

State of Utah

2018 Candidate Manual

A guide for federal, legislative, and state board of education candidates



**Office of the Utah Lieutenant Governor,
Spencer J. Cox**

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Address: Utah State Capitol
350 North State Street, Suite 220
PO Box 142325
Salt Lake City, Utah 84114
Phone: (801) 538-1041
Email: elections@utah.gov

What's in this manual?

(Online version: click on any section to jump to it)

Getting Started	3
About this manual & additional assistance	3
Qualifications for office	4
Selecting your path to become a candidate	5
Partisan Candidates: Convention Path	6
Step 1: Get to know the convention system	6
Step 2: Declare candidacy	7
Step 3: Attend your party's convention	8
Partisan Candidates: Gathering Signatures Path	9
Step 1: Determine your signature requirement	9
Step 2: Declare intent to gather signatures	10
Step 3: Gather signatures	10
Step 4: Declare candidacy	12
Step 5: Submit petition signatures for review	13
Unaffiliated Candidates	16
Step 1: Determine your signature requirement & obtain petition template	16
Step 2: Gather signatures	17
Step 3: Submit signatures for verification	18
Step 4: Submit the verified signatures & declare candidacy	18
Write-in Candidates	21
State Board of Education Candidates	22
Campaign Finance and Reporting (for legislative & state board of education candidates only)	24
Opening a campaign bank account	24
Contributions	24
Expenditures	26
Reporting schedule & deadlines	27
How to report campaign finances	28
When to start and stop reporting finances	31
Penalties & fines	32
Other Useful Information	34
How to submit your candidate profile & biography	34
Campaign regulations	36
Important election dates	38
County clerk contact information	39

Getting Started

Disclaimer

This guide is not a substitute for Utah State Code, and it is not intended to be a comprehensive or an authoritative statement of law. For further legal information, please consult Utah State Code or other appropriate legal resources. If any inconsistency exists between this publication and statute, the statutory language governs.

The contents of this guide are subject to change by legislative or judicial action. The contents of this manual are also for the exclusive use of U.S. Senate, U.S. House, legislative, and state board of education candidates. All instructions for partisan candidates within this guide are for Qualified Political Party (QPP) candidates.

About this manual & additional assistance

Congratulations on deciding to run for political office in Utah! Running for office is exhilarating, but the requirements can also be complicated and difficult to navigate — particularly if you are new to the process.

This manual is designed to help you adhere to all campaign laws and complete the required steps in order to become an official candidate. If this manual does not answer all of your questions, please use the resources below:

Utah Lieutenant Governor's Office



(801) 538-1041



elections@utah.gov



vote.utah.gov & elections.utah.gov



Utah State Capitol
350 North State Street, Suite 220
PO Box 142325
Salt Lake City, UT 84114

County Clerk's Office ([page 39](#))

Utah State Constitution & Code (le.utah.gov)

Utah Political Parties:

Constitution Party (constitutionpartyofutah.com) (435-363-4453)

Democratic Party (utahdemocrats.org) (801-328-1212)

Green Party (greenpartyutah.com)

Independent American Party (utahiap.org)

Libertarian Party (libertarianutah.org) (801-565-0894)

Republican Party (utah.gop) (801-533-9777)

United Utah Party (unitedutah.org)

Qualifications for office

Before you begin campaigning, meeting voters, or collecting campaign donations, you must ensure you meet certain requirements to hold office. Review the table below to determine whether you meet the requirements of the office you plan to seek.

Office	Age	Residency	Citizenship	Other Qualifications	Term
U.S. Senate	30	Resident of the U.S. for 14 years; resident of Utah when elected	U.S. citizen for 9 years	-	6 years
U.S. House of Representatives	25	Resident of Utah when elected	U.S. citizen for 7 years	-	2 years
Utah State Senate	25	Resident of Utah for 3 years; 6 months living in the Senate district prior to the last day of filing	U.S. Citizen	Qualified voter ¹ ; not convicted of a felony ² ; cannot hold any public office of profit or trust ³	4 years
Utah State House of Representatives	25	Resident of Utah for 3 years; 6 months living in the House district prior to the last day of filing	U.S. Citizen	Qualified voter ¹ ; not convicted of a felony ² ; cannot hold any public office of profit or trust ³	2 years
State Board of Education	18	1 year living in the School Board district prior to the last day of filing	U.S. Citizen	Qualified voter ¹ ; never convicted of a felony ² ; never convicted of a grievous sexual offense against a child (see Utah Code 76-1-601)	4 years

¹ A qualified voter meets the following requirements:

- Citizen of the United States;
- At least 18 years old and a resident of Utah for 30 days on the date of the election; and
- Registered to vote in Utah.

² An individual convicted of a felony loses the right to hold office until all felony convictions have been expunged OR they meet all of the following requirements:

- 10 years have passed since their most recent felony conviction;
- They paid all court-ordered restitution and fines; and
- They completed probation, granted parole, or completed the term of incarceration associated with the felony.

³ No person holding any public office of profit or trust under authority of the United States, or of this State, shall be a member of the Legislature: provided that appointments in the State Militia, and the offices of notary public, justice of the peace, United States commissioner, and postmaster of the fourth class, shall not, within the meaning of this section, be considered offices of profit or trust (see Utah Constitution Article VI, Section 6).

Selecting your path to become a candidate

You have several paths from which to select to become a candidate. If you want to be a partisan (political party) candidate, you have 3 options:

1. Participate in your political party's caucus and convention system.
2. Gather signatures from voters.
3. Participate in your political party's caucus and convention system *and* gather signatures from voters.

If you prefer not to be a partisan candidate, you can be an unaffiliated candidate or a write-in candidate. An unaffiliated candidate's name appears on the ballot, but a write-in candidate's name does not appear on the ballot. State Board of Education offices are non-partisan. Below is a simple chart that illustrates the basic requirements for each path. If you're reading this online, click anywhere on a section below to jump to the requirements.

Partisan Candidates			Non-Partisan Candidates		
Convention Path (Pages 6-8)	Gathering Signatures Path (Pages 9-15)	Convention & Gathering Signatures Path (Pages 6-15)	Unaffiliated Candidates (Pages 16-20)	Write-in Candidates (Page 21)	State Board of Education Candidates (Pages 22-23)
<ol style="list-style-type: none"> 1. Get to know the convention system 2. Declare candidacy 3. Attend your party's convention 4. Primary election 	<ol style="list-style-type: none"> 1. Determine your signature requirement 2. Declare intent to gather signatures 3. Gather signatures 4. Declare candidacy 5. Submit petition signatures for review 6. Primary election 	<ol style="list-style-type: none"> 1. Get to know the convention system 2. Determine your signature requirements 3. Declare intent to gather signatures 4. Gather signatures 5. Declare candidacy 6. Submit petition signatures for review 7. Attend your party's convention 8. Primary election 	<ol style="list-style-type: none"> 1. Determine your signature requirement & obtain petition template 2. Gather signatures 3. Submit signatures for verification 4. Submit the verified signatures & declare candidacy 5. General election 	<ol style="list-style-type: none"> 1. Declare candidacy 2. General election 	<ol style="list-style-type: none"> 1. Declare candidacy 2. Primary Election

(Online version: click anywhere on a section above to jump to the requirements)

Partisan Candidates: Convention Path

The convention system is one path partisan candidates can take to get their name on the primary election ballot. If you select this path, you must complete 3 steps:

- **Step 1:** Get to know the convention system (continue reading this page).
- **Step 2:** Declare candidacy between March 9, 2018 and 5:00 p.m. on March 15, 2018 ([page 7](#)).
- **Step 3:** Attend your party's convention ([page 8](#)).

Step 1: Get to know the convention system

1 Caucus Meetings

A caucus is a neighborhood meeting of a political party's members. Caucuses are typically held in March. During the meeting, caucus members select representatives from the caucus to attend either the county or state convention. These representatives are known as delegates.

2 County & State Conventions

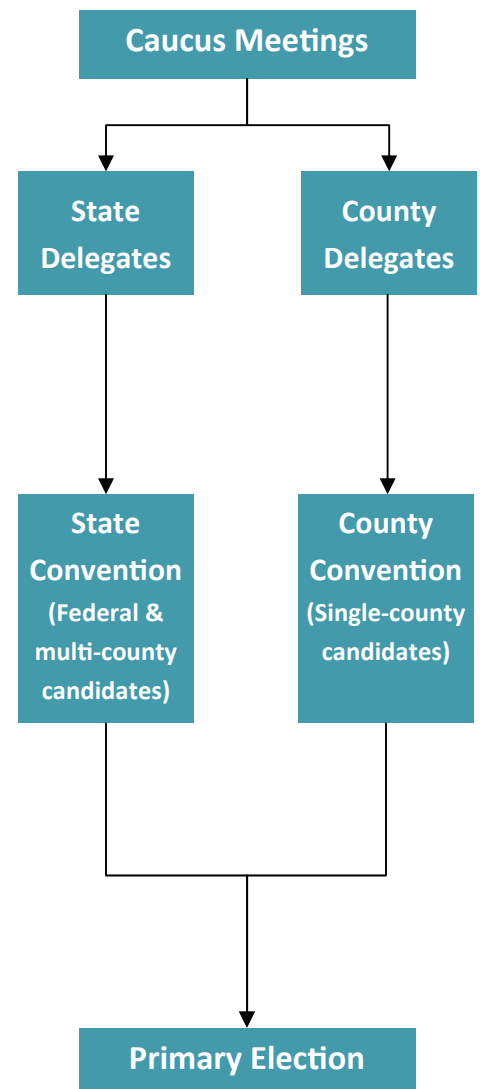
Delegates gather at the party's conventions to nominate candidates.

Delegates at the county convention vote for candidates for county and legislative offices that lie entirely within one county.

Delegates at the state convention vote for candidates for federal and legislative offices that are located within multiple counties.

3 Primary Election

Candidates who receive a certain percentage of delegates' votes will be nominated and their name will be placed on the primary election ballot. The Primary Election will be held on Tuesday, June 26, 2018.



Step 2: Declare candidacy

All candidates must declare candidacy with their filing officer. If you choose to gather signatures in addition to participating in your party's convention, you do not need to declare candidacy twice.

When do I declare candidacy?

You must declare candidacy between Friday, March 9, 2018 and 5:00 p.m. on Thursday, March 15, 2018. Late declarations cannot be accepted.

Where do I declare candidacy?

Federal candidates file in-person with the Lieutenant Governor's Office. All other candidates, regardless of whether they are multi- or single-county candidates, file in-person with the county clerk of their county of residence.

What paperwork do I need to submit?

You must submit the forms listed below to declare candidacy. Your filing officer will make these forms available during the filing period. After you declare candidacy, your declaration forms will be posted on elections.utah.gov.

- *Declaration of Candidacy Form*. This requires your name, contact information, party, and an indication whether you will go through convention, gather signatures, or both. You will be required to write your name *exactly* as you would like it printed on the ballot. You may also provide your campaign's email address, website, and Twitter handle.
- *Financial Disclosure/Conflict of Interest Form*. This is required for legislative candidates. This requires information about your employment, business activities, and financial interests. It may take some time to complete, so you may want to complete this form beforehand.
- *Pledge of Fair Campaign Practices (optional)*. This is a pledge to conduct your campaign according to the statements outlined in the pledge.

What fees do I need to pay?

You must pay a filing fee when you declare candidacy. The table to the right lists the filing fee for each office.

If you are unable to pay due to financial hardship, you may file an affidavit of impecuniosity. The filing officer may ask you to provide evidence of your inability to pay and then determine whether the fee will be waived.

Office	Filing Fee
U.S. Senate	\$1,355.00
U.S. House of Representatives	\$485.00
State Senator	\$111.43
State House of Representatives	\$80.71

What if I can't declare
candidacy in person?

If you are located outside of Utah during the entire declaration of candidacy period, you can designate another individual to file your declaration paperwork on your behalf. Our signature must be notarized on the declaration of candidacy—your designated agent cannot sign for you.

In order to file on your behalf, the designated agent must file your paperwork in-person with your filing officer during the declaration period. The designated agent must also use an electronic device that allows you and the filing officer to hear and see each other (e.g., Skype, Facetime) when you declare candidacy.

Step 3: Attend your party's convention

Which convention
do I attend?

If you are a candidate for a legislative office that is located entirely within a single county, you will likely attend your party's county convention.

If you are a candidate for federal or multi-county legislative office you will likely attend your party's statewide convention.

Not sure if the district is multi-county or single-county? Refer to the Legislature's website, le.utah.gov.

When are
conventions held?

County conventions are typically held between late March and mid-April. State conventions are typically held in late April after the county conventions. Contact your party (refer to [page 3](#)) to determine the exact date of your convention.

Are there other
requirements?

Your party's constitution or bylaws may require you to perform additional steps to qualify for the convention. You should contact your party (refer to [page 3](#)) to determine if any additional steps exist.

Partisan Candidates: Gathering Signatures Path

Gathering voters' signatures is one path partisan candidates can take to get their name on the primary election ballot. If you select this path, you must complete 5 steps:

- **Step 1:** Determine your signature requirement (continue reading this page).
- **Step 2:** Declare intent to gather signatures between January 2, 2018 and 5:00 p.m. on March 15, 2018 ([page 10](#)).
- **Step 3:** Begin gathering signatures ([page 10](#)).
- **Step 4:** Declare candidacy between March 9, 2018 and 5:00 p.m. on March 15, 2018 ([page 12](#)).
- **Step 5:** Submit petition signatures at least 2 weeks before your convention ([page 13](#)).

Step 1: Determine your signature requirement

How many signatures do I need to gather?

The number of signatures you need to gather depends on the office you are seeking. The table below outlines signature requirements:

Office	Valid Signatures Required
U.S. Senate	28,000
U.S. House of Representatives	7,000
Utah State Senate	2,000
Utah House of Representatives	1,000

A good rule of thumb is to collect more signatures than what is required because not every signature you collect will be valid.

Who can sign my petitions?

All signers must meet the following requirements in order for their signature to be considered valid:

- Registered to vote in Utah (or will be registered before the signature is verified by the election officer).
- Live in the district or area of the office you are seeking.
- Allowed to vote in your party's primary election.
- Did not sign a petition for another candidate running for the same office.

Utah law prohibits voters from signing a petition for more than one candidate per office. If a voter signs two separate candidate petitions for the same office, the candidate who submits the signature first will receive credit for the signature.

Step 2: Declare intent to gather signatures

Before you begin to gather signatures, you must declare an intent to gather signatures. You may not collect any signatures before filing this notice. Declaring your intent is not the same as declaring for candidacy.

When do I declare my intent?

You must declare your intent to gather signatures between January 2, 2018 and 5:00 p.m. on March 15, 2018. Late submissions cannot be accepted.

Where do I declare my intent?

Federal candidates file with the Lieutenant Governor's Office. All other candidates, regardless of whether they are multi- or single-county candidates, file with the county clerk of their county of residence.

How do I declare my intent?

You need to submit one form to declare your intent to gather signatures. Your filing officer will make this form available during the filing period. Your form will be posted on elections.utah.gov. There is no fee to declare your intent.

Once you submit your form, the filing officer will provide you with instructions and 3 documents to compile your petition packets:

- Petition cover sheet (Microsoft Word format)
- Petition signature sheet (PDF format)
- Petition verification sheet (PDF format)

Please note that these petition materials differ from those of unaffiliated candidate petitions. Do not use unaffiliated candidate petitions.

Step 3: Gather signatures

You may begin gathering signatures after you file your declaration of intent to gather signatures. The first thing to do is compile your petition packets.

Barcodes on petition materials

You will notice there is a barcode on your petition packet materials. These unique barcodes are linked to you, so do not use or share petition materials with other campaigns or candidates.

Printing, binding, & arranging petition packets

You are responsible for printing and binding your petition packets. They must be bound across the top in at least 3 places using either staples or spiral binding. Packets must be bound before they are circulated, and they cannot be taken apart or rearranged once they are bound. Your packets will be rejected if you do so.

Petition packets must include 3 sheets and be arranged in the order below. The filing officer will provide your petition template when you declare your intent to gather signatures. Please note that your template differs from that of an unaffiliated candidate petition.

1 Cover Sheet

This indicates the office you are seeking, your name, party affiliation, and address. The Microsoft Word format will allow you to insert your photograph.

Each petition packet needs 1 cover sheet.

2 Signature Sheet

This is where voters will sign your petition. Voters provide their name, signature, address, and the date. They have the option of providing their age or birthdate.

Each petition packet may have up to 50 signature sheets.

3 Verification Sheet

The person circulating the petition packet must complete this sheet. The circulator must count the number of signatures in the packet and sign. A packet must be circulated by only one person, and the circulator cannot sign a signature sheet in a packet they circulate.

Each petition packet needs 1 verification sheet.

Who can circulate petitions?

Any resident of Utah who is over 18 years of age may circulate a petition. They do not need to be registered to vote; however, the filing officer can better verify the circulator's age if they are registered to vote. If a circulator does not meet these requirements, the signatures they gathered are not valid.

Responsibilities of petition circulators

Circulators must complete and sign the verification sheet of every petition packet they use to gather signatures. Circulators cannot sign the signature sheets of any petitions they circulate—they must sign a petition packet of another circulator if they wish to sign the petition.

Each petition packet must be used by only one circulator. If you have multiple circulators, they will each need one packet.

Petition circulators should receive permission from the appropriate entity or owner if they want to gather signatures in private and public areas.

Paid signature gatherers

You can pay circulators to gather signatures. If you choose to do so, keep these rules in mind:

- Gatherers *cannot* be paid based on the total number of signatures they collect.

Volunteer signature gatherers

- Gatherers *can* be paid based on the total number of *valid* signatures they collect, an hourly rate, or any other legal method of payment.
- Using companies that offer signature collection services is allowed, but they must follow all applicable state laws.

You can also use volunteers to gather signatures. Volunteers and their time do not qualify as campaign contributions. However, if volunteers are paid by a third party (e.g., a political action committee or corporation), this would be considered an in-kind contribution from the third party. Refer to [page 25](#) for more information on in-kind contributions.

Registering petition signers to vote

If an individual wishes to sign your petition but is not registered to vote or affiliated with your party, you may provide them with a registration form. Please ensure that the completed registration form is submitted to the appropriate county clerk *before* you submit the individual's petition signature. County clerks cannot guarantee that a registration form will be processed prior to the petition signature.

Step 4: Declare candidacy

All candidates must declare candidacy with their filing officer. Declaring candidacy is *not* the same as declaring your intent to gather signatures. If you choose to participate in your party's convention in addition to gathering signatures, you do not need to declare candidacy twice.

When do I declare candidacy?

You must declare candidacy sometime between Friday, March 9, 2018 and 5:00 p.m. on Thursday, March 15, 2018. Late declarations cannot be accepted.

Where do I declare candidacy?

Federal candidates file in-person with the Lieutenant Governor's Office. All other candidates, regardless of whether they are multi- or single-county candidates, file in-person with the county clerk of their county of residence.

How do I declare candidacy?

You must submit the forms listed below to declare candidacy. Your filing officer will make these forms available during the filing period. After you declare candidacy, your declaration forms will be posted on elections.utah.gov.

- *Declaration of Candidacy Form*. This requires your name, contact information, party, and an indication whether you will go through convention, gather signatures, or both. You will be required to write your name *exactly* as you would like it printed on the ballot. You may also provide your campaign's email address, website, and Twitter handle.

- *Financial Disclosure/Conflict of Interest Form*. This is required for legislative candidates. This requires information about your employment, business activities, and financial interests and stakes. It may take some time and research to complete, so you may want to complete this form beforehand.
- *Pledge of Fair Campaign Practices (optional)*. This is a pledge to conduct your campaign according to the statements outlined in the pledge.

What fees do I need to pay?

You must pay a filing fee when you declare candidacy. The table to the right lists the filing fee for each office.

If you are unable to pay due to financial hardship, you may file an affidavit of impecuniosity. The filing officer may ask you to provide evidence of your inability to pay and then determine whether the fee will be waived.

Office	Filing Fee
U.S. Senate	\$1,355.00
U.S. House of Representatives	\$485.00
State Senator	\$111.43
State House of Representatives	\$80.71

What if I can't declare candidacy in person?

If you are located outside of Utah during the entire declaration of candidacy period, you can designate another individual to file your declaration paperwork on your behalf. Our signature must be notarized on the declaration of candidacy—your designated agent cannot sign for you.

In order to file on your behalf, the designated agent must file your paperwork in-person with your filing officer during the declaration period. The designated agent must also use an electronic device that allows you and the filing officer to hear and see each other (e.g., Skype, Facetime) when you declare candidacy.

Step 5: Submit petition signatures for review

When do I submit petition signatures?

You must submit petition signatures no later than 2 weeks prior to your party's nominating convention—even if you are not participating in the convention process. The deadline will be extended to the following business day if the 2 week deadline falls on a weekend or holiday. You may submit petition signatures any time before this deadline.

You must also obtain the required number of signatures before you submit them for verification. For example, if you are required to obtain 1,000 signatures, you cannot submit any petition signatures until you have collected at least 1,000 signatures.

You are encouraged to submit your petition signatures earlier than the deadline. This will allow you to gather and submit more signatures if you fail to reach the required number of valid signatures with your first submission.

Where do I submit petition signatures?

All federal and multi-county candidates must submit petition signatures to the Lieutenant Governor's Office. Single-county candidates must submit petition signatures to the county clerk.

How do I submit petition signatures?

You or a designated agent must submit your petition signatures in person and complete a petition submission form that includes the following information:

- Name and contact information.
- Estimated number of petition packets being submitted.
- Estimated number of signatures being submitted.
- You or your designated agent's signature.

After you submit this form and your petitions, the election official will provide a copy of the form. Keep this copy for your records.

Can I supplement my petition signatures?

Yes. You may submit additional petition signatures if it is before the deadline and you have not yet obtained the required number of signatures. The requirements to submit supplemental signatures are identical to those of your first submission.

How will petition signatures be verified?

Election officials will verify that each signer in your petition is qualified to sign (refer to [page 9](#) to read about these qualifications).

Election officials will also verify petitions in the order in which they are received. If your opponent submits their petition before you, election officials will verify your opponent's entire petition before yours. Note that a submission of supplemental signatures will be considered a new submission and will take its place at the bottom of the verification order.

Voters may only sign for one candidate per office. If a voter signs two separate candidate petitions for the same office, the candidate who submits the signature first will receive credit for the signature.

When will petition signatures be verified?

Election officials will verify your petition signatures until you meet the signature requirement.

The time required to verify your petition signatures will depend on the size of your petition and the number of petitions submitted before yours. Avoid submitting your petition near the deadline, as the number of submissions is expected to increase during that period of time.

Regardless of your petition size and submission date, election officials will complete the verification of your petition at least 1 day prior to your party's convention (about 13 days after the submission deadline).

How will I know if I meet the signature requirement?

Once your petition signatures are verified, your election official will notify you within 1 business day whether you meet the signature requirement or not. If the signature verification process is still underway, you can check on your petition's status on the Lieutenant Governor's website, elections.utah.gov.

Unaffiliated Candidates

If you prefer not to participate in the political party process, you can be an unaffiliated candidate. As an unaffiliated candidate, you are entitled to all the rights and subject to all the penalties of political party candidates. You will have your name printed on the ballot, but your name will be accompanied with a short explanation that you are not affiliated with a political party. Follow the 4 steps below to become an unaffiliated candidate:

- Step 1: Determine your signature requirement & obtain petition templates (continue reading this page).
- Step 2: Gather signatures ([page 17](#)).
- Step 3: Submit signatures for verification ([page 18](#)).
- Step 4: Submit the verified signatures and declare candidacy between March 9, 2018 and 5:00 p.m. on March 15, 2018 ([page 18](#)).

Step 1: Determine your signature requirement & obtain petition template

How many signatures do I need to gather?

The number of signatures you need to gather depends on the office you are seeking. Candidates for U.S. Senate must gather 1,000 signatures. U.S. House and legislative candidates must gather signatures from at least 300 or 5% of registered voters within the district, whichever is less.

A good rule of thumb is to collect more signatures than what is required because not every signature you collect will be valid.

Who can sign my petition?

All signers must meet the following requirements in order for their signature to be considered valid:

- Registered to vote in Utah (or will be registered before the signature is verified by the filing officer)
- Live in the district or area of the office you are seeking
- Did not sign a petition for another unaffiliated candidate running for the same office

Where can I obtain petition templates?

You may also obtain the templates from your election official. Refer to the next page to determine how to compile your petition packets.

Step 2: Gather signatures

You may begin gathering signatures any time after the last regular general election (November 8, 2016). Follow the steps below to do so:

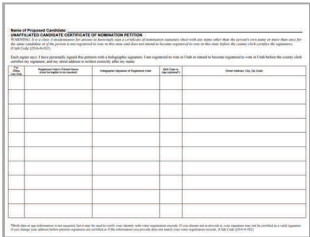
Printing, binding, & arranging petition packets

You are responsible for printing and binding your petition. It must be bound across the top in at least 3 places using either staples or spiral binding. The packet must be bound before it is circulated, and it cannot be taken apart or rearranged once it is bound. Your packet will be rejected if you do so.

The petition must include 2 sheets and arranged in the order below. Please note that these sheets differ from those of partisan signature gathering candidates.

1

Signature Sheet

The form is titled "Petition for Proposed Initiative" and "Petition for Proposed Amendment". It contains a table with columns for "Name", "Address", "City", "State", "Zip", "Age or Birthdate", and "Signature". There are 10 rows for signatures.

This is where voters will sign your petition. Voters provide their name, signature, address, and the date. They have the option of providing their age or birthdate.

The petition may have an unlimited number of signature sheets.

2

Verification Sheet

The form is titled "CIRCULATOR VERIFICATION" and "STATE COMPLETED BY THE PETITION CIRCULATOR ONLY". It contains fields for "Circulator's Name", "Circulator's Address", "Circulator's City", "Circulator's State", "Circulator's Zip", "Circulator's Signature", and "Date". There are also checkboxes for "I am at least 18 years old", "I am a resident of Utah", "I am not a candidate for office", and "I am not a circulator for another candidate".

The person circulating the petition packet must complete this sheet. The circulator must count the number of signatures in the petition and sign. The petition must be circulated by only one person.

The petition needs 1 verification sheet.

Who can circulate petitions?

Any resident of Utah that is over 18 years of age may circulate a petition. They do not need to be registered to vote; however, the filing officer can easily verify the circulator's age if they are registered. If a circulator does not meet these requirements, the signatures they gathered are not valid.

Responsibilities of petition circulators

Circulators must fill out and sign the verification sheet each petition packet. A circulator cannot sign the signature sheets of any petitions they circulate—they must sign a petition packet of another circulator if they wish to sign the petition.

Each petition packet must be used by only one circulator. If you have multiple circulators, they will each need a packet.

Petition circulators should receive permission from the appropriate entity or owner if they want to gather signatures on private and public areas.

Volunteer signature gatherers

You can use volunteers to gather signatures. Volunteers or their time do not qualify as campaign contributions. If volunteers are paid by a third party (e.g., a political action committee or corporation), this would be considered an in-kind contribution. Refer to [page 25](#) for more information on in-kind contributions.

Registering petition signers to vote

If an individual wishes to sign your petition but is not registered to vote, you may provide them with a registration form. Please ensure that the completed registration form is submitted to the appropriate county clerk *before* you submit the individual's petition signature.

Step 3: Submit signatures for verification

Once you gather the required number of signatures, you must get the signatures verified by the county clerk. This must be done *before* you declare candidacy (step 4).

Where do I submit petition signatures for verification?

Signatures must be verified by a county clerk—even if you are a federal or multi-county candidate. If you obtain signatures within multiple counties, you must submit a voter's signatures to the voter's county clerk. It is advised that you circulate each petition or petition packet within one county so you can easily determine which signatures go to a particular county clerk.

When do I submit signatures for verification?

The petition signatures must be verified before you declare candidacy between March 9, 2018 and 5:00 p.m. on March 15, 2018. Depending on the time of year and the number of signatures you collected, signature verification could take several days or weeks.

It is highly advised that you coordinate with the appropriate county clerks to ensure that they have enough time to verify the signatures. Refer to [page 39](#) for county clerk contact information.

Can I supplement my petition signatures?

Yes. You may submit additional petition signatures before the deadline. Again, please coordinate with the county clerks to ensure that there is enough time to verify supplemental signatures.

Step 4: Submit the verified signatures & declare candidacy

After your petition signatures are verified, you must submit the *verified* signatures and declare candidacy with the appropriate filing officer.

When do I submit verified signatures & declare candidacy?

You must do this between March 9, 2018 and 5:00 p.m. on March 15, 2018. Late submissions cannot be accepted.

Where do I submit verified signatures & declare candidacy?

Federal candidates submit signatures and file in-person with the Lieutenant Governor’s Office. All other candidates can file either with the Lieutenant Governor’s Office or with their county clerk.

How do I submit verified signatures & declare candidacy?

You must submit the following items and forms listed below to declare candidacy. Your forms, with the exception of the petition, will be posted on elections.utah.gov.

- *Verified petition and certificate of nomination.* The certificate of nomination requires your name as you would like it printed on the ballot as well as your contact information.
- *Financial Disclosure/Conflict of Interest Form.* This is required for legislative candidates. This requires information about your employment, business activities, and financial interests and stakes. It may take some time and research to complete, so you may want to complete this form beforehand.
- *Pledge of Fair Campaign Practices (optional).* This is a pledge to conduct your campaign according to the statements outlined in the pledge.

What fee do I need to pay?

You must pay a filing fee when you declare candidacy. The table to the right lists the filing fee for each office.

If you are unable to pay due to financial hardship, you may file an affidavit of impecuniosity. The filing officer may ask you to provide evidence of your inability to pay and then determine whether the fee will be waived.

Office	Filing Fee
U.S. Senate	\$1,355.00
U.S. House of Representatives	\$485.00
State Senator	\$111.43
State House of Representatives	\$80.71

What if I can’t declare candidacy in person?

If you are located outside of Utah during the entire declaration of candidacy period, you can designate another individual to file your declaration paperwork on your behalf. our signature must be notarized on the declaration of candidacy—your designated agent cannot sign for you.

In order to file on your behalf, the designated agent must file your paperwork in-person with your filing officer during the declaration period. The designated agent must also use an electronic device that allows you and the filing officer to hear and

What if I can't
declare candidacy
in person?

see each other (e.g., Skype, Facetime) when you declare candidacy.

Write-in Candidates

As a write-in candidate, your name does not appear on the ballot. Voters must write or type your name on the write-in line for a vote to count. The process to become a write-in candidate is simple: you must declare candidacy with the appropriate election official.

When do I declare candidacy?

The deadline to declare write-in candidacy is 5:00 p.m. on September 7, 2018. Late submissions cannot be accepted.

Where do I declare candidacy?

Federal candidates file in-person with the Lieutenant Governor's Office. All other candidates, regardless whether they are multi- or single-county candidates, file in-person with the county clerk of their county of residence.

How do I declare candidacy?

You must submit the forms listed below to declare candidacy. Your filing officer will provide these forms when you declare. After you declare candidacy, your declaration forms will be posted on elections.utah.gov.

- *Declaration of Candidacy Form*. This requires your name and certain contact information. You may also provide your campaign's email address, website, and Twitter handle.
- *Financial Disclosure/Conflict of Interest Form*. This is required for legislative and state board of education candidates but not federal candidates. This requires information about your employment, business activities, and financial interests and stakes. It may take some time and research to complete, so you may want to complete this form beforehand.
- *Pledge of Fair Campaign Practices (optional)*. This is a pledge to conduct your campaign according to the statements outlined in the pledge.

Do I need to pay any fees?

Write-in candidates do not need to pay a fee to declare candidacy.

Do I need to file financial disclosure reports?

If you are a federal write-in candidate, check with the Federal Election Commission (FEC) to determine whether you need to file financial disclosure reports.

If you are a state legislative or state board of education candidate, you must file campaign finance reports with the Lieutenant Governor's Office. Refer to [pages 24-33](#) for more information.

State Board of Education Candidates

State board of education offices are non-partisan. To become a state board of education candidate, you must declare candidacy. If more than two individuals file for the same office, a non-partisan primary election will be held on June 26, 2018.

When do I declare candidacy?

You must declare candidacy between Friday, March 9, 2018 and 5:00 p.m. on Thursday, March 15, 2018. Late declarations cannot be accepted.

Where do I declare candidacy?

All state board of education candidates file in-person with the county clerk of their county of residence.

How do I declare candidacy?

You must submit the forms listed below to declare candidacy. Your filing officer will provide these forms when you declare. After you declare candidacy, your declaration forms will be posted on elections.utah.gov.

- *Declaration of Candidacy Form*. This requires your name and certain contact information. You may also provide your campaign's email address, website, and Twitter handle.
- *Financial Disclosure/Conflict of Interest Form*. This requires information about your employment, business activities, and financial interests and stakes. It may take some time and research to complete, so you may want to complete this form beforehand.
- *Pledge of Fair Campaign Practices (optional)*. This is a pledge to conduct your campaign according to the statements outlined in the pledge.

Do I need to pay any fees?

You must pay a \$90.95 filing fee when you declare candidacy. If you are unable to pay due to financial hardship, you may file an affidavit of impecuniosity. The filing officer may ask you to provide evidence of your inability to pay and then determine whether the fee will be waived.

Do I need to file financial disclosure reports?

Yes, you must file campaign finance reports with the Lieutenant Governor's Office. Refer to [pages 24-33](#) for more information.

What if I can't declare candidacy in person?

If you are located outside of Utah during the entire declaration of candidacy period, you can designate another individual to file your declaration paperwork on your behalf. Our signature must be notarized on the declaration of candidacy—your

What if I can't
declare candidacy
in person?

designated agent cannot sign for you.

In order to file on your behalf, the designated agent must file your paperwork in-person with your filing officer during the declaration period. The designated agent must also use an electronic device that allows you and the filing officer to hear and see each other (e.g., Skype, Facetime) when you declare candidacy.

Campaign Finance & Reporting

Reporting your campaign finances is required by law. Federal candidates file with the Federal Election Commission (FEC). If you are a federal candidate, refer to the FEC's website, [fec.gov](https://www.fec.gov), for more information on federal campaign finance regulations.

If you are a legislative or state board of education candidate (including unaffiliated and write-in candidates), you will follow state campaign finance law and file with the Lieutenant Governor's Office at disclosures.utah.gov. Failure to adhere to campaign finance requirements may lead to financial penalties and disqualification from the election. Continue reading the sections below to find out how to follow these requirements.

- Opening a campaign bank account (continue reading this page).
- Contributions (continue reading this page).
- Expenditures ([page 26](#)).
- Reporting schedule & deadlines ([page 27](#)).
- How to report campaign finances ([page 28](#)).
- When to start & stop reporting finances ([page 31](#)).
- Penalties & fines ([page 32](#)).

Opening a campaign bank account

If you are a legislative or state board of education candidate, opening a bank account for your campaign is one of the first things you must do. Utah law does not allow legislative or state board of education candidates to use personal banking accounts for a campaign—you must use a separate bank account that is only used for campaign purposes. However, you are allowed to contribute money from a personal account to your campaign account and would need to be reported as such. This would be considered a contribution from yourself to your campaign.

Some banks require an employer identification number (EIN) to open an account. The Lieutenant Governor's Office or your county clerk cannot provide this number. Refer to the IRS's website, [irs.gov](https://www.irs.gov), for more information.

Contributions

What is a contribution?

A contribution is anything of value that your campaign receives. There are no state limits to political contributions. Utah Code [20A-11-101\(6\)](#) provides the legal definition of a contribution, but here are the most common types:

- Money donations
- Gifts
- Loans (including ones from yourself)
- Services

Every contribution your campaign receives must be reported, including a contribution from your personal accounts. When reporting contributions, you must include the contribution's value and date, as well as the contributor's name and address.

Contributions that do not need to be reported include unpaid volunteers or goods or services that your campaign did not authorize or coordinate.

Who can contribute to my campaign?

Individuals, corporations, political action committees (PAC), and political parties may contribute to your campaign.

Federal law prohibits any foreign nationals from making any contributions or expenditures in connection with any election. Refer to the FEC's ["Foreign Nationals"](#) brochure for more information.

If you receive a contribution from a PAC or political party, they may be required to file financial disclosure reports as well. It is recommended that you notify these entities of this possible requirement to ensure they comply with the law and avoid fines.

Are there campaign contribution limits?

No, Utah law does not limit how much a contributor may contribute to your campaign.

In-kind contributions

If your campaign receives anything of value that isn't money, this is considered an *in-kind contribution*. Just like monetary donations, you must report all in-kind contributions.

If your campaign receives an in-kind contribution, you need to determine its value in order to report it. Doing this is often as simple as asking the contributor. For example, if a farmers' market typically charges \$100 for booth space but waived the fee for your campaign, you received a \$100 in-kind donation from the farmers' market for booth space.

Although the in-kind amount is displayed in your online financial ledger and on your disclosure reports, it will not affect the balance of your financial ledger. For example, if you have a \$0 balance and add a \$100 in-kind contribution to your financial ledger, your balance will remain \$0. For more information about your online ledger, refer to [page 29](#).

Aggregating contributions

You cannot aggregate contributions—no matter how small they may be. Whether the contribution was \$1 or \$10,000, you must include the contributor's name and address as well as the contribution's value and date.

Anonymous contributions

You cannot use a campaign contribution if it is from an anonymous source and greater than \$50. If you receive an anonymous contribution greater than \$50, you must transfer the money to the state, county, city, or a nonprofit 501(c)(3).

Contributions through pass-through entities

Many candidates use pass-through entities to collect donations (such as PayPal, Act Blue, Square, or GoFundMe). When you report your contributions, report the original source of the contribution (i.e., the individual or organization using PayPal) instead of the pass-through entity.

For example: Jane Doe contributed \$100 to your campaign using PayPal. Because you received the money from Jane Doe and not PayPal, you would report the contribution from Jane Doe.

When is a contribution considered received?

A contribution is considered received when you:

- Deposit a check;
- Have the cash in hand; or
- Benefit from an in-kind contribution.

Expenditures

What is an expenditure?

An expenditure is anything of value that your campaign spends. Utah Code [20A-11-101\(15\)](#) provides the legal definition of expenditure, but here are some common types:

- Purchases or payments related to the campaign;
- Compensation for staff or services;
- Campaign loan repayments.

Every expenditure that your campaign makes must be reported. When you report expenditures, you must include the amount, date, and its specific purpose.

Prohibited expenditures

Utah law prohibits using your campaign funds for you or your family's personal use. Below is a non-inclusive list of prohibited expenditures:

- Rent, mortgage, or utilities for your personal property (campaign office space is exempt)
- Household food items or supplies
- Clothing (except clothing that bears your campaign's logo and is used for the campaign)
- Personal services (e.g., attorney & physician fees)
- Membership fee to a professional organization
- Admission to events
- Dues or fees to clubs or gyms
- Salary or payment to anyone who does not work for your campaign
- Vehicle payment
- Personal debt
- Travel expenses unrelated to the campaign
- Meal expenses unrelated to the campaign
- Vacation or vacation related expenses

Making expenditures using credit cards

You can use credit cards to pay for campaign expenses. However, do not report your monthly credit card payment as an expenditure. Instead, report each transaction on your credit card's billing statement.

For example, if you charged \$200 on your credit card, report the individual transactions (such as \$100 paid to Printing, Inc. for printing and \$100 paid to Sign, Inc. for signs) instead of the \$200 sum.

Reporting Schedule & Deadlines

30 day contribution reporting requirement

You must report each contribution within 31 calendar days. See [page 26](#) for an explanation on when a contribution is considered received.

3 day contribution reporting requirement

If you have an opponent for the convention, primary election, or general election, you must report all campaign contributions within 3 business days beginning the 30 days before the contest. Refer to the table below to determine when this requirement begins:

Contest	3-Business Day Reporting Requirement Begins:
Convention	Contact your party (page 3) to determine your convention date, and then calculate 31 calendar days prior to that day
Primary election	Sunday, May 27, 2018
General election	Sunday, October 7, 2018

Financial disclosure report deadlines

In addition to regular contribution reporting, legislative and state board of education candidates are required to submit 5 reports on disclosures.utah.gov throughout the 2018 election cycle.

Refer to the table on the next page for the report deadlines:

Report Name	Report Deadline	Report Includes Transactions Between	Candidates who file
Convention	7 days before convention (11:59 p.m.)	When candidacy begins - 5 days before convention report is due	All partisan candidates
March 26th	March 26, 2018 (11:59 p.m.)	When candidacy begins - March 21, 2018	*Nonpartisan legislative candidates only
May 15th	May 15, 2018 (11:59 p.m.)	When candidacy begins - May 10, 2018	State board of education candidates only
Primary Election	June 19, 2018 (11:59 p.m.)	5 days before the previous report - June 14, 2018	All candidates
September 30th	October 1, 2018 (11:59 p.m.)	June 15, 2018 - September 26, 2018	All candidates
General Election	October 30, 2018 (11:59 p.m.)	September 27, 2018 - October 25, 2018	All candidates
Year-End	January 10, 2019 (11:59 p.m.)	October 26, 2018 - December 31, 2018	All candidates

You must include all campaign contributions and expenditures made during the reporting period (3rd column in table above). Refer to [page 31](#) to learn how to file these reports.

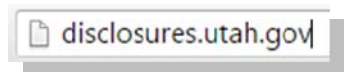
Reporting deadlines are the same for all candidates except for the convention report. This report is due 7 days before your party's convention—even if you do not participate in the convention process. Refer to [page 3](#) to contact your party and determine the exact date of your convention. If the reporting deadline falls on a weekend or holiday, the report will be due the following business day.

How to report your campaign finances

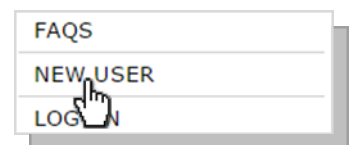
All legislative and state board of education candidates must file financial disclosure reports on the Lieutenant Governor's website, disclosures.utah.gov. Candidates should follow the steps below to report contributions, expenditures, and file reports.

1 Create a username & register your campaign

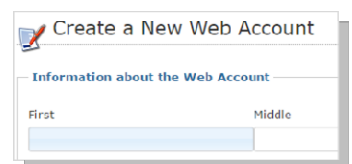
Using a web browser, go to disclosures.utah.gov.



Select "New User" on the toolbar located on the left of your screen. Skip this and the next item if you already have a username.



The "Create a New Web Account" screen will appear. Here you will create a username which allows you to log on the disclosures website. This is not the same as registering your campaign—that will be done in the next step.



Fill out your personal information and create your username and password. Click “Register.” Your user name information will not be public.

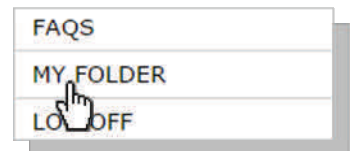
After you have created your user name, call the Lieutenant Governor’s Office (801-538-1041) to register your campaign.

You will be asked for your contact information as well as contact information for any campaign committee members you may have. This information will be available to the public.

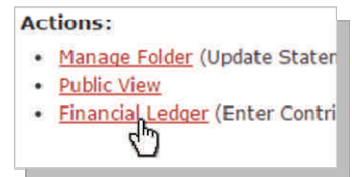


2 Navigate your online financial ledger

All contributions and expenditures are entered into your online financial ledger. This is also where reports are filed. To access your ledger, log on disclosures.utah.gov and click “My Folder” on the left of your screen.



On the “My Folder” screen, there are three red links in the middle of the screen under the bolded word “Actions.” Click on “Financial Ledger.”



Familiarize yourself with the financial ledger:

1

2

3

4

#	Date	Name	Purpose/Address	Contributions (+) <div>Add</div>	Expenditures (-) <div>Add</div>	Balance	I	L	A	<div>Show Filters</div>
Manage		Beginning Balance for 2016				\$0.00				5
<div>Show Details</div>		Convention		\$0.00	\$0.00	\$0.00				<div>File Report</div>
<div>Show Details</div>		Primary		\$0.00	\$0.00	\$0.00				<div>File Report</div>
<div>Show Details</div>		September 30th		\$0.00	\$0.00	\$0.00				<div>File Report</div>
<div>Show Details</div>		General		\$0.00	\$0.00	\$0.00				<div>File Report</div>
<div>Show Details</div>		Year End		\$0.00	\$0.00	\$0.00				<div>File Report</div>
		Year-end Totals:		\$0.00	\$0.00	\$0.00				

2017

2016

2015

2014

2013

2012

2011

2010

2009

2008

Download Import Sheet

Tasks

?

6

7

1 These are the names of the required reports for a regular general election year (the convention report will be displayed as the May 15th report for unaffiliated candidates). When you enter a contribution or expenditure, the ledger automatically sorts them under the appropriate report based on the reporting period. You can view reporting period dates by hovering your cursor over a report name. To view all contributions and expenditures under a particular report, simply click “Show Details” next to the report’s name.

2 This column displays the specific purpose of an expenditure or the address of a contribution. This information is only displayed if you click “Show Details” for a report.

3 Add a contribution or expenditure

3 These columns display the total amount of contributions and expenditures as well as the account balance for each report. If you click “Show Details,” each column will display amounts for individual contributions and expenditures.

4 These columns represent four items:

- I = in-kind contribution
- L = loan
- A = report amendment
- P = public service assistance (for current office holders only)

If a transaction falls into one or more of these categories, the ledger will make a note of it in these columns. Remember that in-kind contributions will not affect the balance of your ledger.

5 These are the buttons to file your reports. Simply click “File Report” once you have entered all contributions and expenditures for the applicable reporting period. You may make changes to your report once you submit it, but any changes will be publicly displayed as amendments.

6 These tabs display the years your account has been active since you last declared candidacy. If you’re a new candidate, you’ll only have one tab for the current year. For older accounts, simply click on a year to view the ledger for that year.

7 If you have a large number of transactions, you can complete an import sheet in Microsoft Excel and email it to disclosure@utah.gov before the reporting deadline rather than using the website interface. The import sheet will provide additional instructions on how to complete and upload it. You can find the link to download the import sheet in your ledger.

To add a contribution or expenditure, simply click “Add” in the appropriate ledger column.

Contributions (+)	Add	Expenditures (-)	Add
\$0.00		\$0.00	
\$0.00		\$0.00	

Contributions. Clicking the “Add” button will display a pop-up. Here you will enter the amount and date of the contribution (refer to [page 26](#) to determine when a contribution is received) as well as the contributor’s name and address. You can also designate the contribution as in-kind, loan, or public service assistance (for current office holders only).

Contribution

Received Date

1/1/2016

Name of Contributor

Jane Smith

Amount

\$23.00

Contributor's Address

11123 Main Street

City

Anytown

State

UT

Zip

84000

Options

Expenditures. Clicking the “Add” button will display a pop-up. Here you will enter the date of the expenditure, the specific purpose of the expenditure, and the expenditure amount. The expenditure purpose must be detailed and clear. There is a checkbox to indicate whether the expenditure is related to a loan.

Expenditure

Expenditure Date

1/1/2016

Name of Payee

Bill's Grocery Store

Amount

\$20.00

Specific Purpose

Food for campaign event

Related to a loan

4 Edit or delete a contribution or expenditure

To edit or delete a specific transaction, click on its row. The row will highlight and the “Edit” and “Delete” buttons will appear. If the report is already filed, the “Amend” and “Delete” buttons will appear.



To edit a transaction, click the “Edit” button. After editing a transaction, it will be noted as an amendment.



To delete a transaction, click the “Delete” button. The transaction’s details will be deleted and it will no longer affect your balance, but the transaction’s name will be changed to [DELETED].

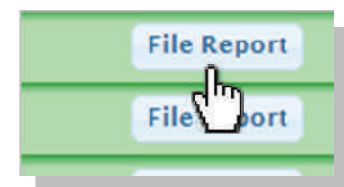


5 File your disclosure report

Before submitting your report, ensure that all of your contributions and expenditures have been entered into the ledger and are accurate.

When you are ready to submit a report, click on the appropriate “File Report” button in the ledger. You will be asked to confirm the filing.

You will receive both an on-screen and email confirmation of your filing.



When to start & stop reporting finances

When do I start reporting my finances?

Once you declare candidacy, receive a contribution, or spend money on campaigning, you must begin reporting finances (even if you have not officially declared candidacy or your intent to gather signatures).

When do I stop reporting my campaign finances?

If you lose an election, resign from office, or no longer receive or spend money, you have the option of closing your bank account and financial disclosure account. By closing your accounts, you will no longer need to report your campaign finances.

If you plan to run for office in the future, you can keep your campaign money and accounts, but you will be required to continue reporting your finances. If you close your accounts now but run again in the future, you must open a new bank and disclosures.utah.gov account.

How do I close my accounts?

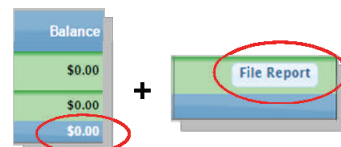
You must return or donate your remaining campaign funds to close your accounts.

You may:

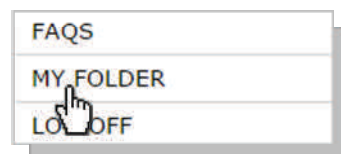
- Pay back any loans your campaign received (including loans you made to your own campaign);
- Return funds to contributors;
- Donate the funds to a candidate, political party, or political action committee (PAC); or
- Donate the funds to a charitable organization.

Refer to your bank for specific instructions to close your bank account. To close your online financial disclosures account, follow the instructions below:

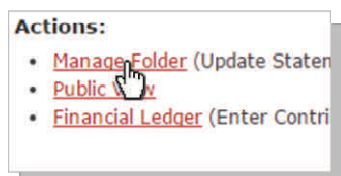
Log into disclosures.utah.gov. Ensure that your financial ledger is updated, your account balance is \$0.00, and you have filed the next upcoming report.



Return to the home page after updating your ledger. Click “My Folder” on the toolbar located on the left side of the screen.



You will notice three red links in the middle of the screen under “Actions.” Click “Manage Folder.”



In this new screen, click “Close Account.” A pop-up will appear and ask for confirmation. Read this carefully and then click “Submit.”



If the ledger balance is not \$0.00 or other reports need to be filed, you will be instructed to complete these tasks prior to closing the account.

Penalties & Fines

If you fail to adhere to campaign finance and disclosure laws, you may face fines, criminal penalties, and disqualification from the election.

Filing a late report

The table on the [next page](#) outlines the penalties for filing a late report:

Report Name	Report Deadline	Fine/Penalty	Candidates who file
Convention	7 days before convention (11:59 p.m.)	\$100 fine	All partisan candidates
March 26th	March 26, 2018 (11:59 p.m.)	\$100 fine	Unaffiliated legislative candidates
May 15th	May 15, 2018 (11:59 p.m.)	\$100 fine	State board of education candidates only
Primary Election	June 19, 2018 (11:59 p.m.)	\$100 fine & potential disqualification*	All candidates
September 30th	October 1, 2018 (11:59 p.m.)	\$100 fine & potential disqualification*	All candidates
General Election	October 30, 2018 (11:59 p.m.)	\$100 fine & potential disqualification*	All candidates
Year-End	January 10, 2018 (11:59 p.m.)	\$100 fine	All candidates

*If you fail to file the Primary, September 30th, or General Election report, you will be fined and given a 24-hour grace period to file the report. If you do not file the report within this grace period, you will be disqualified from the election.

Reporting late contributions

There are penalties for failing to report contributions within the 31 calendar day or 3 business day requirements (refer to [page 27](#) for more information on these requirements):

- 10% of each late contribution if it is reported within 60 days after the deadline
- 20% of each late contribution if it is reported more than 60 days after the deadline

How do I pay a fine?

Legislative and state board of education candidates must pay fines through the Lieutenant Governor's Office. You may pay with a check (made payable to the State of Utah), or you can call the Lieutenant Governor's Office at 801-538-1041 to conduct a credit card transaction over the phone.

When do I need to pay a fine?

Legislative and state board of education candidates are required to pay within 30 calendar days of receiving the fine. Failure to pay within this time frame may result in a class B misdemeanor.

Other Useful Information

- How to submit your campaign profile & biography (continue reading this page).
- Campaign regulations ([page 36](#)).
- Important election dates ([page 38](#)).
- County Clerk contact information ([page 39](#)).

How to submit your campaign profile & biography

There are two types of campaign profiles:

- Printed in the voter information pamphlet (federal candidates only, excluding write-ins)
- Online at vote.utah.gov (all candidates except write-ins)

Approximately 130,000 voter information pamphlets are sent to households, universities, libraries, senior centers, and polling locations throughout the state. The website vote.utah.gov is used by hundreds of thousands of voters every election to locate their voting information and research candidates.



Voter Information Pamphlet

(All federal candidates except write-ins)



Online at vote.utah.gov

(All candidates except write-ins)

What is included in the profile?

- Photograph
- 100 word statement
- Contact information

- Photograph
- 200 word statement
- Biographical information and contact information

When is the profile available to the public?

The pamphlet is published only for the general election. Pamphlets are delivered between late September and Election Day.

Profiles are available for both the primary and general elections. Profiles will be posted on the website approximately 1 week after the submission deadlines.

When do I need to submit my profile?

July 25, 2018 by 5:00 p.m. (for the General Election only)

Primary Election: May 14, 2018 by 5:00 p.m.

General Election: September 7, 2018 by 5:00 p.m.



Voter Information Pamphlet

(All federal candidates except write-ins)



Online at vote.utah.gov

(All candidates except write-ins)

How do I submit my profile?

Email the following information to elections@utah.gov by 5:00 p.m. on July 25, 2018:

- Small photograph
- 100 word statement
- Mailing address, phone number, email address, and campaign

- 1) Go to vote.utah.gov.
- 2) Under the heading “Candidates & Parties,” select “Enter Candidate Profile.”
- 3) Enter the password **VOTEJUNE2018** for your primary election profile or **VOTENOVEMBER2018** for your general election profile.
- 4) Select your name, enter your biographical information, upload a small photograph (less than 1MB in size), and type your 200 word statement.
- 5) Click Submit for Approval.
- 6) You will receive an email that contains a link to edit your profile. This link is the only way you can edit your profile.

What is the password to the online profile?

The password for the primary election profile is **VOTEJUNE2018**.

The password for the general election profile is **VOTENOVEMBER2018**.

Is it okay if my statement exceeds the 100 or 200 word limit?

No, these limits are established by law.

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

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

The website gives me an error message when I try to submit my online 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.

If this does not work, please contact the Lieutenant Governor's Office at 801-538-1041 or elections@utah.gov.

Campaign Regulations

Utah law prohibits certain activities related to campaigning. Familiarize yourself with these laws to avoid possible legal issues, fines, and penalties. The laws listed below are some of the most common issues that arise during the campaign season, but this list is not all-inclusive. Refer to [Title 20A of the Utah State Code](#) for more information. To determine whether there are additional regulations for federal candidates, you should consult the appropriate federal agency.

Advertisements

If your campaign pays for any type of advertisement (e.g., mailers, TV, radio, newspaper, billboard, etc.), the advertisement must clearly state that your campaign authorized and paid for the advertisement.

If your campaign does not pay for an advertisement, but it is approved by your campaign, the advertisement must clearly state who paid for the advertisement and that your campaign authorized it.

However, this requirement does not apply to certain campaign items such as:

- Lawn signs smaller than 4ft. by 8ft. in size;
- Bumper stickers;
- Campaign buttons, stickers, and pens; and
- Items that are too small to conveniently print the disclaimer.

Bribery

Any type of bribery is strictly prohibited by law. You cannot:

- Offer or promise an individual money, prizes, benefits, or employment to vote, refrain from voting, remain away from the polls, or receive political support.
- Offer or promise anything to other candidates to drop out of the race, stay in the race, or perform any other action.
- Pay for endorsements.

A person convicted of these offenses is guilty of a third degree felony.

Campaigning near a polling location

When voting is taking place at a polling location, you are not allowed to campaign or electioneer on public property within 150 feet of the building. This includes wearing campaign or campaign-related shirts and buttons or displaying signs or bumper stickers. You also cannot interfere with voters or the administration of the polling place.

Campaign signs

State election law does not prohibit you from placing campaign signs on public property, but a government or other public entity may prohibit it. Ask the appropriate public entity whether you may place signs on public property. If a public entity allows campaign signs on public property, all candidates must be allowed to place signs.

You are not allowed to move, remove, tamper, or vandalize any campaign signs unless the sign is your own. It is a class B misdemeanor to do so.

If you have permission from the property owner, you are allowed to place

Campaign signs on public roadways

campaign signs on private property. Property owners can remove your signs without your consent and are not obligated to return the signs to you.

State and federal law prohibit campaign signs within state rights-of-way ([Utah Code Section 72-7-102](#)). This includes all state highways, medians, road shoulders, sound walls, on-ramps, off-ramps, overpasses, and adjoining fence lines. Candidates are encouraged to place signs on private property with the consent of the property owner. The only restriction for signs on private property is that they must not block the view of oncoming traffic.

If a campaign sign is placed within the state rights-of-way or poses a traffic hazard, it may be removed. Signs that have been removed will be stored by UDOT, and the sign owner may retrieve the signs for future use.

A local government may allow campaign signs in its own rights-of-way. Please contact your local government for more information; regulations and restrictions vary among cities and counties.

For more information about state sign regulations please email OutdoorAdvertisingControl@udot.gov, or call (801) 965-4209.

Names on the ballot

The order of candidates' names on the ballot is established by a random alphabet—the master ballot position list. The ballot position list will be determined after the declaration of candidacy period. The list will be posted on elections.utah.gov.

Poll watchers

Poll watchers are not required, but you may designate poll watchers. Poll watchers should register with the county clerk beforehand.

Watchers are there to observe the voting and tabulation process. They are not there to interfere. Watchers may make written memos, but they cannot communicate the progress of the voting or counting in any way. Doing so will result in a third degree felony.

Counties may make other rules regarding poll watching. Watchers may be required to surrender their cell phone or remain in a certain area of the room.

Using public email for political purposes

If you are a current office holder or work in the public sector (including public education), you cannot use your public entity email address for political or campaign-related purposes. The fine for the first offense is \$250. Fines for subsequent offenses are \$1,000 and over.

Withdrawing your candidacy or intent to gather signatures

You may withdraw your candidacy or your declaration of intent to gather signatures by submitting a written affidavit to your filing officer. If you withdraw your intent to gather signatures, any signatures you submitted prior to withdrawal will not be verified.

Important Election Dates

Below is a calendar of important dates for the election. Note that not all election related dates and deadlines are represented in this calendar.

Date	Event
January 2, 2018	Declaration of intent to gather signatures begins
March 9, 2018	Declaration of candidacy period begins
March 15, 2018 (5:00 p.m.)	Declaration of candidacy period ends; declaration of intent to gather signatures period ends
2 weeks before convention	Candidate petition signatures must be submitted
7 days before convention	Financial disclosure report due (except for unaffiliated candidates)
1 day before convention	Signature gathering candidates are certified for the primary election ballot
Late March - Late April	Political parties hold nominating conventions
March 26, 2018	Financial disclosure report due for unaffiliated legislative candidates
May 11, 2018	Primary Election ballots are sent to military and out-of-country voters
May 15, 2018	Financial disclosure report due for state board of education candidates
May 29, 2018	Last day a voter can register to vote for the Primary Election by mailing a registration form
June 5, 2018	Primary Election mail ballots are sent to voters
June 12, 2018	Primary Election in-person early voting begins
June 19, 2018	Financial disclosure report due & last day a voter can register to vote for the Primary Election online or at the county clerk's office
June 19, 2018	Last day a voter may request a mail ballot for the Primary Election
June 22, 2018 (5:00 p.m.)	Primary Election in-person early voting ends (a county may extend early voting until June 25th)
June 26, 2018	PRIMARY ELECTION DAY
July 10, 2018	Final Primary Election results are certified by the county clerks
September 21, 2018	General Election ballots are sent to military and out-of-country voters
October 1, 2018	Financial disclosure report due
October 9, 2018	Last day a voter can register to vote for the General Election by mailing a registration form
October 16, 2018	General Election mail ballots are sent to voters
October 23, 2018	General Election in-person early voting begins
October 30, 2018	Financial disclosure report due & last day a voter can register to vote for the General Election online or at the county clerk's office
October 30, 2018	Last day a voter may request a mail ballot for the General Election
November 2, 2018 (5:00 p.m.)	General Election in-person early voting ends (a county may extend early voting until November 5th)
November 6, 2018	GENERAL ELECTION DAY
November 20, 2018	Final General Election results are certified by the county clerks
November 26, 2018	Federal and multi-county candidates are certified by the State Board of Canvassers

County Clerk Contact Information

Beaver Clerk/Auditor: Ginger McMullin gingermcmullin@beaver.utah.gov P.O. Box 392 Beaver, UT 84713 Phone: 435-438-6463 Fax: 435-438-6462	Garfield Clerk/Auditor: Camille Moore gcclerk@mountainwest.net 55 S Main Panguitch, UT 84759 Phone: 435-676-8826 Fax: 435-676-8239	Rich Clerk/Auditor: Becky Peart bpeart@richcountyut.org 20 South Main, P.O. Box 218 Randolph, UT 84064 Phone: 435-793-2415 Fax: 435-793-2410	Utah Clerk/Auditor: Bryan Thompson bryant@utahcounty.gov 100 E. Center, Room 3100 Provo, UT 84606 Phone: 801-851-8128 Fax: 801-370-8122
Box Elder Clerk: Marla Young myoung@boxeldercounty.org 01 S. Main St. Brigham City, UT 84302 Phone: 435-734-3355 Fax: 435-723-7562	Grand Clerk/Auditor: Diana Carroll dcarroll@grand.utah.gov 125 E. Center Moab, UT 84532 Phone: 435-259-1321 Fax: 435-259-2959	Salt Lake Clerk: Sherrie Swensen sswensen@slco.org 2001 South State Street #S1100 Salt Lake City, UT 84190 Phone: 385-468-7400 Fax: 385-468-7401	Wasatch Clerk/Auditor: Brent Titcomb btitcomb@wasatch.utah.gov 25 North Main Heber City, UT 84032 Phone: 435-654-3211 Fax: 435-654-0834
Cache Clerk: Jill Zollinger jill.zollinger@cachecounty.org 179 North Main Street Suite 102 Logan, UT 84321 Phone: 435-755-1460 Fax: 435-755-1980	Iron Clerk: Jon Whittaker jwhittaker@ironcounty.net P.O. Box 429 Parowan, UT 84761 Phone: 435-477-8340 Fax: 435-477-8847	San Juan Clerk/Auditor: John-David Nielson jdnielson@sanjuancounty.org P.O. Box 338 Monticello, UT 84535 Phone: 435-587-3223 Fax: 435-587-2425	Washington Clerk/Auditor: Kim Hafen kim.hafen@washco.utah.gov 197 East Tabernacle St. George, UT 84770 Phone: 435-634-5712 Fax: 435-634-5763
Carbon Clerk/Auditor: Seth Oveson seth.oveson@carbon.utah.gov 751 East 100 North, Ste. 1100 Price, UT 84501 Phone: 435-636-3224 Fax: 435-636-3210	Juab Clerk/Auditor: Alaina Lofgran alainal@juabcounty.com 160 North Main Nephi, UT 84648 Phone: 435-623-3410 Fax: 435-623-5936	Sanpete Clerk: Sandy Neill sneill@sanpetecountyutah.org 160 North Main, Ste. 202 Manti, UT 84642 Phone: 435-835-2131 Fax: 435-835-2144	Wayne Clerk: Ryan Torgerson ryan@wayne.utah.gov P.O. Box 189 Loa, UT 84747 Phone: 435-836-1300 Fax: 435-836-2479
Daggett Clerk/Treasurer: Brian Raymond braymond@daggettcountry.org P.O. Box 400 Manila, UT 84046 Phone: 435-784-3154 Fax: 435-784-3335	Kane Clerk/Auditor: Karla Johnson clerkkj@kanab.net 76 N. Main St. Kanab, UT 84741 Phone: 435-644-2458 Fax: 435-644-4939	Sevier Clerk/Auditor: Steven Wall scwall@sevier.utah.gov P.O. Box 607 Richfield, UT 84701 Phone: 435-893-0401 Fax: 435-893-0496	Weber Clerk/Auditor: Ricky Hatch rhatch@co.weber.ut.us 2380 Washington Blvd., #320 Ogden, UT 84401 Phone: 801-399-8400 Fax: 801-399-8300
Davis Clerk/Auditor: Curtis Koch ckoch@co.davis.ut.us 61 South Main Farmington, UT 84025 Phone: 801-451-3324 Fax: 801-451-3421	Millard Clerk: Marki Rowley mrowley@co.millard.ut.us 765 S. Highway 99, Ste. 6 Fillmore, UT 84631 Phone: 435-743-6223 Fax: 435-743-6923	Summit Clerk: Kent Jones kentjones@summitcounty.org 60 N Main, P.O. Box 128 Coalville, UT 84017 Phone: 435-336-3204 Fax: 435-336-3030	
Duchesne Clerk/Auditor: Joann Evans jevans@duchesne.utah.gov P.O. Box 270 Duchesne, UT 84021 Phone: 435-738-1228 Fax: 435-738-552	Morgan Clerk/Auditor: Stacy Netz Clark sclark@morgan-county.net P.O. Box 886 Morgan, UT 84050 Phone: 801-845-4011 Fax: 801-829-6176	Tooele Clerk/Auditor: Marilyn Gillette mgillette@tooeleco.org 47 S. Main Tooele, UT 84074 Phone: 435-843-3140 Fax: 435-882-7317	
Emery Clerk/Auditor: Brenda Tuttle brenda@co.emery.ut.us P.O. Box 907 Castle Dale, UT 84513 Phone: 435-381-3550 Fax: 435-381-5183	Piute Clerk/Auditor: Kali Gleave kgleave@piute.utah.gov P.O. Box 99 Junction, UT 84740 Phone: 435-577-2840 Fax: 435-577-2433	Uintah Clerk/Auditor: Michael Wilkins mwilkins@co.uintah.ut.us 147 East Main Vernal, UT 84078 Phone: 435-781-5361 Fax: 435-781-6701	