(i);

(B) a purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value made for political purposes;

(C) an express, legally enforceable contract, promise, or agreement to make any purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value for a political purpose;

(D) compensation paid by a candidate for personal services rendered by a person without charge to a reporting entity;

(E) a transfer of funds between the candidate and a candidate's personal campaign committee as defined in Section 20A-11-101; or

(F) goods or services provided by a reporting entity to or for the benefit of the candidate for political purposes at less than fair market value.

(ii) "Expenditure" does not include:

(A) services provided without compensation by an individual volunteering a portion or all of the individual's time on behalf of a candidate; or

(B) money lent to a candidate by a financial institution in the ordinary course of business.

(g) "In-kind contribution" means anything of value other than money, that is accepted by or coordinated with a candidate.

(h)

- (i) "Political consultant" means a person who is paid by a candidate, or paid by another person on behalf of and with the knowledge of the candidate, to provide political advice to the candidate.
- (ii) "Political consultant" includes a circumstance described in Subsection (1)(h)(i), where the person:
  - (A) has already been paid, with money or other consideration;
  - (B) expects to be paid in the future, with money or other consideration; or
  - (C) understands that the person may, in the discretion of the candidate or another person on behalf of and with the knowledge of the candidate, be paid in the future, with money or other consideration.
- (i) "Political purposes" means an act done with the intent or in a way to influence or tend to influence, directly or indirectly, any person to refrain from voting or to vote for or against any candidate or a person seeking a municipal office at any caucus, political convention, or election.

(j) "Reporting entity" means:

- (i) a candidate;
- (ii) a committee appointed by a candidate to act for the candidate;
- (iii) a person who holds an elected municipal office;
- (iv) a party committee as defined in Section 20A-11-101;
- (v) a political action committee as defined in Section 20A-11-101;
- (vi) a political issues committee as defined in Section 20A-11-101;
- (vii) a corporation as defined in Section 20A-11-101; or
- (viii) a labor organization as defined in Section 20A-11-1501.

(2)

(a) A municipality may adopt an ordinance establishing campaign finance disclosure requirements for a candidate that are more stringent than the requirements provided in Subsections (3), (4), and (5).

(b) The municipality may adopt definitions that are more stringent than those provided in Subsection (1).

(c) If a municipality fails to adopt a campaign finance disclosure ordinance described in Subsection (2)(a), a candidate shall comply with financial reporting requirements contained in Subsections (3), (4), and (5).

(3)

(a) Each candidate:

- (i) shall deposit a contribution in a separate campaign account in a financial institution; and
- (ii) may not deposit or mingle any campaign contributions received into a personal or business account.

(b) In a year in which a municipal primary is held, each candidate who will participate in the municipal primary shall file a campaign finance statement with the municipal clerk or recorder no later than seven days before the day described in Subsection 20A-1-201.5(2).

(c) Each candidate who is not eliminated at a municipal primary election shall file with the municipal clerk or recorder a campaign finance statement:

- (i) no later than seven days before the day on which the municipal general election is held; and
- (ii) no later than 30 days after the day on which the municipal general election is held.

(d) Each candidate for municipal office who is eliminated at a municipal primary election shall file with the municipal clerk or recorder a campaign finance statement within 30 days after the day on which the municipal primary election is held.

(4) Each campaign finance statement described in Subsection (3) shall:

(a) except as provided in Subsection (4)(b):

- (i) report all of the candidate's itemized and total:
  - (A) contributions, including in-kind and other nonmonetary contributions, received up to and including five days before the campaign finance statement is due, excluding a contribution previously reported; and
  - (B) expenditures made up to and including five days before the campaign finance statement is due, excluding an expenditure previously reported; and
- (ii) identify:
  - (A) for each contribution, the amount of the contribution and the name of the donor, if known; and
  - (B) for each expenditure, the amount of the expenditure and the name of the recipient of the expenditure; or

(b) report the total amount of all contributions and expenditures if the candidate receives \$500 or less in contributions and spends \$500 or less on the candidate's campaign.

(5) Within 30 days after receiving a contribution that is cash or a negotiable instrument, exceeds the anonymous contribution limit, and is from a donor whose name is unknown, a candidate shall disburse the amount of the contribution to:

- (a) the treasurer of the state or a political subdivision for deposit into the state's or political subdivision's general fund; or
- (b) an organization that is exempt from federal income taxation under Section 501(c)(3), Internal Revenue Code.

(6)

(a) A municipality may, by ordinance:

- (i) provide an anonymous contribution limit less than \$50;
- (ii) require greater disclosure of contributions or expenditures than is required in this section; and
- (iii) impose additional penalties on candidates who fail to comply with the applicable requirements beyond those imposed by this section.

(b) A candidate is subject to the provisions of this section and not the provisions of an ordinance adopted by the municipality under Subsection (6)(a) if:

- (i) the municipal ordinance establishes requirements or penalties that differ from those established in this section; and
- (ii) the municipal clerk or recorder fails to notify the candidate of the provisions of the ordinance as required in Subsection (7).

(7) Each municipal clerk or recorder shall, at the time the candidate for municipal office files a declaration of candidacy, and again 14 days before each municipal general election, notify the candidate in writing of:

- (a) the provisions of statute or municipal ordinance governing the disclosure of contributions and expenditures;
- (b) the dates when the candidate's campaign finance statement is required to be filed; and
- (c) the penalties that apply for failure to file a timely campaign finance statement, including the statutory provision that requires removal of the candidate's name from the ballot for failure to file the required campaign finance statement when required.

(8) Notwithstanding any provision of Title 63G, Chapter 2, Government Records Access and Management Act, the municipal clerk or recorder shall:

- (a) make each campaign finance statement filed by a candidate available for public inspection and copying no later than one business day after the statement is filed; and
- (b) make the campaign finance statement filed by a candidate available for public inspection by:

- (i) posting an electronic copy or the contents of the statement on the municipality's website no later than seven business days after the statement is filed; and
- (ii) verifying that the address of the municipality's website has been provided to the lieutenant governor in order to meet the requirements of Subsection 20A-11-103(5); or
- (iii) submitting a copy of the statement to the lieutenant governor for posting on the website established by the lieutenant governor under Section 20A-11-103 no later than two business days after the statement is filed.

(9)

- (a) If a candidate fails to timely file a campaign finance statement required under Subsection (3), the municipal clerk or recorder shall inform the appropriate election official who:

- (i) shall:
- (A) 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
- (B) if removing the candidate's name from the ballot is not practicable, inform the voters by any practicable method that the candidate has been disqualified and that votes cast for the candidate will not be counted; and
- (ii) may not count any votes for that candidate.

- (b) Notwithstanding Subsection (9)(a), a candidate who timely files each campaign finance statement required under Subsection (3) is not disqualified if:

- (i) the statement details accurately and completely the information required under Subsection (4), except for inadvertent omissions or insignificant errors or inaccuracies; and
- (ii) the omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.

- (c) A candidate for municipal office who is disqualified under Subsection (9)(a) shall file with the municipal clerk or recorder a complete and accurate campaign finance statement within 30 days after the day on which the candidate is disqualified.

(10) 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.

(11)

- (a) A private party in interest may bring a civil action in district court to enforce the provisions of this section or an ordinance adopted under this section.
- (b) In a civil action under Subsection (11)(a), the court may award costs and attorney fees to the prevailing party.

## NOTES