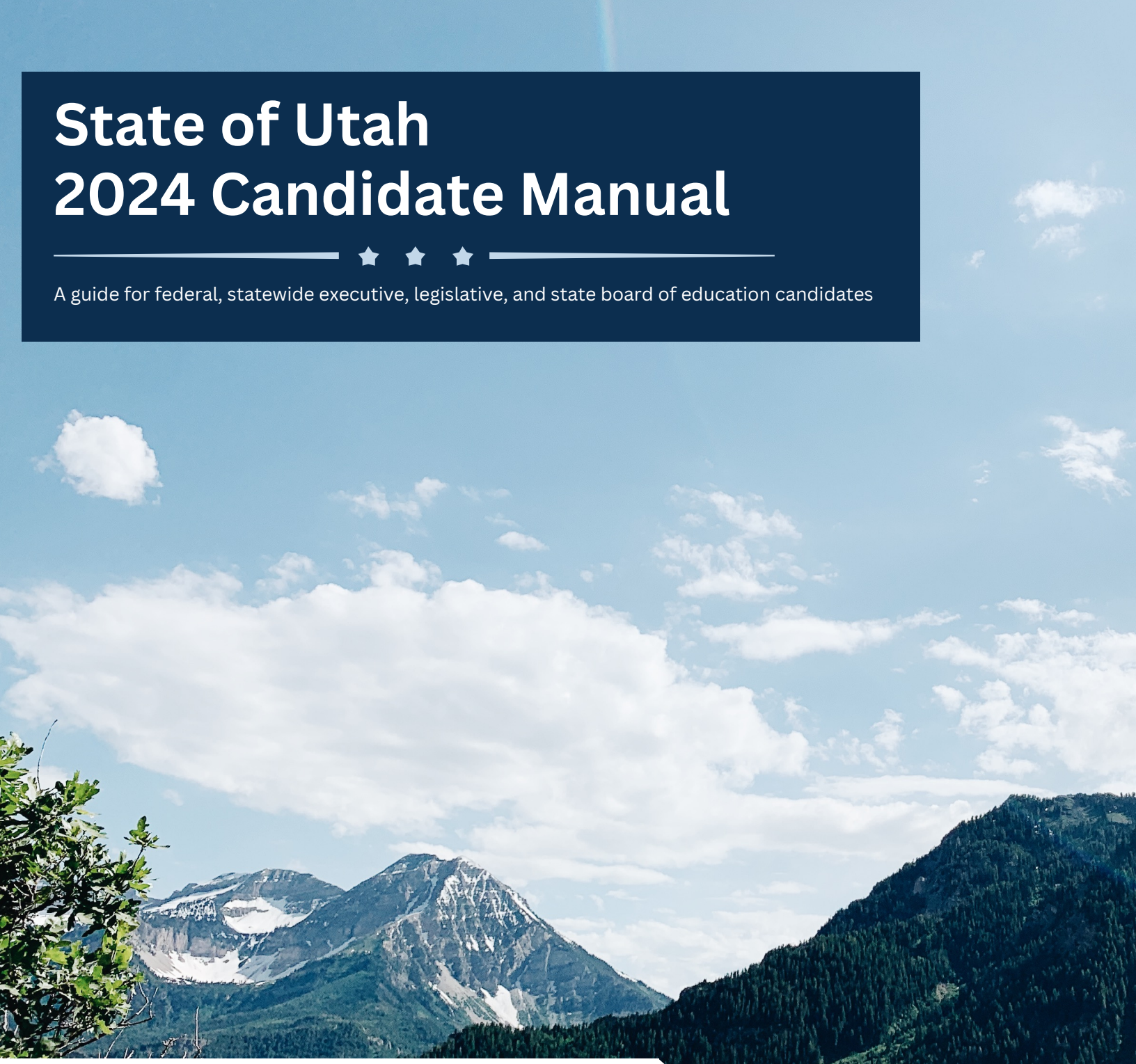
State of Utah
2024 Candidate Manual

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



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Using This Manual

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. Utah State Code can be found at le.utah.gov.

The contents of this manual 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, Governor, Lieutenant Governor, Attorney General, State Auditor, State Treasurer, 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 be complicated and difficult to navigate–particularly if you are new to the process.

The purpose of this manual is to explain the procedures and requirements for individuals interested in filing for public office in the state of Utah.

Assistance

If you have any questions about the material covered in this manual or need further assistance, please contact:

Utah Lieutenant Governor's Office

(801) 538-1041

elections@utah.gov

www.vote.utah.gov

@electionsutah

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

Icons

The following icons used in this manual are to emphasize information:

Indicates a reference to a form

Indicates additional information

Indicates a deadline

Indicates alert; warning; attention needed

Indicates a question

Qualifications for Office

Before you begin campaigning, meeting voters, or collecting campaign donations, you will want to ensure that 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. House of Representatives	25	Resident of Utah when elected	U.S. Citizen for 7 years	–	2 years
U.S. Senate	30	Resident of Utah when elected	U.S. Citizen for 9 years	–	6 years
Governor, Lieutenant Governor	30	Resident of Utah for 5 years	U.S. Citizen	Qualified voter[1]; not convicted of certain crimes[2]	4 years
Attorney General*, State Auditor, State Treasurer	25	Resident of Utah for 5 years	U.S. Citizen	Qualified voter[1]; not convicted of certain crimes[2]	4 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 certain crimes[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 certain crimes[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	U.S. Citizen	Qualified voter[1]; not convicted of certain crimes[2] ;cannot hold any public office of profit or trust [3]	4 years

US Const., Article I, section 2-3; UT Const. Article VI, section 5; UT Const. Article VII, Section 3; UCA 20A-14-103; UCA 20A-2-101.5

* Attorney General candidates must be admitted to practice before the Supreme Court of Utah, and in good standing at the bar.

** State Board of Education candidates cannot have been convicted of a grievous sexual offense against a child, as defined in Utah Code *76-1-101.5, 20A-2-101.5*

(1) A qualified voter meets the following requirements:

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

(2) An individual convicted of certain crimes loses the right to hold office until convictions have been expunged OR the individual meets all of the following requirements:

- 10 years have passed since the individual's most recent felony conviction;
- The individual paid all court-ordered restitution and fines; and
- The individual completed probation, granted parole, or completed the term of incarceration associated with the felony.
- An individual convicted of an election related misdemeanor has restored their rights to hold office according to Utah Code *20A-2-101.5.*

(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)*.

Political Parties

Utah state law does not regulate the way that political parties govern themselves. Each party is responsible for creating their own by-laws and nominating procedures.

What is the difference between Partisan and Non-Partisan?

Partisan candidates:

If you plan on running as a party candidate and you meet the requirements for the particular office described in the chart on page 4, you must be a member of that particular party at the time of filing your Declaration of Candidacy documents*. **Note: An unaffiliated voter can affiliate any time but if you wish to change from one party to another, the deadline is January 9, 2024**. To run for federal office, statewide executive, legislative, or the state board of education as a partisan candidate, refer to pages 7-18.

*Some parties may have additional requirements to be eligible to declare as a party candidate. You will want to contact party leaders to ensure that you meet all the requirements.

Non-partisan candidates:

If you do not take part in the political party system and you meet the requirements for the particular office described in the chart on page 4, you are able to file a Declaration of Candidacy as an unaffiliated or write-in candidate. To run for federal office, statewide executive, legislative, or the state board of education as a non-partisan candidate, refer to pages 19-22.

Utah Political Parties:

Constitution Party - www.constitutionpartyofutah.com; (435) 314-8847

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

Green Party of Utah - www.greenpartyofutah.org; (385) 275-6002

Independent American Party - www.iaputah.org; (801) 970-1076

Libertarian Party - www.libertarianutah.org; (866) 511-8857

No Labels Party - www.nolabels.org; (202) 588-1990

Republican Party - www.utgop.org; (801) 533-9777

United Utah Party - www.unitedutah.org; (385) 325-1620

Utah Forward Party - www.utahforwardparty.org; (801) 441-003

How do I join a party or change my party affiliation?

Simply fill out a new voter registration form and select the party that you wish to be affiliated with. You can update your voter registration information online at voter.utah.gov or by using a printable form which is available at this link. Some deadlines apply (see Utah Code 20A-2-107).

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 three options:

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

*Only available to Qualified Political Parties (QPP). See *20A-9-406*.

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 general election ballot, but a write-in candidate's name does not appear on the general election ballot.

Below is a simple chart that illustrates the basic requirements for each path.

If you are reading this online, click anywhere on a section below to jump to the requirements.

Partisan Candidates			Non-Partisan Candidates	
Convention Path *(Pages 7-11)*	**Gathering Signatures Path** *(Pages 12-18)*	**Convention & Gathering Signatures Path** *(Pages 7-18)*	**Unaffiliated Candidates** *(Pages 19-21)*	**Write-in Candidates** *(Page 22)*
1. Get to know the convention system 2. Declare candidacy 3. Attend your party's convention 4. Primary election 5. General election	1. Determine your signature requirement 2. Declare Candidacy and intent to gather signatures 4. Gather signatures 5. Submit petition signatures for review 6. Primary election 7. General election	1. Get to know the convention system 2. Determine your signature requirement 3. Declare candidacy and intent to gather signatures 4. Gather signatures 5. Submit petition signatures for review 6.Attend your party's convention 7. Primary election 8. General election	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	1. Declare Candidacy 2. General election

*This option is only available to parties that are recognized as a "Qualified Political Party".

Partisan Candidates

Convention Path

UCA 20A-9-407; UCA 20A-9-408.5

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:

1. Get to know the convention system (continue reading this page).
2. Declare candidacy between January 2, 2024 and 5:00 p.m. on January 8, 2024 (pages 8-10).
3. Attend your party's convention and be selected as the nominee. (page 11).

Step 1: Get to know your convention system*

*Each political party will have a unique process. This is a general description of how the process works.

1 Caucus Meetings

A caucus is a neighborhood meeting of a political party's members. Caucuses are held in March. Contact your party for specific dates. 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.

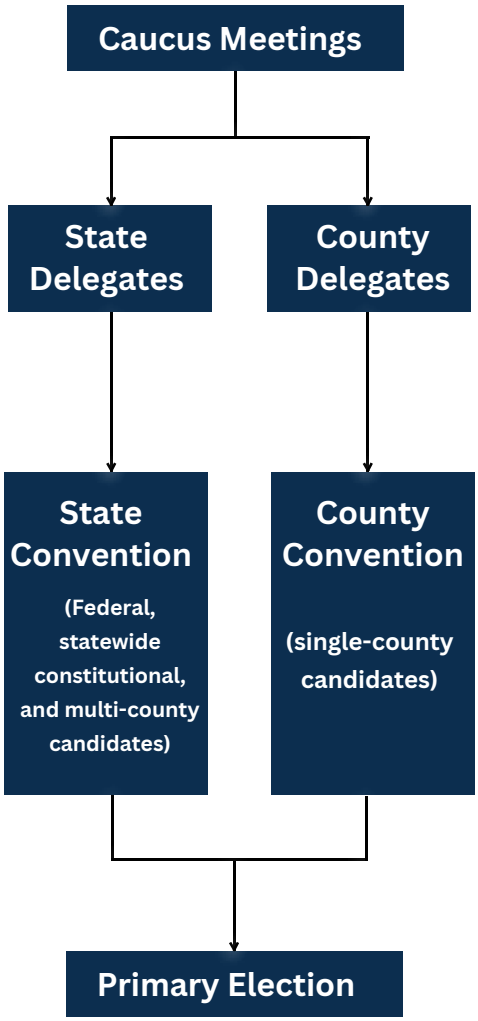
Delegates at the county convention vote for candidates for county and legislative offices that lie entirely within one county.

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

See pages 41-43 for list of Utah legislative districts

3 Primary Election

Candidates who receive a certain percentage of delegates' votes will be nominated and their name will be placed on the primary ballot. The Primary Election will be held on Tuesday, June 25, 2024.



Step 2: Declare Candidacy

UCA 20A-9-201.5, UCA 20A-9-202, UCA 20A-9-206, UCA 20A-9-407, UCA 20A-9-701

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.

Use this chart to determine who your filing officer is:

County Clerk in Resident County	Office of Lieutenant Governor
Utah State House of Representatives Utah State Senate State Board of Education ***These candidates also have the option to file with the Lieutenant Governor's Office.***	U.S. Senate U.S. House of Representatives Governor Lieutenant Governor Attorney General State Auditor State Treasurer

When do I declare candidacy?

You must declare candidacy between Tuesday, January 2, 2024 and 5:00 p.m. on Monday, January 8, 2024*. **Late declarations cannot be accepted.**

No Labels Party candidates have a filing deadline of April 29, 2024 at 5:00 p.m.

**Candidates for Lieutenant Governor will have different declaration dates. Refer to page 23 for more information about declaring for the office of Lieutenant Governor.*

Where do I declare candidacy?

Federal and statewide executive 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. These candidates also have the option to file with the Lieutenant Governor's Office.

You must submit the forms listed below to declare candidacy. Your filing officer will make these forms available during the filing period. After you file the forms they will be posted on vote.utah.gov.

What paperwork do I need to declare candidacy?

Declaration of Candidacy Form. This form requires your name, contact information, party, and whether you will go through convention, gather signatures, or both. You may also provide your campaign's email address, website, and Twitter handle.

Conflict of Interest Form. **(It is best to complete this before officially declaring your candidacy).** This form is required for Utah legislative and statewide executive office candidates (not candidates for federal office). **Each candidate must file online at disclosures.utah.gov.** Here are the steps that a candidate must take to submit this form:

1. Create a username and register your campaign *(follow instructions on page 31)*
2. After creating your account and registering the page, return to the disclosures.utah.gov home page. *(Instructions continued on next page)*

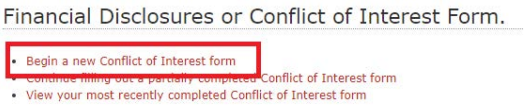
What paperwork do I need to declare candidacy?

(cont. from previous page)

3. Click on **"My Folder"** on the left hand side of the screen.

4. Click **"Submit or Update Conflict of Interest Forms"**

5. Click **"Begin a new Conflict of Interest Form."**



6. Fill out the required fields and submit the form.
This form must be completed *prior* to declaring candidacy.

Pledge of Fair Campaign Practices (optional). This is a pledge to conduct your campaign according to the statements outlined in the pledge.

Address Protection Form (optional). This form allows a candidate to have their residential or mailing address classified as a protected record. If you choose to file this form, you must provide the filing office another address or phone number where you may be contacted.

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.

Your signature must be notarized on the declaration of candidacy—your designated agent cannot sign for you. 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).

What fees do I need to pay?

You must pay a filing fee when you declare candidacy. The table below lists the filing fees 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
Governor	$964.50
Lieutenant Governor	$873.05
Attorney General	$918.78
State Auditor	$873.05
State Treasurer	$873.05
Utah State Senate	$116.05
Utah House of Representatives	$83.02
State Board of Education	$90.61

How do I pay my filing fee?

Payment of filing fees to the Office of the Lieutenant Governor can be made with all major credit cards, personal check, or cash (with exact change). You will want to contact your county clerk about acceptable payment methods, as they could vary.

Step 3: Attend your party's convention

UCA 20A-9-407

Which convention do I attend?

If you are a candidate for a legislative or state board of education 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, statewide executive office, or multi-county legislative or state board of education office, you will likely attend your party's statewide convention. Each party may have different rules regarding convention attendance.

Reach out to your party leaders to inquire about convention if you are unsure about which convention to attend.

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 5) 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 5) to determine if any additional steps exist.

Partisan Candidates

Declare Candidacy and Intent to Gather Signatures

UCA 20A-9-201, UCA 20A-9-202, UCA 20A-9-406, UCA 20A-9-408, UCA 20A-9-408.5, UCA 20A-9-409

Step 1: Declare Candidacy and Intent to Gather Signatures

All candidates must declare candidacy with their filing officer. **Declaring candidacy is not the same as declaring your intent to gather signatures, but you will declare both on the same form**. 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 my candidacy and intent to gather signatures?

You must declare candidacy **and** your intent to gather signatures between January 2, 2024 and 5:00 p.m. on January 8, 2024. The No Labels Party, which is a Registered Political Party & NOT a Qualified Political Party, has a declaration deadline of April 29, 2024 at 5:00 p.m.
Late declarations cannot be accepted.

How do I declare candidacy?

Please refer to pages 8-10 of this manual for steps on declaring candidacy and filing fee information.

Gathering voters' signatures is one path Qualified Political Party candidates can take to get their name on the primary election ballot. ***Note: This path is only available for Qualified Political Parties.*** If you select this path, you must complete 4 steps:

1. Determine your signature requirement (continue reading this page).
2. Declare intent to gather signatures between January 2, 2024 and 5:00 p.m. on January 8, 2024 when you declare candidacy (page 12).
3. Begin gathering signatures (pages 12-15).
4. Submit petition signatures at least 2 weeks before your convention (pages 16-17).

Please also refer to page 18 for important signature gathering requirements.

Step 2: Determine your signature requirement

UCA 20A-9-408

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.

Note: According to *20A-9-403*, a signature petition for a candidate from a Registered Political Party (the No Labels Party) must be signed by at least 2% of the registered political party's members who reside in the political division of the office that the individual seeks.

OFFICE	VALID SIGNATURES REQUIRED
U.S. Senate	28,000
Statewide Offices	28,000
U.S. House of Representatives	7,000
State Senator	2,000
State House of Representatives	1,000
State Board of Education	The lesser of 2,000 registered voters permitted to vote in the Primary Election in the District, **OR** 3% of registered voters affiliated with the political party in the District.

Who can sign my petitions?

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

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 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.

Before you begin to gather signatures, you must declare an intent to gather signatures on your Declaration of Candidacy Form. You may not collect any signatures before doing so.

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. **Unaffiliated candidate petitions will not be accepted from a partisan candidate.**

Step 3: Gather signatures

UCA 20A-9-408

You may begin gathering signatures if you have filed your Declaration of Candidacy Form and have chosen the signature gathering path. 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

Partisan candidate signature packets will be emailed to candidates AFTER they file for office AND declare their intent to gather signatures.You are responsible for printing and binding your petition packets. They must be bound across the top (long edge of paper) 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 may be rejected if you do so.

Petition packets must include 3 sheets and be arranged in the order below.

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.

CANDIDATE NOMINATION PETITION

[CANDIDATE NAME]
[CANDIDATEPARTYNAME]
[OFFICENAME]

CANDIDATE PHOTO HERE

Address: [CANDIDATEADDRESS]
[CANDIDATECITY]
[CANDIDATEZIP]

Packet Number (For Office Use ONLY)

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 birth date.

Each petition packet may have up to 50 signature sheets.

PETITION TO NOMINATE [CANDIDATENAME] FOR [OFFICENAME]

Year office held	REGISTERED VOTER'S PRINTED NAME (Must be legible to be counted)	SIGNATURE OF REGISTERED VOTER	BIRTH DATE OR AGE	STREET ADDRESS, CITY, ZIP CODE	DATE OF SIGNATURE

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. Each packet must be circulated by only one person.

Each petition packet needs 1 verification sheet.

Candidate Name: _____
Race: _____

CIRCULATOR VERIFICATION
(TO BE COMPLETED BY THE PETITION CIRCULATOR ONLY)

State of Utah
County of _____ } ss.

I, _____ residing at _____ hereby state that
(Print Petition Circulator's Name) (Petition Circulator's Address)

- I am a Utah resident and am at least 18 years old;
- All the names that appear on the signature sheets bound to this page were, to the best of my knowledge, signed by the persons who professed to be the persons whose names appear on the signature sheets, and each of them signed the person's name on the signature sheets in my presence;
- I believe that each has printed and signed the person's name and written the person's street address correctly, and that each signer is registered to vote in Utah or will register to vote in Utah before the filing officer certifies the signatures on the signature sheet;
- I understand that as a circulator, I cannot sign the signature sheet of this packet.

_____ _____
Petition Circulator's Signature Date

This petition packet contains _____ verifiable signatures.

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 and residency 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 personally witness the signing of each signature AND 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 separate packets.

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.
- 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.

Volunteer signature gatherers

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 27 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.

**Some parties do not require voters to register with their party in order to sign a petition or vote in the party's primary. You will want to contact your party leadership to determine your party's policies on this matter.*

County clerks cannot guarantee that a voter registration form will be processed prior to the petition signature.

Step 4: Submit petition signatures for review

UCA 20A-9-408

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.

The No Labels Party signature submission deadline is April 1, 2024 at 5:00 p.m.

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, statewide executive offices, and multi-county candidates must submit petition signatures to the Davis County Clerk's office. Single-county candidates must submit petition signatures to the county clerk where the candidate resides.

Refer to pages 41-43 for information about Single- and Multi-County Districts.

How do I submit my 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 13 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 submission before yours.

⚠ 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 within 14 days after the signatures are submitted, OR, at least 1 day prior to your party's convention (13 days after the submission deadline)–whichever is earlier.

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. If the signature verification process is still underway, you can check on your petition's status on the Lieutenant Governor's website, vote.utah.gov.

Electronic signature gathering

If you choose to gather signatures electronically instead of manually, as outlined above, then you can ONLY gather signatures electronically. And vice versa. If you choose the manual route to gather signatures then you can ONLY gather signatures manually. No cross method signature gathering is permitted. For more information on Electronic Signature Gathering please contact the Office of the Lieutenant Governor. Contact Information located on the cover of this manual.

Signature Gathering Requirements

20A-9-405; 20A-9-408

Candidates and their circulators must gather signatures in accordance with Utah Code. Violation of these provisions can result in signatures being disqualified, and/or criminal penalties. Please be aware of the following requirements:

1. A candidate must declare their intent to gather signatures as part of the filing process; signatures cannot be gathered until after the candidate has filed, and they have received the gathering materials from the Lieutenant Governor's Office.

2. Candidates must use the form provided by the Lieutenant Governor's Office to gather signatures. The materials provided cannot be altered; the only exception is that candidates may place a photo of themselves on the front of signature gathering packets.

3. Circulators must be a resident of Utah and at least 18 years old. When gathering signatures, the circulator must ensure that:

   - An individual is signing on his/her own behalf, and not on behalf of another person.
   - They witness the person signing, meaning that they physically observe the individual sign the packet.
   - They do not sign the packet they are circulating. (If this occurs, the circulator's signature will be invalid).

4. Individuals cannot be paid or receive anything of monetary value for signing a petition.

   Circulators must be paid at an hourly rate or per valid signature. They cannot be compensated for the gross number of signatures they submit.

   Any person violating this section is guilty of a class A misdemeanor.

Unaffiliated Candidates

If you prefer not to participate in the political party process, you can run for office as an unaffiliated candidate. As an unaffiliated candidate, you are entitled to all the rights and subject to all the regulations and 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:

1. Determine your signature requirement and obtain petition templates (continue reading this page).
2. Gather signatures (pages 14-15).
3. Submit signatures to county clerks for verification (pages 16-17).
4. Submit the verified signatures before or between January 2, 2024 and 5:00 p.m. on March 5, 2024 (pages 8-10).

Unaffiliated Candidates must submit the verified signatures BEFORE they can declare candidacy.

Step 1: Determine your signature requirement and obtain petition template

UCA 20A-9-502

How many signatures do I need to gather?

The number of signatures you need to gather depends on the office you are seeking. U.S. House, legislative, and state board of education candidates must gather signatures from at least 300 or 5% of registered voters within the district, whichever is less. If you are seeking statewide office, you will need to gather from at least 1,000 registered voters residing within the state.

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 election officer).
- Live in the district of the office you are seeking.
- Did not sign a petition for another candidate running for the same office.

Where can I obtain petition templates?

You can access the petition template form on the vote.utah.gov website or by clicking here. Go to the **Unaffiliated Filing Forms** heading and click on "Unaffiliated Candidate Petition" below. Refer to the next page to determine how to compile your petition packets.

Step 2: Gather signatures

UCA 20A-9-502

You may begin gathering signatures on or after **November 1, 2023.**

See pages 14-15 for signature gathering steps and other important info.
Note: Click here to access and download an Unaffiliated candidate petition packet from our website.

Step 3: Submit signatures for verification

UCA 20A-9-502

Once you gather the required number of signatures, you must get the signatures verified by the county clerk.

This step 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, statewide executive office, or multi-county candidate. If you obtain signatures within multiple counties, you must submit a voter's signature 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 January 2, 2024 and 5:00 p.m. on March 5, 2024. Depending on the time of year and the number of signatures you collected, signature verification could take several days or weeks.

When do I submit signatures for verification?

It is highly advised that you coordinate with the county clerks to ensure that clerks have enough time to verify the signatures before the end of the declaration period. Refer to page 40 for county clerk contact information.

Can I supplement my petition signatures?

Yes. If you continue to gather signatures after submitting a packet to a county clerk for verification, you may submit additional signatures. The procedure for doing this is exactly the same as described in **steps 1-2**. Again, please coordinate with the respective county clerk to ensure there is enough time to verify supplemental signatures before the end of the declaration period.

How do I know if and when my signatures are verified?

Once your petition signatures are verified, your election official will notify you within 1 business day whether you meet the signature requirement.

Step 4: Submit the verified signatures & declare candidacy

UCA 20A-9-201, UCA 20A-9-206

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

How do I declare candidacy?

After the required number of signatures are verified, you must declare candidacy with the appropriate filing officer between January 2, 2024 and 5:00 p.m. on March 5, 2024*.
Late declarations cannot be accepted.

**Candidates for Lieutenant Governor will have different declaration dates. Refer to page 23 for more information about declaring for the office of Lieutenant Governor.*

Federal candidates and statewide constitutional offices submit signatures and file in-person with the Lieutenant Governor's Office. All other candidates can submit signatures and file in-person **with the county clerk of their county of residence**.

Please refer to pages 8-10 of this manual for steps on declaring candidacy and filing fee information.

Write-in Candidates

UCA 20A-9-601

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. **In Utah, only write-in candidates who have filed a declaration will have votes recorded.**

When do I declare candidacy?

The deadline to declare write-in candidacy is 5:00 p.m. on September 3, 2024**. Late declarations cannot be accepted.**

Where do I declare candidacy?

Federal and statewide executive office 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?

Please refer to pages 8-10 of this manual for steps on declaring candidacy and filing fee information.

Do I need to pay any fees?

Write-in candidates are subject to the same filing fees as affiliated and unaffiliated candidates.

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 campaign finance 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 statewide executive office, state legislative or state board of education candidate, you must file financial disclosure reports with the Lieutenant Governor's Office. Refer to page 25 for more information.

Lieutenant Governor Candidates

UCA 20A-9-201, 20A-9-202, 20A-9-504

The process of candidacy for lieutenant governor is different than other offices. One way that it is different is that candidates who previously declared for office in 2024 are allowed to **also** declare as candidate for lieutenant governor. If a candidate wishes to file a declaration of candidacy for lieutenant governor and they had previously declared for another office, they simply need to withdraw as a candidate for the other office that they previously declared candidacy.

Withdrawing as a candidate for office can be done by filing a written affidavit with your filing officer.

Partisan Lieutenant Governor Candidates

When do I declare candidacy?

The deadline to declare candidacy for a party candidate is 5:00 p.m., April 29, 2024. **Late declarations cannot be accepted.**

Where do I declare candidacy?

Lieutenant Governor candidates file in-person with the Lieutenant Governor's Office.

In order to declare candidacy, the lieutenant governor candidate must provide a letter from the candidate for governor that names the lieutenant governor candidate as a joint-ticket running mate.

What do I need to do to declare?

Please refer to pages 8-10 of this manual for steps on declaring candidacy and filing fee information.

Do I need to file campaign finance reports?

Yes. Statewide executive office candidates must file financial disclosure reports with the Lieutenant Governor's Office. Refer to page 25 for more information.

Unaffiliated Lieutenant Governor Candidates

When do I declare candidacy?

The deadline to declare candidacy for an unaffiliated candidate is 5:00 p.m., July 5, 2024. **Late declarations cannot be accepted.**

What do I need to do to declare?

Prior to declaring candidacy, the unaffiliated lieutenant governor candidate shall obtain proof from an unaffiliated candidate for governor that they have been selected as the candidate for governor's running mate. Declarations should be made at the Lieutenant Governor's office.

All other filing processes are the same for unaffiliated candidates as they are for other unaffiliated candidates for office (see pages 8-10).

Candidate Profile Submission

UCA 20A-7-801

Candidates are able to submit candidate profiles in accordance with Utah Code Section *20A-7-801.*

Candidate profiles must be submitted before 5 p.m. no later than 45 days before the primary election or before 5 p.m. no later than 60 days before the general election.

- **Primary election candidate profile due date: May 13, 2024 @ 5:00 p.m.**
- **General election candidate profile due date: September 6, 2024 @ 5:00 p.m.**

Under State Code (*UCA 20A-7-801*) a candidate profile submission must include the following:

- A statement of qualifications, not exceeding 200 words in length, for each candidate.

The following current biographical information ***if desired by the candidate***, current:

- Age
- Occupation
- City of residence
- Years of residence in current city
- Email address
- A single web address where voters may access more information about the candidate and the candidate's views

For more information, please visit our website: vote.utah.gov

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, www.fec.gov, for more information on federal campaign finance regulations.

If you are a statewide executive candidate, a legislative candidate, or a 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 www.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 (page 26).
- Contributions (page 26).
- Expenditures (page 28).
- Reporting schedule & deadlines (pages 29-30).
- How to report campaign finances (pages 31-33).
- When to start & stop reporting finances (page 34).
- Penalties & fines (page 35).

Who do I report my campaign finances to?

Federal Election Commission	Utah Lieutenant Governor's Office
U.S. Senate U.S. House of Representatives	Governor Lieutenant Governor Attorney General State Auditor State Treasurer State Board of Education State House of Representatives State Senate

Opening a campaign bank account

UCA 20A-11-101, UCA 20A-11-201, UCA 20A-11-301, UCA 20A-11-1301

If you are a statewide executive office candidate, a legislative candidate, or a 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 a statewide executive office, legislative or a state board of education candidate to use their personal OR business banking accounts for a campaign – a separate bank account that is only used for campaign purposes must be created and used for campaign finances. However, you are allowed to contribute money from your personal account to a campaign account. These contributions would need to be reported following the guidelines on pages 26-27. 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, www.irs.gov, for more information.

Contributions

UCA 20A-11-101, UCA 20A-11-201, UCA 20A-11-301, UCA 20A-11-1301, UCA 20A-11-601

What is a contribution?

A contribution is generally anything of value that your campaign receives. The state does not place limits on contributions.

Utah Code *20A-11-101(6)* provides the legal definition of a contribution. Here are the 4 most common types:

- Money donations;
- Gifts;
- Loans (including ones from yourself); or
- In-kind services or donations.

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

Unpaid volunteers and goods or services that your campaign did not authorize or coordinate do not need to be reported.

Who can contribute to my campaign?

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

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

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).

What is an in-kind contribution?

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

If your campaign receives an in-kind contribution, you are responsible for determining its value to report it. You can typically ask the contributor to provide an estimate of the market value of the service or product. For example, if a farmers' market typically charges $100.00 for booth space but waived the fee for your campaign, you received a $100.00 in-kind donation from the farmers' market for booth space.

It is recommended that in-kind contributions are reported at the time that the candidate benefits. If the value of the contribution is not known, it is advised that you report an approximate value and then amend it later if and when you become aware of a more precise value.

Although the in-kind amount is displayed on 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 $0.00 balance and add a $100.00 in-kind contribution to your financial ledger, your balance will remain $0.00. For more information about your financial ledger, refer to page 32.

Can I aggregate (or combine) my contributions when reporting?

No, each contribution received must be reported as a separate contribution. It is unlawful to aggregate–or combine–contributions, no matter how small they may be. Whether the contribution was $1.00 or $10,000.00, 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 $50.00. If you receive an anonymous contribution greater than $50.00, you must transfer the money to the state, county, city or a 501(c)(3) non-profit organization.

Contributions from 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 that come through an entity like this, report the original source of the contribution instead of the pass-through entity.

> *i* Pass-through entity example: Jane Doe contributes $100 to your campaign using PayPal. Because you received the money from Jane Doe and not PayPal, you would report the contribution as received 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

UCA 20A-11-101, UCA 20A-11-104, UCA 20A-11-201, UCA 20A-11-301, 20A-11-601, UCA 20A-11-1301

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-exhaustive 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

What should I do if I'm not sure whether an expenditure is legal or not?

We recommend that you contact a disclosures specialist in the Office of the Lieutenant Governor. Call (801) 538-1041 or email disclosure@utah.gov for guidance on your specific circumstances.

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 $200.00 on your credit card, report the individual transactions (such as $100.00 paid to Printing, Inc. for printing and $100.00 paid to Sign, Inc. for signs) instead of the $200.00 sum.

Reporting Schedule & Deadlines

UCA 20A-11-201, UCA 20A-11-203, UCA 20A-11-204, UCA 20A-11-302, UCA 20A-11-303, UCA 20A-11-1302, UCA 20A-11-1303

Utah campaign finance law requires candidates and current officeholders to report contributions on a rolling basis **AND** on specific dates throughout the year.

31 day contribution reporting requirement

You must report each contribution within 31 calendar days of receiving it. See page 27 for an explanation of when a contribution is considered received.

7 day contribution reporting requirement

If you have an opponent for the convention, primary election, or general election, you must report all campaign contributions within 7 business days beginning the 30 days before the convention or election. Refer to the table below to determine when this requirement begins:

Contest	7-Business Day Reporting Requirement Begins:
Convention	Contact your party (page 5) to determine your convention dates, and then calculate 30 calendar days prior to that date.
Primary Election	Sunday, May 26, 2024
General Election	Sunday, October 6, 2024

The 31 day rule and 7 day rule only apply to campaign contributions. However, the report chart below applies to contributions **and** expenditures.

In addition to regular contribution reporting, state executive, legislative and state board of education candidates are required to submit 5 reports on disclosures.utah.gov throughout the 2024 election cycle. Refer to the table below for these reporting 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 (Not state board of education candidates)
March 23rd	March 23, 2024 (11:59 p.m.)	When candidacy begins - March 18, 2024	*Unaffiliated legislative candidates only
May 15th	May 15, 2024 (11:59 p.m.)	When candidacy begins - May 10, 2024	State board of education candidates only
Primary Election	June 18, 2024 (11:59 p.m.)	When candidacy begins - June 13, 2024	All candidates
September 30th	September 30, 2024 (11:59 p.m.)	June 14, 2024 - September 25, 2024	All candidates
General Election	October 29, 2024 (11:59 p.m.)	September 26, 2024 - October 24, 2024	All candidates
Year-End	January 10, 2025 (11:59 p.m.)	October 25, 2024 - December 31, 2024	All candidates

Questions about campaign finance? Email disclosure@utah.gov

Reporting requirements (cont.)

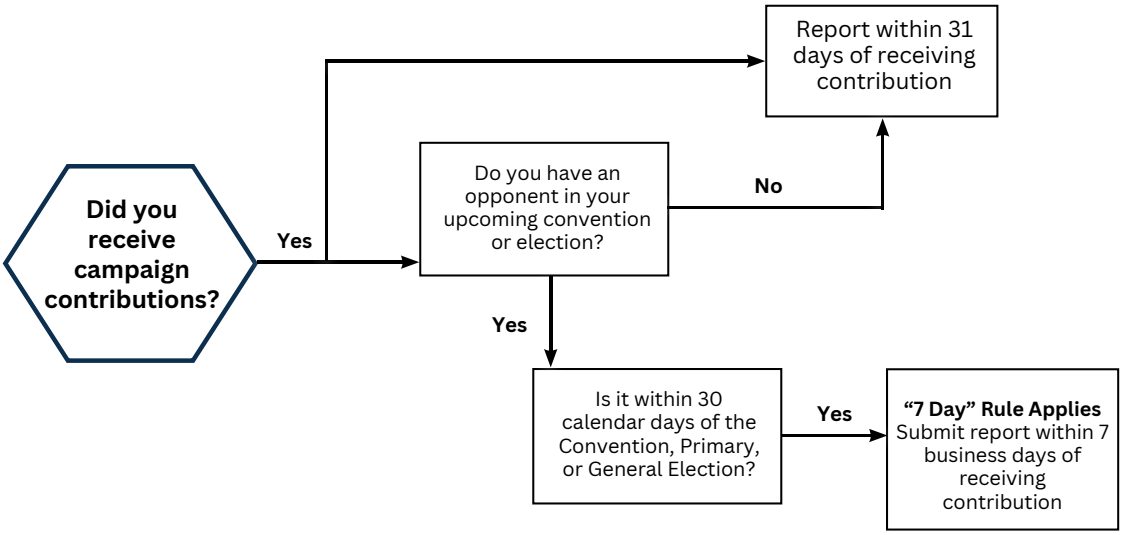
Refer to pages 31-33 to learn how to file these reports

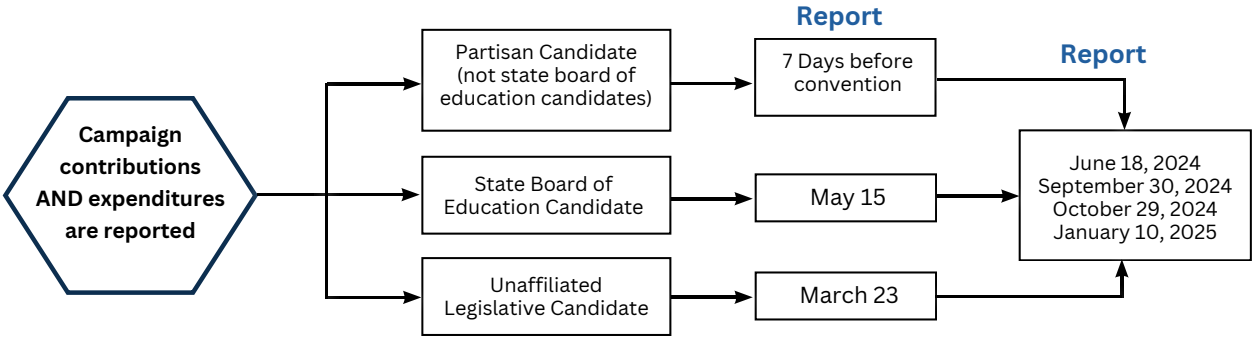
Reporting deadlines are the same for all candidates except for the Convention, March 30th, and May 15th reports. The Convention report is due 7 days before your party's convention (if you are a partisan candidate) - even if you do not participate in the convention process. If the reporting deadline falls on a weekend or holiday, the report will be due the following business day.

Refer to page 5 to contact your party and determine the exact date of your convention.

The March 23rd report applies to unaffiliated legislative candidates only and the May 15th report applies to State Board of Education candidates only.

Campaign Contribution/Expenditure Reporting Chart





Questions about campaign finance? Email disclosure@utah.gov

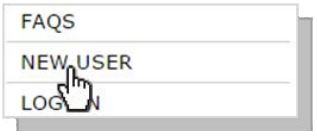
How to report your campaign finances

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

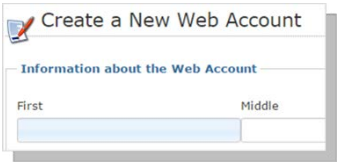
1 Create a username & register your campaign

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

On the top left-hand section of the screen, select **"New User."** Skip this and the next item if you already have a username.

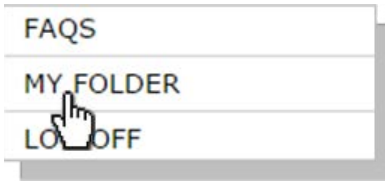


The **"Create a New Web Account"** screen should appear. Here you will create a username which allows you to access the disclosures website. This is not the same as registering your campaign–that will be done in the next step. Fill out your personal information and create your username and password. Click **"Register."** ***Your username information will not be public.***

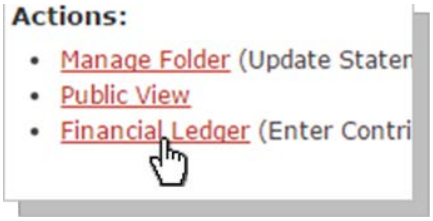


2 Navigate your online financial ledger

All contributions and expenditures are entered into your online financial ledger. This is also where reports are filed. To access your ledger, log on www.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."**



You will want to familiarize yourself with the **"Financial Ledger"** tool. See the next page for instructions on using the various functions.

DISCLOSURES .UTAH.GOV

Completing the Financial Ledger

1 **Name of Reports**
These are the names of the required reports for a regular general election year. 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 **Purpose/Address**
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 **Contributions/Expenditures/Balance**
These columns display the total amount of contributions and expenditures, as well as the total account balance for each report. If you click "Show Details," each column will display amounts for individual contributions and expenditures. Use the "Add" button in the top row to enter a new contribution or expenditure.

4 **Special Reporting Categories**
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 **File Report**
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.

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

7 **Download Import Sheet**
If you prefer, you can complete an import sheet in Microsoft Excel and email the file to disclosure@utah.gov.

Unaffiliated Candidates
The "convention" report will be displayed as the May 15th report.

In-kind Contributions
These contributions do not affect your total balance, but they still must be reported.

Loan
Means any funds received by the filing entity if the person expects repayment or reimbursement. Loans can be from a personal account.

Public Service Assistance
Can be a gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value to an officeholder. Can also include goods or services provided at less than fair market value for the benefit of the officeholder.

Changes/Edits
You may make changes to your report once you submit it, but any changes will be publicly displayed as amendments.

Emailing Disclosures
All emailed disclosure documents must be received **before** the reporting deadline.

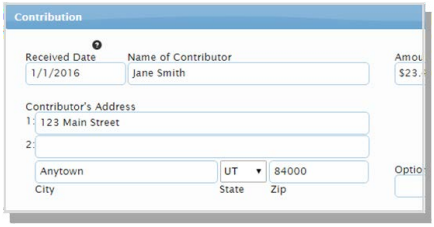
How to report your campaign finances (cont.)

3 Add a contribution or expenditure

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

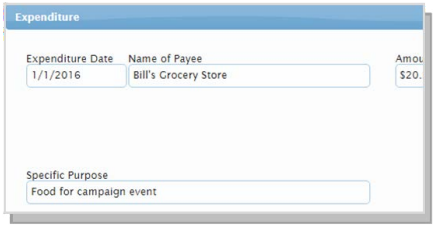
Contribution

Clicking the **"Add"** button will display a pop-up. Here you will enter the amount and date of the contribution (refer to page 27 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).



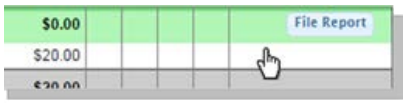
Expenditure

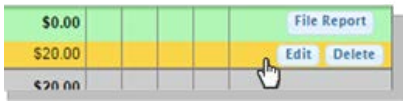
Clicking the **"Add"** button will display a pop-up. Here you will enter the date of the expenditure, the specific purpose of the expenditure, and the expenditure amount. The expenditure amount must be detailed and clear. Also, there is a check box to use if the expenditure is related to a loan.



4 Edit or delete a contribution or expenditure

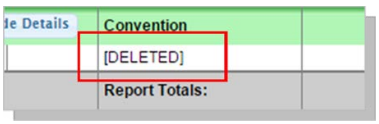
To ***edit*** or ***delete*** a specific transaction, click on the row you would like to change. The row will highlight and the "Edit" and "Delete" buttons will appear. Make changes as desired. *Note: If the report is already filed and you are making changes, **"Amend"** and **"Delete"** buttons will appear instead.*





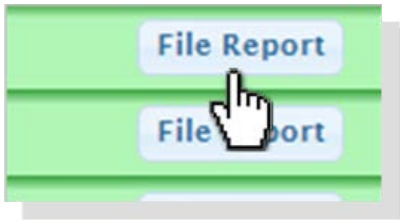
To ***edit*** a transaction, click the **"Edit"** button. After editing a transaction, it will be noted as an amendment.

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, we recommend that you review all of your contributions and expenditures to ensure they have accurately been entered into the ledger. When you are ready to submit a report, click the **"File Report"** button on the ledger. You will be asked to confirm the filing. You will receive an on-screen and email confirmation each time you file a report.



When to start & stop reporting finances

UCA 20A-11-104, UCA 20A-11-304

When do I start reporting my campaign finances?

Once you announce 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 campaign 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 account 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:

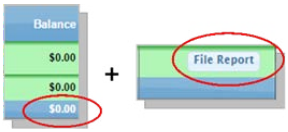
- Pay back any loans your campaign received (including loans you made to your own campaign);
- Return funds to contributors;
- Donate the funds to a candidate, political party, or political action committee (PAC); or
- Donate the funds to a 501(c)(3) organization.

Note: Refer to your bank for specific instructions to close your bank account.

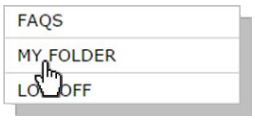
How do I close my *disclosures.utah.gov* account?

To close your online financial disclosures account, follow these instructions:

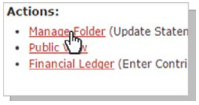
1. **Log in to www.disclosures.utah.gov.** Ensure that your financial ledger is updated, your account balance is $0.00, and you have filed the next upcoming report.



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



3. You will notice three red links in the middle of the screen under **"Actions."** Click **"Manage Folder."**



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

Note: 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.

Campaign Finance Penalties & Fines

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

This table 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 23rd	March 23, 2024 (11:59 p.m.)	$100 fine	*Nonpartisan legislative candidates only
May 15th	May 15, 2024 (11:59 p.m.)	$100 fine	State board of education candidates only
Primary Election	June 18, 2024 (11:59 p.m.)	$100 fine & disqualification*	All candidates
September 30th	September 30, 2024 (11:59 p.m.)	$100 fine & disqualification*	All candidates
General Election	October 29, 2024 (11:59 p.m.)	$100 fine & disqualification*	All candidates
Year-End	January 10, 2025 (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

Separate from the deadlines and penalties listed in the table above, there are penalties for failing to report contributions within the 31 calendar days or 3 business day requirement. Refer to page 29 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?

Statewide executive, 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?

Statewide executive, 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.

What if I don't file or there are errors?

If you fail to file, or the filed report contains errors, the lieutenant governor will notify the candidate of the issue within 5 business days of discovering the issue. If a corrected report is not submitted within 7 business days after receiving this notice, the candidate could be guilty of a class B misdemeanor, and violations may be reported to the Utah Attorney General.

Questions about campaign finance? Email disclosure@utah.gov

Other Useful Information

- Campaign regulations (pages 36-38).
- Important election dates (page 39).
- County Clerk contact information (page 40).
- Legislative and state board of education districts (pages 41-43).

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 rule also applies to ballot boxes). 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 with the exception of state rights-of-way (see next page), 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 private property. Property owners can remove your signs without your consent and are not obligated to return the signs to you.

Campaign signs on public roadways

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 vote.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 can be up to $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. Candidates who withdraw within 65 days of the election will have their name on the ballot, but votes case for them will not be counted.

Submitting ballots

Candidates or their campaigns cannot collect or submit mail ballots on behalf of voters. They can, however, give voters rides to polling locations.

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 - January 8 (5:00 p.m.), 2024	Candidate Filing for Partisan Candidates
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 5, 2024	Candidate Filing Deadline for Unaffiliated Candidates
March 30, 2024	Financial disclosure report due for unaffiliated legislative candidates
April 29, 2024	Last day unaffiliated candidates can declare candidacy
May 10, 2024	Primary Election ballots are sent to military and out-of-country voters
May 13, 2024 (5:00 p.m.)	Candidate biographies/profiles must be submitted for voter information website for primary election
May 15, 2024	Financial disclosure report due for state board of education candidates
June 4, 2024	Primary Election mail ballots are sent to voters
June 11, 2024	Primary Election in-person early voting begins
June 14, 2024 (5:00 p.m.)	Last day a voter can register to vote for the Primary Election
June 20, 2024	Last day a voter may request an absentee ballot for the Primary Election
June 21, 2024	Primary Election in-person early voting ends (a county may extend early voting until June 24th)
June 23, 2024	Financial disclosure report due
June 24, 2024	Last day to postmark a ballot
June 25, 2024	**PRIMARY ELECTION DAY**
July 9, 2024	Final Primary Election results are certified by the county clerks
September 6, 2024 (5:00 p.m.)	Candidate biographies/profiles must be submitted for voter information website for general election
September 20, 2024	General Election ballots are sent to military and out-of-country voters
September 30, 2024	Financial disclosure report due
October 15, 2024	General Election mail ballots are sent to voters
October 22, 2024	General Election in-person early voting begins
October 25, 2024 (5:00 p.m.)	Last day a voter can register to vote for the General Election
October 27, 2024	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 31, 2024	Last day a voter may request an absentee ballot for the General Election
November 1, 2024 (5:00 p.m.)	General Election in-person early voting ends (a county may extend early voting until November 4th)
November 4, 2024	Last day to postmark a ballot
November 5, 2024	**GENERAL ELECTION DAY**
November 19, 2024	Final General Election results are certified by the county clerks
November 26, 2024	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 105 E. Center St. P.O. Box 392 Beaver, UT 84713 Phone: 435-438-6463 Fax: 435-213-1752	**Garfield** Clerk/Auditor: Camille Moore Camille.moore@garfield.utah.gov 55 S Main P.O. Box 77 Panguitch, UT 84759 Phone: 435-676-1120 Fax: 435-676-8239	**Rich** Clerk/Auditor: Anneliesa Peart apeart@richcountyut.org 20 South Main, P.O. Box 218 Randolph, UT 84064 Phone: 435-793-2415 Fax: 435-793-2410	**Utah** Clerk Aaron Davidson aarond@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: 435-734-3393 Fax: 435-723-7562	**Grand** Clerk/Auditor: Gabriel Woytek gwoytek@grandcountyutah.net 125 E. Center Moab, UT 84532 Phone: 435-259-1321 Fax: 435-259-2959	**Salt Lake** Clerk: Lannie Chapman lkchapman@slco.org 2001 South State Street #S1200 Salt Lake City, UT 84190 Phone: 385-468-7400 Fax: 385-468-7401	**Wasatch** Clerk/Auditor: Joey Granger jgranger@wasatch.utah.gov 25 North Main Heber City, UT 84032 Phone: 435-657-3190 Fax: 435-654-0834
Cache Clerk/Auditor: David Benson David.Benson@CacheCounty.gov 179 North Main Street Suite 102 Logan, UT 84321 Phone: 435-755-1460 Fax: 435-755-1980	**Iron** Clerk: Jon Whittaker jwhittaker@ironcounty.net 68 S. 100 E. P.O. Box 429 Parowan, UT 84761 Phone: 435-477-8340 Fax: 435-477-8847	**San Juan** Clerk/Auditor: Lyman Duncan lduncan@sanjuancounty.org P.O. Box 338 Monticello, UT 84535 Phone: 435-587-3223 Fax: 435-587-2425 x 4	**Washington** Clerk/Auditor: Ryan Sullivan Ryan.Sullivan@washco.utah.gov 111 East Tabernacle St. St. George, UT 84770 Phone:435-301-7248 Fax: 435-634-5763
Carbon Clerk/Auditor: Seth Marsing seth.marsing@carbon.utah.gov 751 East 100 North, Ste. 1100 Price, UT 84501 Phone: 435-636-3221 Fax: 435-636-3210	**Juab** Clerk/Auditor: Tanielle Callaway taniellec@juabcounty.gov 160 North Main Nephi, UT 84648 Phone: 435-623-3410 Fax: 435-623-5936	**Sanpete** Clerk: Linda Christiansen lchristiansen@sanpetecountyutah.gov 160 North Main, Ste. 202 Manti, UT 84642 Phone: 435-835-2131 Fax: 435-835-2144	**Wayne** Clerk: Felicia Snow felicia@wayne.utah.gov 18 South Main P.O. Box 189 Loa, UT 84747 Phone: 435-836-1300 Fax: 435-836-2479
Daggett Clerk: Brian Raymond braymond@daggettcounty.org P.O. Box 400 Manila, UT 84046 Phone: 435-784-3154 Fax: 435-784-3335	**Kane** Clerk/Auditor: Chameill Lamb clamb@kane.utah.gov 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@webercountyutah.gov 2380 Washington Blvd., #320 Ogden, UT 84401 Phone: 801-399-8034 Fax: 801-399-8300
Davis Clerk: Brian McKenzie clerk@daviscountyutah.gov 61 South Main Farmington, UT 84025 Phone: 801-451-3213 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: Eve Furse efurse@summitcounty.org 60 N Main, P.O. Box 128 Coalville, UT 84017 Phone: 435-336-3204 Fax: 435-336-3030	*UPDATED 10/2023*
Duchesne Clerk/Auditor: Chelise Jessen cjessen@duchesne.utah.gov 734 North Center Street P.O. Box 270 Duchesne, UT 84021 Phone: 435-738-1228 Fax: 435-738-5522	**Morgan** Clerk/Auditor: Leslie Hyde lhyde@morgancountyutah.gov 48 West Young St., Room 18 P.O. Box 886 Morgan, UT 84050 Phone: 801-845-4011 Fax: 801-829-6176	**Tooele** Clerk: Tracy Shaw Tracy.shaw@tooeleco.org 47 S. Main #318 Tooele, UT 84074 Phone: 435-843-3140 x 6 Fax: 435-882-7317	
Emery Clerk/Auditor: Brenda Tuttle brendat@emery.utah.gov 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@uintah.utah.gov clerk-auditor@uintah.utah.gov 147 East Main Vernal, UT 84078 Phone: 435-781-5360 Fax: 435-781-6701	**You can also find County Clerk information on our website using this link.**

Legislative and State Board of Education Districts

House Districts

- District One (1) is located in Box Elder County and a portion of Cache County.
- District Two (2) is located in a portion of Cache County.
- District Three (3) is located in a portion of Cache County.
- District Four (4) is located in Rich County and portions of Morgan and Summit Counties.
- District Five (5) is located in a portion of Cache County.
- District Six (6) is located in portions of Box Elder and Weber Counties.
- District Seven (7) is located in a portion of Weber County.
- District Eight (8) is located in portions of Weber and Morgan Counties.
- District Nine (9) is located in a portion of Weber County.
- District Ten (10) is located in a portion of Weber County.
- District Eleven (11) is located in portions of Davis and Weber Counties.
- District Twelve (12) is located in portions of Davis and Weber Counties.
- District Thirteen (13) is located in a portion of Davis County.
- District Fourteen (14) is located in a portion of Davis County.
- District Fifteen (15) is located in a portion of Davis County.
- District Sixteen (16) is located in a portion of Davis County.
- District Seventeen (17) is located in a portion of Davis County.
- District Eighteen (18) is located in a portion of Davis County.
- District Nineteen (19) is located in a portion of Davis County.
- District Twenty (20) is located in a portion of Davis County.
- District Twenty-one (21) is located in a portion of Salt Lake County.
- District Twenty-two (22) is located in a portion of Salt Lake County.
- District Twenty-three (23) is located in portions of Salt Lake and Summit Counties.
- District Twenty-four (24) is located in a portion of Salt Lake County.
- District Twenty-five (25) is located in a portion of Salt Lake County.
- District Twenty-six (26) is located in a portion of Salt Lake County.
- District Twenty-seven (27) is located in a portion of Salt Lake County.
- District Twenty-eight (28) is located in a portion of Tooele County.
- District Twenty-nine (29) is located in Millard County and portions of Juab and Tooele Counties.
- District Thirty (30) is located in a portion of Salt Lake County.
- District Thirty-one (31) is located in a portion of Salt Lake County.
- District Thirty-two (32) is located in a portion of Salt Lake County.
- District Thirty-three (33) is located in a portion of Salt Lake County.
- District Thirty-four (34) is located in a portion of Salt Lake County.
- District Thirty-five (35) is located in a portion of Salt Lake County.
- District Thirty-six (36) is located in a portion of Salt Lake County.
- District Thirty-seven (37) is located in a portion of Salt Lake County.

Legislative and State Board of Education Districts

House Districts (cont.)

- District Thirty-eight (38) is located in a portion of Salt Lake County.
- District Thirty-nine (39) is located in a portion of Salt Lake County.
- District Forty (40) is located in a portion of Salt Lake County.
- District Forty-one (41) is located in a portion of Salt Lake County.
- District Forty-two (42) is located in a portion of Salt Lake County.
- District Forty-three (43) is located in a portion of Salt Lake County.
- District Forty-four (44) is located in a portion of Salt Lake County.
- District Forty-five (45) is located in a portion of Salt Lake County.
- District Forty-six (46) is located in a portion of Salt Lake County.
- District Forty-seven (47) is located in a portion of Salt Lake County.
- District Forty-eight (48) is located in a portion of Salt Lake County.
- District Forty-nine (49) is located in a portion of Salt Lake County.
- District Fifty (50) is located in a portion of Utah County.
- District Fifty-one (51) is located in a portion of Utah County.
- District Fifty-two (52) is located in a portion of Utah County.
- District Fifty-three (53) is located in a portion of Utah County.
- District Fifty-four (54) is located in a portion of Utah County.
- District Fifty-five (55) is located in a portion of Utah County.
- District Fifty-six (56) is located in a portion of Utah County.
- District Fifty-seven (57) is located in a portion of Utah County.
- District Fifty-eight (58) is located in a portion of Utah County.
- District Fifty-nine (59) is located in Wasatch County and portions of Summit County.
- District Sixty (60) is located in a portion of Utah County.
- District Sixty-one (61) is located in a portion of Utah County.
- District Sixty-two (62) is located in a portion of Utah County.
- District Sixty-three (63) is located in a portion of Utah County.
- District Sixty-four (64) is located in a portion of Utah County.
- District Sixty-five (65) is located in a portion of Utah County.
- District Sixty-six (66) is located in Sanpete County and portions of Juab and Utah Counties.
- District Sixty-seven (67) is located in Carbon County and portions of Duchesne and Emery Counties.
- District Sixty-eight (68) is located in Daggett and Uintah Counties and portions of Duchesne and Summit Counties.
- District Sixty-nine (69) is located in Garfield, Grand, Kane, San Juan, and Wayne Counties and a portion of Emery County.
- District Seventy (70) is located in Beaver, Piute, and Sevier Counties and a portion of Iron County.
- District Seventy-one (71) is located in a portion of Iron County.
- District Seventy-two (72) is located in Washington County.
- District Seventy-three (73) is located in Washington County.
- District Seventy-four (74) is located in Washington County.
- District Seventy-five (75) is located in Washington County.

Legislative and State Board of Education Districts

Senate Districts

(Only Districts up for Election in 2024 are listed)

- District Two (2) is located in portions of Cache and Rich Counties.
- District Three (3) is located in portions of Morgan, Summit, and Weber Counties.
- District Four (4) is located in portions of Davis and Weber Counties.
- District Eight (8) is located in portions of Davis and Salt Lake Counties.
- District Ten (10) is located in a portion of Salt Lake County.
- District Twelve (12) is located in a portion of Salt Lake County **for a two (2) year term.**
- District Fifteen (15) is located in a portion of Salt Lake County.
- District Sixteen (16) is located in a portion of Salt Lake County.
- District Seventeen (17) is located in a portion of Salt Lake County.
- District Twenty-two (22) is located in portions of Salt Lake and Utah Counties.
- District Twenty-four (24) is located in portions of Utah and Wasatch Counties.
- District Twenty-five (25) is located in a portion of Utah County.
- District Twenty-six (26) is located in Carbon, Emery, Grand, San Juan, and Wasatch Counties and portions of Garfield, Kane, Utah, and Wayne Counties.
- District Twenty-seven (27) is located in Sanpete and Sevier Counties and portions of Garfield, Juab, Kane, Millard, Piute, Utah, Washington, and Wayne Counties.
- District Twenty-nine (29) is located in a portion of Washington County.

State Board of Education Districts

(Only Districts up for Election in 2024 are listed)

- District Three (3) is located in portions of Davis and Weber Counties.
- District Six (6) is located in portions of Salt Lake and Summit Counties.
- District Seven (7) is located in a portion of Salt Lake County.
- District Nine (9) is located in a portion of Salt Lake County.
- District Ten (10) is located in portions of Tooele, Salt Lake, and Utah Counties.
- District Twelve (12) is located in Daggett, Duchesne, Uintah, Utah, and Wasatch Counties.
- District Thirteen (13) is located in a portion of Utah County.
- District Fifteen (15) is located in Garfield, Kane, Piute, San Juan, Washington, and Wayne Counties and a portion of Iron County.

Refer to this website for district boundary maps.

Legislation outlining Utah House Boundaries Designation can be found here.

Legislation outlining Utah State Senate Boundaries and Election Designation can be found here.

Legislation outlining State Board of Education Boundaries and Election Designation can be found here.