

City/School **Form**

# Candidate's Declaration of Intention **CS**

## **BALLOT INFORMATION:**

1. Name - exactly as it will appear on the ballot (include ALL punctuation):

2. City:

3a. Offices sought \_\_\_\_\_

3b. District no. \_\_\_\_\_

4. Term: Regular \_\_\_\_\_ Unexpired \_\_\_\_\_

## **OFFICE INFORMATION:**

5. For mailing purposes, indicate preferred title: Mr. Mrs. Ms. 6. Date filed \_\_\_\_\_

7. Residential address (street or rural route) \_\_\_\_\_

8. City \_\_\_\_\_ 9. County \_\_\_\_\_ 10. Zip code \_\_\_\_\_

11. Mailing address (if different) \_\_\_\_\_

12. Telephonenumber: Home \_\_\_\_\_ Work \_\_\_\_\_

## **CANDIDATE STATEMENT & SIGNATURE:**

I declare that I intend to become a candidate for the above-stated office at the appropriate election.

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

## **ATTESTATION:**

\_\_\_\_\_  
*County Election Officer  
or City Clerk*

\_\_\_\_\_  
*Deputy Election Officer*



**IF YOU ANTICIPATE RECEIVING OR EXPENDING \$1000 IN THE PRIMARY, EXCLUSIVE OF THE CANDIDATE FILING FEE, OR \$1,000 IN THE GENERAL ELECTION, THIS FORM MAY NOT BE USED.**

AFFIDAVIT OF EXEMPTION  
FROM FILING RECEIPTS AND EXPENDITURES REPORTS  
BY A CANDIDATE FOR LOCAL OFFICE

**Instructions.** This form may be used by the any candidates for office in cities of the 2<sup>nd</sup> or 3<sup>rd</sup> class, school boards, or a township who qualifies for the exemption. It must be filed with your County Election Officer prior to the ninth day before the Primary Election. (Not later than ten (10) days after becoming a candidate.) These candidates need not appoint a treasurer, but must maintain records required by K.S.A. 25-904. **Please print or type.**

A. Name of Candidate \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone \_\_\_\_\_ Business Telephone \_\_\_\_\_

Office Sought \_\_\_\_\_ District No. \_\_\_\_\_

B. Affidavit:

State of Kansas }  
County of Chautauqua }

I, \_\_\_\_\_ do swear (or affirm) that:

1. The information in Item A above is true and correct;
2. I intend to expend, contract to expend or have expended on my behalf an aggregate amount or value of less than one thousand dollars (\$1000) in the primary election period; and
3. I intend to receive or have received on my behalf (including amounts contributed by myself) contributions of an aggregate amount or value of less than one thousand dollars (\$1000) in the primary election period; and
4. I understand that the payment of my filing fee or the receipt of funds to pay my filing fee are not included in the limitations set forth in paragraphs 2 & 3; and
5. I intend to expend, contract to expend or have expended on my behalf an aggregate amount or value of less than one thousand dollars (\$1000) in the general election period; and
6. I intend to receive or have received on my behalf (including amounts contributed by myself) contributions of an aggregate amount or value of less than one thousand dollars (\$1000) in the general election period; and
7. If contributions are received or expenditures made (actual or contractual) in excess of any of the amounts set out above, I shall within three (3) days of the date of such excess file all past due Receipts and Expenditures Reports and shall file all such future reports on the dates required by K.S.A. 25-4148. (K.S.A. 25-4174)

\_\_\_\_\_  
(Date) (Signature of Candidate)

Subscribed and sworn to (affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(seal)

(Notary Public)

My Appointment Expires \_\_\_\_\_, 20\_\_\_\_.



**APPOINTMENT OF  
TREASURER OR CANDIDATE COMMITTEE FORM  
FOR CANDIDATE FOR LOCAL OFFICE**

This is an (Check one)

☐

Initial Appointment

☐

Amended Statement

**CANDIDATE**

(Please Type or Print)

Name		
Street		
City	County	Zip Code
Home Telephone	Business Telephone	
Office Sought	District No.	

**TREASURER**

Date Appointed		
Name		
Address		
City	Zip Code	
Home Telephone	Business Telephone	

**OR CANDIDATE COMMITTEE**

Date Appointed		
Chairperson's Name		
Address		
City	Zip Code	
Home Telephone	Business Telephone	
Treasurer's Name		
Address		
City	Zip Code	
Home Telephone	Business Telephone	

**SIGNATURE**

"I declare that this statement has been examined by me and to the best of my knowledge and belief is true, correct and complete. I understand that the intentional failure to file this document or intentionally filing a false document is a class A misdemeanor."

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

\_\_\_\_\_  
(Signature of Candidate)

**SEE REVERSE SIDE FOR INSTRUCTIONS**

## **INSTRUCTIONS**

This form must be completed by each candidate for local office and filed with your County Election Officer. A candidate must appoint a treasurer, or in lieu thereof a candidate committee, not later than ten (10) days after becoming a candidate. This form must be filed not later than ten (10) days following such appointment. Also, a new form must be filed whenever there is a change in treasurers or other information previously reported.

For further information contact:      Kansas Governmental Ethics Commission  
109 West 9th, Suite 504  
Topeka, Kansas 66612  
Ofc 785-296-4219  
Fax 785-296-2548

# SSI Instruction, Guide & Form

## Definitions

**“Business”** means any corporation, association, partnership, proprietorship, trust, joint venture, and every other business interest, including ownership or use of land for income.

**“Candidate for Local Office”** means any candidate for nomination or election to any elective office of a governmental subdivision.

**“Compensation”** means any money, thing of value or economic benefit conferred on, or received by, any person in return for services rendered, or to be rendered, by that person or another.

**“Governmental Subdivision”** means any city, county, township, school district, drainage district or other governmental subdivision of the state having authority to receive or hold public moneys or funds.

**“Preceding Calendar Year”** has its usual meaning, except that in the case of candidates and individuals newly appointed to office or employment, it means the 12 months immediately preceding a required filing date.

## Who Shall File and When

Statement of substantial interests shall be filed by the following individuals at the time specified:

- By a candidate for local office who becomes a candidate on or before the filing deadline for the office, not later than 10 days after the filing deadline, unless before that time the candidacy is officially declined or rejected.
- By a candidate for local office who becomes a candidate after the filing deadline for that office, within five days of becoming a candidate, unless within that period the candidacy is officially declined or rejected.
- By an individual appointed between January 1 and April 30 to fill a vacancy in an elective office of a governmental subdivision, between April 15 and April 30, inclusive of that year.
- By an individual appointed after April 30 of any year to fill a vacancy in elective office of a governmental subdivision, within 15 days after the appointment.
- By an individual holding an elective office of a governmental subdivision, between April 15 and April 30, inclusive, of any year if, during the preceding calendar year, any change occurred in the individual's substantial interests.

## Section Guide to Form

**A\_B NAME & POSITION:** Self explanatory.

**C OWNERSHIP INTERESTS:** The value or percentage of a business interest is to be determined at the time of the required filing. The value assigned to a holding is the fair market value. Ownership of stocks and shares including traded and closely held stocks shall constitute legal or equitable interests for the purpose of this section. In addition, all retirement accounts and mutual funds must be listed. In reporting retirement accounts and mutual funds, include the name of the entity that holds the retirement plan assets or mutual funds and not the specific holdings of that plan, unless the holdings are specifically owned in the individual's name. (See Governmental Ethics Commission

Opinion 2000-52.) Business interests include, among other things, property held for rental, farming, commercial purposes and ownership of mineral rights. Also included are businesses operated out of your home. The address reported for land without a street address should include the rural route, town and state or township, county and state. **For the purpose of this section, certificates of deposit, bank savings or checking accounts in a savings and loan, shares in a credit union, life insurance policies, annuities which are not part of a retirement plan, notes, bonds, debentures and mortgages need not be disclosed under this provision.**

**D GIFTS IN THE FORM OF GOODS OR SERVICES:** If a gift is received for which the value is unknown, you are required to list the donor. You are not required to list the donor of a gift (1) if the gift or bequest was received as the result of the death of the donor; (2) if the gift was from a spouse, parent, grandparent, sibling, aunt or uncle; or (3) if acting as a trustee of a trust for the benefit of another.

**E COMPENSATION:** The disclosure required under this section shall include the name and address of the business or combination of businesses, the type of business and a description of whether the compensation was received by the individual, the individual's spouse, or both. The receipt of interest, dividends and mineral royalties does not constitute "compensation" as defined in K.S.A. 75-4301a(i), and those matters need not be reported under this provision; however, ownership interests concerning these items may need to be reported under section "C".

**F OFFICER OR DIRECTOR OF AN ORGANIZATION OR BUSINESS:** The disclosure under this section shall include the name and address of the business or organization and the position held. A person holding the position of administrator or executor of an estate shall not be considered reportable under this section. The holding of a position of officer or director of an organization or business includes for profit and nonprofit organizations.

**G RECEIPT OF FEES AND COMMISSION:** The disclosure under this section shall include the name and address of the client or customer and a description of whether the fees or commissions were received by the individual, the individual's spouse, or both. In the case of a partnership, it is the partner's proportionate share of the business, and hence of the fee, which is significant, without regard to expenses of the partnership. An individual who receives a salary as opposed to portions of fees or commissions is generally not required to report under this provision.

[Click here for Statement of Substantial Interests Local Form](#)



## **STATEMENT OF SUBSTANTIAL INTERESTS FOR LOCAL OFFICE**

**INSTRUCTIONS.** This statement must be completed by each person required to do so by K.S.A. 75-4301a. Upon completion, mail or hand deliver your completed statement to the office where you filed your declaration of candidacy. If appointed to fill a vacancy in a local elective office, file this form where your predecessor filed for office.

**PLEASE TYPE OR PRINT**

**A. IDENTIFICATION:**

Last Name	First Name	MI
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Spouse's Name
---------------

Number & Street Name, Apartment Number, Rural Route, or P.O. Box Number
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City, State, Zip Code
-----------------------

Home Phone
------------

Business Phone
----------------

**B. OFFICE SOUGHT, HELD OR APPOINTED TO:**

List Name of Office
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Position	District
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**CONTINUED ON NEXT PAGE**

<i>Date received (Official use only)</i>
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- C. **OWNERSHIP INTERESTS:** List any corporation, partnership, proprietorship, trust, joint venture and every other business interest, including land used for income, and specific stocks, mutual funds or retirement accounts in which either you or your spouse has owned within the preceding 12 months a legal or equitable interest exceeding \$5,000 or 5%, whichever is less. Please attach additional pages if necessary to complete this section.  
If you have nothing to report in Section "C", check here \_\_\_\_.

	BUSINESS NAME AND ADDRESS	TYPE OF BUSINESS	DESCRIPTION OF INTERESTS HELD	HELD BY WHOM
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

- D. **GIFTS IN THE FORM OF GOODS OR SERVICES:** List any person, business or combination of businesses from which you or your spouse either individually or collectively, have received in the preceding 12 months, without reasonable and valuable consideration, goods or services having an aggregate value of \$500 or more.  
If you have nothing to report in Section "D", check here \_\_\_\_.

	NAME OF PERSON OR BUSINESS FROM WHOM GIFT RECEIVED	ADDRESS	RECEIVED BY:
1.			
2.			
3.			

**E. RECEIPT OF COMPENSATION:** List all places of employment in the last calendar year, and any other businesses from which you or your spouse received \$2,000 or more in compensation (salary, thing of value, or economic benefit conferred on you or your spouse in return for services rendered, or to be rendered), which was reportable as taxable income on your federal income tax returns.

**1. YOUR PLACE(S) OF EMPLOYMENT OR OTHER BUSINESS IN THE PRECEDING CALENDAR YEAR.**

If you have nothing to report in Section "E"1, check here \_\_\_\_.

	NAME OF BUSINESS	ADDRESS	TYPE OF BUSINESS
1.			
2.			

**2. SPOUSE'S PLACE(S) OF EMPLOYMENT OR OTHER BUSINESS IN THE PRECEDING CALENDAR YEAR.**

If you have nothing to report in Section "E"2, check here \_\_\_\_.

	NAME OF BUSINESS	ADDRESS	TYPE OF BUSINESS
1.			
2.			

**F. OFFICER OR DIRECTOR OF AN ORGANIZATION OR BUSINESS:** List any organization or business in which you or your spouse hold a position as officer, director, associate, partner or proprietor at the time of filing, irrespective of the amount of compensation received for holding such position. Please insert additional pages if necessary to complete this section.

If you have nothing to report in Section "F", check here \_\_\_\_.

	BUSINESS NAME AND ADDRESS	POSITION HELD	HELD BY WHOM
1.			
2.			
3.			
4.			
5.			

- G. RECEIPT OF FEES AND COMMISSIONS:** List each client or customer who paid fees or commissions to a business or combination of businesses from which fees or commissions you or your spouse received an aggregate of \$2,000 or more in the preceding calendar year. *The phrase "client or customer" relates only to businesses or the combination of businesses.* In the case of a partnership, it is the partner's proportionate share of the business, and hence of the fee, which is significant, without regard to the expenses of the partnership. An individual who receives a salary as opposed to portions of fees or commissions is generally not required to report under this provision. Please insert additional pages if necessary to complete this section.
- If you have nothing to report in Section "G", check here \_\_\_\_.

	NAME OF CLIENT / CUSTOMER	ADDRESS	RECEIVED BY
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

**H. DECLARATION:**

I, \_\_\_\_\_, declare that this statement of substantial interests (including any accompanying pages and statements) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of all of my substantial interests and other matters required by law. I understand that the intentional failure to file this statement as required by law or intentionally filing a false statement is a class B misdemeanor.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Making Statement

NUMBER OF ADDITIONAL PAGES \_\_\_\_.



## Authorized and Appointed Poll Agents

There are two types of poll agents, and the qualifications are different for each:

- **Authorized** poll agents are persons authorized by law to act as poll agents because of the position they hold;
- **Appointed** poll agents are persons appointed by authorized poll agents to act as poll agents.

Persons holding the following positions are automatically authorized by law to serve as poll agents:

- Chairpersons of state and county party committees;
- Chairpersons of committees concerned with question submitted elections;
- Candidates;
- Precinct committee persons;
- Write-in candidates who have filed affidavits of write-in candidacy.

Any person named above may use this form to designate one appointed poll agent per polling place.

## Appointment

Appointments must be filed with the county election office by mail, hand delivery, fax or electronic method before the person may act as a poll agent.

## Statement of Appointment

Person Making Appointment

Position

Appointee's Name (Poll Agent)

By the authority vested in me, I have appointed the bearer of this certificate to be a poll agent for the

\_\_\_\_\_ election to be held in \_\_\_\_\_  
Type of Election

County of Jurisdiction

on Election Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

SIGN IN THIS BOX

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month Day Year

**!** See page 2 for Poll Agent Rules

## Poll Agent Rules

DOWNLOAD THIS FORM AT [WWW.SOS.KS.GOV](http://WWW.SOS.KS.GOV)

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### **MUST**

- Carry the appointment form and produce it upon request by an election officer.
- Act in accordance with policies adopted by the county election officer and the supervising judge at the polling place.
- Comply with state laws and regulations and local rules applicable to poll agents
- Wear a badge identifying them as an observer.
- If acting as an appointed poll agent, be a registered Kansas voter or a member of a candidate's family.

### **MAY**

- Observe the voting process at the polling place where appointed.
- Observe the canvass.
- Request to be shown a ballot at the original canvass on election day.
- If acting as an appointed poll agent, be as young as 14 years of age.

### **MAY NOT**

- Approach within three feet of a voting booth or a table used by an election board.
- Touch or handle a ballot.
- Participate in the administration of ballots or ballot counting.
- Hinder or obstruct any voter when entering or exiting a polling place or while voting.
- Hinder or obstruct an election board in the performance of its duties.