

COUNTY OF MUSKEGON
NANCY A. WATERS, COUNTY CLERK

Election/Campaign Finance
990 Terrace St., 1st Floor
Muskegon, MI 49442

Ph: 231-724-6425
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co.muskegon.mi.us/clerk

**FILING REQUIREMENTS FOR
MUSKEGON COUNTY COMMISSIONER**

DISTRICTS 1 – 9 FILE WITH MUSKEGON COUNTY CLERK

Republican, Democratic and Libertarian Party Candidates:

Republican, Democratic and Libertarian Party candidates must file partisan nominating petitions **OR** a \$100 filing fee, no later than **4:00 p.m. on Tuesday, April 24, 2018.**

Republican, Democratic and Libertarian Party candidates who submit a valid filing for office will be placed on the August 7, 2018 Primary Election ballot.

Candidates Without Political Party Affiliation:

Candidates without political party affiliation must file qualifying petitions no later than **4:00 p.m. on Thursday, July 19, 2018.** Candidates without political party affiliation **may not** file a \$100 filing fee in lieu of qualifying petitions.

AFFIDAVIT OF IDENTITY REQUIRED OF ALL CANDIDATES

All candidates must submit an Affidavit of Identity when filing for office. Under Public Act 394 of 1984, a candidate who fails to file an Affidavit of Identity as required cannot be placed on the ballot. PA 217 of 1999 requires any candidate filing an Affidavit of Identity to state on the form that at the date the affidavit was executed all statements, reports, late filing fees, and fines required of the candidate or any candidate committee organized to support the candidate's election under the Michigan Campaign Finance Act have been filed or paid. Therefore, a candidate may not have any outstanding notices of failure to file or late fees with any filing official in the state.

A person becomes a candidate under the Campaign Finance Act on the date he or she:

- files a nominating petition, a filing fee or an affidavit of candidacy; **or**
- receives a contribution or makes an expenditure, or gives consent to someone else to receive a contribution or make an expenditure with a view to bringing about the individual's nomination or election to an elective office; **or**
- is nominated for an elective office by a political party caucus or convention.

CANDIDATE WITHDRAWAL

Republican/Democratic/Libertarian candidates: Friday, April 27, 2018 by 4:00 p.m.
Candidates without party affiliation: Monday, July 23, 2018 by 4:00 p.m.

CAMPAIGN FINANCE

All candidates are required to comply with the Campaign Finance Act filing requirements.
Information is available in our office Monday through Friday from 8:00 a.m. to 4:45 p.m.

Or visit the link below:

http://www.michigan.gov/sos/0,4670,7-127-1633_8723---,00.html

COUNTY COMMISSIONER QUALIFICATIONS

Must be at least 18 years of age and a qualified registered elector of the district by the filing deadline.

PETITION SIGNATURE REQUIREMENTS

Petition signature requirements are based on population of the district according to the 2010 census.

REPUBLICAN, DEMOCRATIC & LIBERTARIAN

Partisan Nominating

Petition

Min: 20

Max: 50

NO PARTY

AFFILIATION

Qualifying Petition

Min: 60

Max: 150

FILING REQUIREMENTS FOR WRITE-IN CANDIDATES

A candidate who wishes to seek the Republican, Democratic or Libertarian Party nomination to the office of County Commissioner with write-in votes must file a Declaration of Intent with the appropriate filing official no later than 4:00 p.m. on Friday, July 27, 2018.

A candidate who wishes to seek election with no party affiliation to the office of County Commissioner with write-in votes must file a Declaration of Intent with the appropriate filing official no later than 4:00 p.m. on Friday, October 26, 2018.

QUESTIONS

If you have any questions regarding filing for County Commissioner, please do not hesitate to contact: clerk@co.muskegon.mi.us

Muskegon County Clerk

990 Terrace Street

Muskegon, MI 49442

(231) 724-6425

AFFIDAVIT OF IDENTITY AND RECEIPT OF FILING

PLEASE COMPLETE SECTIONS I, II, III AND IV BELOW (Print or Type) – See Reverse Side for Important Notifications

OFFICE USE ONLY	Received by _____ Reviewed by _____ Jurisdiction/District of Office Sought _____	No. of Petition Sheets or Receipt No _____ Date of Filing _____ CFR I.D. No. _____
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I. CANDIDATE IDENTIFICATION

Name _____ Birth date _____ / _____ / _____
(Last) (First) (Middle) (Month) (Day) (Year)

Have you changed your name within the last 10 years for reasons other than marriage? Yes No

If yes, enter full former name here (See "Section A" on reverse) _____

I WISH TO HAVE MY NAME APPEAR ON THE BALLOT AS PRINTED BELOW (Please print upper & lower case - nicknames/titles not permitted. See "Sec. B" on reverse.)

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Residence Address (Street Address, City, Zip Code): _____ Mailing Address (See "Section C" on reverse): _____
(Street Address) (Street Address)

(City) (Zip) (City) (Zip)

Phone (_____) _____ Email _____ Website _____

City Township of _____ Precinct # (required) _____ and Ward # (if any) _____

County of _____ Resident of County for _____ years. Resident of Michigan for _____ years.

I am a citizen of the United States: Yes No

I am registered and qualified to vote at the address listed above: Yes No

II. OFFICE SOUGHT

Office Title: _____

Date of Election: Primary Election * _____ / _____ / _____ General Election _____ / _____ / _____ Recall
(Month) (Day) (Year) (Month) (Day) (Year)

If a partisan office, list political party* _____ District/Circuit # (if applicable) _____
(Note: If filing a Qualifying Petition list "No Party Affiliation")

Term of Office Regular Term Partial Term → Expiring _____ / _____ / _____
(Month) (Day) (Year)

Judicial Candidates Only (See "Section D" on reverse)* Incumbent Position Non-Incumbent Position New Judgeship

III. FILER'S ACKNOWLEDGMENT – This filing contains the following (check all that apply):

- Nominating or Qualifying Petitions (Estimated number of signatures: _____)
- Filing Fee of \$100.00 (if applicable)
- Certification of Party Nomination and Certificate of Acceptance (if applicable)*
- Affidavit of Constitutional Qualification (judicial candidates only)*
- Affidavit of Candidacy (incumbent judicial candidates only)*

If nominating petitions are filed:

Destroy petitions in January

Return petitions in January

IV. CAMPAIGN FINANCE COMPLIANCE STATEMENT AND ATTESTATION

• By signing this affidavit, I swear (or affirm) that the facts I have provided are true. I further swear (or affirm) that the facts contained in the statement set forth below are true. (See Section "E" on reverse for further information.)

At this date, all statements, reports, late filing fees, and fines due from me or any Candidate Committee organized to support my election to office under the Michigan Campaign Finance Act, PA 388 of 1976, have been filed or paid.

• I acknowledge that making a false statement in this affidavit is perjury – a felony punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both. (MCL 168.558, 933 and 936)

SIGNATURE OF CANDIDATE

Subscribed and sworn to before me on the _____ Name of Notary _____
(Day)

of _____ Notary Public, State of Michigan, County of _____
(Month) (Year) My commission expires _____
 Acting in the County of _____

 Signature of notary public

*Not applicable to School Board Candidates

AFFIDAVIT OF IDENTITY

All candidates seeking elective office in Michigan must submit an Affidavit of Identity (two copies) when filing. A candidate who fails to file Affidavits of Identity as required is ineligible to appear on the ballot (MCL 168.558 as amended under PA 163 of 2002).

A. CHANGE OF NAME

Michigan election law, MCL 168.558, stipulates that a candidate who is "not using a name, whether a given name, a surname, or otherwise, that is not a name that he or she was given at birth" must indicate his or her full former name on the Affidavit of Identity. The requirement to indicate a name change on the Affidavit of Identity does *not* apply if:

- The candidate's name was formally changed 10 or more years ago.
- The candidate's name was changed in a Certificate of Naturalization issued by a federal district court 10 or more years ago.
- The candidate's name was changed because of marriage.
- The candidate's name was changed through divorce to a "legal name by which the individual was previously known."

Michigan election law provides that a candidate required to indicate a name change on the Affidavit of Identity must be listed on the ballot "with his or her current name and former name as prescribed by the Secretary of State." (MCL 168.560b)

B. APPEARANCE OF NAME ON BALLOT

Michigan election law provides the following stipulations regarding the manner in which a candidate can have his or her name printed on the ballot:

- A candidate "may specify that both his or her given name and middle name, or only a middle name, shall appear on the ballot."
- A candidate "may specify that either an initial or a recognized diminutive for the candidate's given name or middle name, or for both, shall appear on the ballot."
- A candidate may *not* use a "nickname that is not a recognized diminutive of the candidate's given name or middle name" on the ballot.
- A married person may *not* use his or her spouse's given name, middle name or a diminutive of his or her spouse's given name or middle name on the ballot.
- A candidate may specify a name that constitutes a common law name in accordance with Michigan Department of State Guidelines.

C. MAILING ADDRESS

A candidate who wishes to receive communications from the Michigan Department of State's Bureau of Elections at an address other than his or her residential address should enter a "mailing address" where indicated. (Note: A candidate may list a P.O. Box for his or her "mailing address"; a candidate may *not* list a P.O. Box for his or her residential address.)

If a "mailing address" is listed, it will be shown on the candidate listings prepared and distributed by the Bureau. If a "mailing address" is *not* listed, the candidate's residential address will be shown on the candidate listings prepared and distributed by the Bureau. All candidate listings prepared by the Bureau are posted on the Bureau's website for public access.

D. JUDICIAL CANDIDATES

Place a check in the box before "Incumbent Position" if the candidate is seeking a judicial office for which the incumbent is seeking reelection. Place a check in the box before "Non-Incumbent Position" if the candidate is seeking a judicial office for which the incumbent is *not* seeking reelection. Place a check in the box before "New Judgeship" if the candidate is seeking a newly created judicial seat.

E. CAMPAIGN FINANCE ACT COMPLIANCE STATEMENT

Do not sign or submit this affidavit unless you are able to agree with the facts set forth in the "Campaign Finance Compliance Statement" which appears under Section IV on the reverse side of this form. If you need information on your current compliance status under the Michigan Campaign Finance Act, contact the Michigan Department of State's Bureau of Elections and/or the appropriate county clerks as necessary.

Candidates who are exempt from Michigan's Campaign Finance Act are limited to those individuals who seek 1) the office of U.S. Senator or U.S. Representative in Congress 2) a precinct delegate position and 3) a school board position in a district with a pupil count of 2,400 or less. (School board position exemption does not apply if candidate spends or receives over \$1,000.00 for election.)

For information concerning your campaign finance filing obligations, the following resources are provided:

- Candidates running for a federal position should contact the Federal Election Commission, 999 E. Street, NW, Washington, DC 20463. Toll free line: 800.424.9530. Website: www.fec.gov
- Candidates running for a state or judicial position should contact the Michigan Department of State's Bureau of Elections, PO Box 20126, Lansing, Michigan 48901-0726. Phone (517)373-2540. Website: www.michigan.gov/elections
- Candidates running for a local position should contact their local County Clerk's office.

F. WITHDRAWAL OF FILING

Candidates who wish to withdraw a filing submitted for an elective office must submit a written withdrawal statement to their filing official no later than the third day after the applicable filing deadline.

For more information regarding filing for office, visit the Michigan Department of State – Bureau of Elections website at www.michigan.gov/elections and click on Information for Candidates or use the QR code to the right.





ORIGINAL OR AMENDED
STATEMENT OF ORGANIZATION FORM FOR CANDIDATE COMMITTEES

Information on this form is made public.

1. Committee ID #:	*2. Type of Filing: <input type="checkbox"/> Original: <input type="checkbox"/> Amendment to items:	Eff. Date:
*3. Full Name of Committee (must include Candidate's first and last name):		
*4a. Candidate Full Name: Last Name	First Name	M.I.
*4b. Political Party (if applicable):	*4c. County of Residence:	
*4d. Office Sought:	*4e. District/Circuit # or Jurisdiction:	
*5. Date Committee was Formed:		
*6a. Committee Phone:	6b. Committee Fax #:	
*6c. Committee Primary Email Address:	6d. Committee Website Address:	
*7a. Complete Committee Mailing Address (May be PO Box):		
*7b. Complete Committee Street Address (May not be PO Box):		
*8. Treasurer Name and Complete Address:		
Phone #:	Email Address:	
9. Designated Record Keeper Name and Complete Address:		
Phone #:	Email Address:	
*10. REPORTING WAIVER REQUEST:		
<input type="checkbox"/> YES, I/We WANT TO APPLY FOR THE REPORTING WAIVER. The committee does not expect to receive or expend in excess of \$1,000 in an <u>election</u> . I/We understand that if the committee does not spend or received in excess of \$1,000 in an <u>election</u> , the committee does not owe Pre, Post, Quarterly and Annual Campaign Statements. I/We further understand that the Reporting Waiver will be automatically lost if the committee exceeds the \$1,000 threshold and all required campaign statements must be filed. <u>A Reporting Waiver does not exempt a committee from filing Late Contribution Reports.</u>		
<input type="checkbox"/> NO, I/We DO NOT WANT TO APPLY FOR THE REPORTING WAIVER. The committee expects to receive or expend in excess of \$1,000 in an <u>election</u> . I/We understand that the committee owes Pre, Post, Quarterly and Annual Campaign Statements even if the committee does not spend or receive in excess of \$1,000 in an <u>election</u> . I further understand that the Reporting Waiver cannot be requested retroactively to avoid filing requirements and to avoid paying late filing fees. Further information regarding Reporting Waivers can be found in <u>Appendix C</u> of the Committee Manual.		
*11. Name and Address of Depositories or Intended Depositories of committee funds. (Michigan Bank, Credit Union or Savings & Loan Association) While this item must be completed, an account does not have to be opened until the first contribution is received.		
*Official Depository (name and address):		
Secondary Depository (name and address):		
12. <input type="checkbox"/> This item applies only to Gubernatorial Candidate Committees: Check if this committee intends to seek qualifying contributions or make qualifying expenditures.		
13. ELECTRONIC FILING: This item applies to committees that file with the Michigan Department of State Bureau of Elections only and does not apply to Candidate Committees that file with the County Clerk's office.		
<input type="checkbox"/> Committee spent or received or expects to spend or receive in excess of \$5,000 and is required to file electronically.		
<input type="checkbox"/> Committee did not spend or receive or does not expect to spend or receive in excess of \$5,000 and would like to file electronically voluntarily. Further information regarding Electronic Filing can be found in <u>Appendix D</u> of the Committee Manual.		
14. Verification: I/We certify that all reasonable diligence was used in the preparation of the above statement and that the contents are true, accurate and complete to the best of my/our knowledge or belief. If filing campaign statements electronically, we further agree that the signatures below shall serve as the signatures that verify the accuracy and completeness of each statement filed electronically by the committee. I/We certify that all reasonable diligence will be used in the preparation of each statement electronically filed by this committee and that the contents of each statement will be true, accurate and complete to the best of my/our knowledge or belief. (Sign Name and Date)		
*Candidate:	Date:	*Current Treasurer
*Designated Record Keeper (If Applicable)		Date:

**INSTRUCTIONS FOR COMPLETING THE STATEMENT OF ORGANIZATION FOR CANDIDATE COMMITTEES
STATE LEVEL COMMITTEES FILE THIS FORM ELECTRONICALLY**

WHEN TO FILE THIS FORM

As soon as an individual becomes a "candidate" under Michigan's Campaign Finance Act, P.A. 388 of 1976, as amended, he or she has 10 calendar days to form a Candidate Committee. After the committee's formation date, the candidate has an additional 10 calendar days to register the committee. A candidate registers a Candidate Committee by filing a Statement of Organization form with his or her filing official. A person becomes a candidate under the Campaign Finance Act on the date he or she:

- files a nominating petition, a filing fee or an affidavit of candidacy; or
- receives a contribution or makes an expenditure, or gives consent to someone else to receive a contribution or make an expenditure with a view to bringing about the individual's nomination or election to an elective office; or
- is nominated for an elective office by a political party caucus or convention.

Candidates exempted from Statement of Organization Filing Requirements:

- A candidate who seeks a precinct delegate position is not required to file a Statement of Organization.
- A candidate who seeks a school board position in a school district with a pupil membership count of 2,400 or less AND receives or spends \$1,000.00 or less for the election is not required to file a Statement of Organization.

NOTE: The information contained on the Statement of Organization must be kept up-to-date. If a change in the information takes place, an Amended Statement of Organization must be filed no later than the due date of the first Campaign Statement required of the committee after the change.

WHERE TO FILE THIS FORM

Offices that file with the County Clerk's Office:

- A candidate for a county, city, township, village, public school board, community college board or other local elective office is required to file two copies of this form with the clerk for the county in which the candidate resides.

EXCEPTION: A local candidate whose district crosses county boundaries is required to file this form with the clerk of the county where the greatest number of voters eligible to vote on the office resides.

Offices that file with the Michigan Department of State's Bureau of Elections file this form electronically:

- A candidate for Governor, Lt. Governor, Secretary of State, Attorney General, State Senate, State Representative, State Board of Education, University of Michigan Regent, Michigan State University Trustee, Wayne State University Governor, Michigan Supreme Court, Court of Appeal, Circuit Court, District Court, Probate Court and Municipal Court is required to file two copies of this form with the Michigan Department of State, Bureau of Elections, Post Office Box 20126, Lansing, Michigan 48901-0726. Office location: Richard H. Austin Building, 1st Floor, 430 West Allegan Street, Lansing Michigan 48918. Phone: (517)373-2540

INSTRUCTIONS

Type or clearly print in ink all information requested on the Statement of Organization form. Each entry on the form is discussed below.

Note: If filing an Original Statement of Organization, all fields preceded with an * are required fields.

- ITEM 1:** On the original Statement of Organization, leave this item blank. An identification number will be assigned to the committee by the filing official. If an identification number has been assigned to the committee, enter it in Item 1.
- * ITEM 2:** Indicate whether this is an Original Statement of Organization or an Amendment to a Statement of Organization already on file. On an Amendment, list the number of the item(s) affected and the date the change took place. Item 1, Item 3, Item 14 and all affected item(s) are required fields on an Amendment.
- * ITEM 3:** Enter the committee's official name. **The committee name must include the candidate's first and last name.**
- * ITEM 4a:** Enter the candidate's full name.
- * ITEM 4b:** If the office sought by the candidate is a partisan office, enter the candidate's party affiliation.
- * ITEM 4c:** Enter the candidate's county of residence.
- * ITEM 4d:** Enter name of the office sought by the candidate.
- * ITEM 4e:** Enter the district number or jurisdiction (county, city, township, village, school district) served by the office.
- * ITEM 5:** Enter the date the committee was formed. This form must be received by your filing official within **10 calendar days** after the committee's formation date. A late filing fee of \$10.00 per business day is assessed if this form is filed late.
- * ITEM 6a:** Enter the committee's telephone number.
- ITEM 6b:** Enter the committee's fax number.
- * ITEM 6c:** Enter the committee's primary e-mail address. This is a required field for state level filers and will be used to contact the committee.
- * ITEM 7a:** Enter the committee's mailing address. A post office box is acceptable. All mail from the filing official will be directed to the committee's mailing address.
- * ITEM 7b:** Enter the committee's street address. A post office box is not acceptable. (List the candidate's or treasurer's home address if no other address is available.)
- * ITEM 8:** Enter the full name (last name, first name, middle initial), mailing address, telephone number and e-mail address of the committee's treasurer. The candidate may serve as the committee's treasurer. A committee treasurer must be listed in this item.
- ITEM 9:** Enter the full name, (last name, first name, middle initial) telephone number and e-mail address of the designated record keeper if the committee has one. This is the person, other than the treasurer, who will be responsible for the committee's records and Campaign Statement filings. If the committee's treasurer will personally handle these responsibilities, leave this item blank. An individual designated in this item may sign Campaign Statements in place of the treasurer, but does not have the authority to sign a Statement of Organization form in place of the treasurer.
- * ITEM 10: Reporting Waiver Request.**
- Select "**YES, I/We WANT TO APPLY FOR THE REPORTING WAIVER**" if the committee does not expect to receive or spend more than \$1,000 for any single election. The committee does not owe Pre, Post, Quarterly and Annual Campaign Statements as long as the committee does not receive or spend more than \$1000. **This option must be selected to obtain the Reporting Waiver.**
 - Select "**NO, I/We DO NOT WANT TO APPLY FOR THE REPORTING WAIVER**" if the committee expects to receive or expend in excess of \$1,000 in an election. This means that the committee owes Pre, Post, Quarterly and Annual Campaign Statements even if the committee does not spend or receive in excess of \$1,000 in an election.
Election means primary, general, special or millage election, or a convention or caucus of a political party held in this state to nominate a candidate. Election also includes a recall vote.
- * ITEM 11:** Enter the name and address of the Michigan bank, savings and loan association or credit union that the committee now uses, intends to use or would use as its "official depository". While this item must be completed, an account does not have to be opened until the first contribution is received. Enter the name and addresses of any "secondary depositories" the committee uses or intends to use. A secondary depository may be used only for the deposit of contributions; it may not be used for committee expenditures.
- ITEM 12:** Applies to gubernatorial candidates only.
- ITEM 13:** Read this section carefully and check the appropriate box. Committees filing with the county clerk's office, skip to Item 14.
- * ITEM 14:** Enter names where indicated. This form must be signed and dated by the candidate, the committee's treasurer and designated recordkeeper. If the candidate is serving as the committee's treasurer, the candidate signs once on the line for the candidate's signature.