

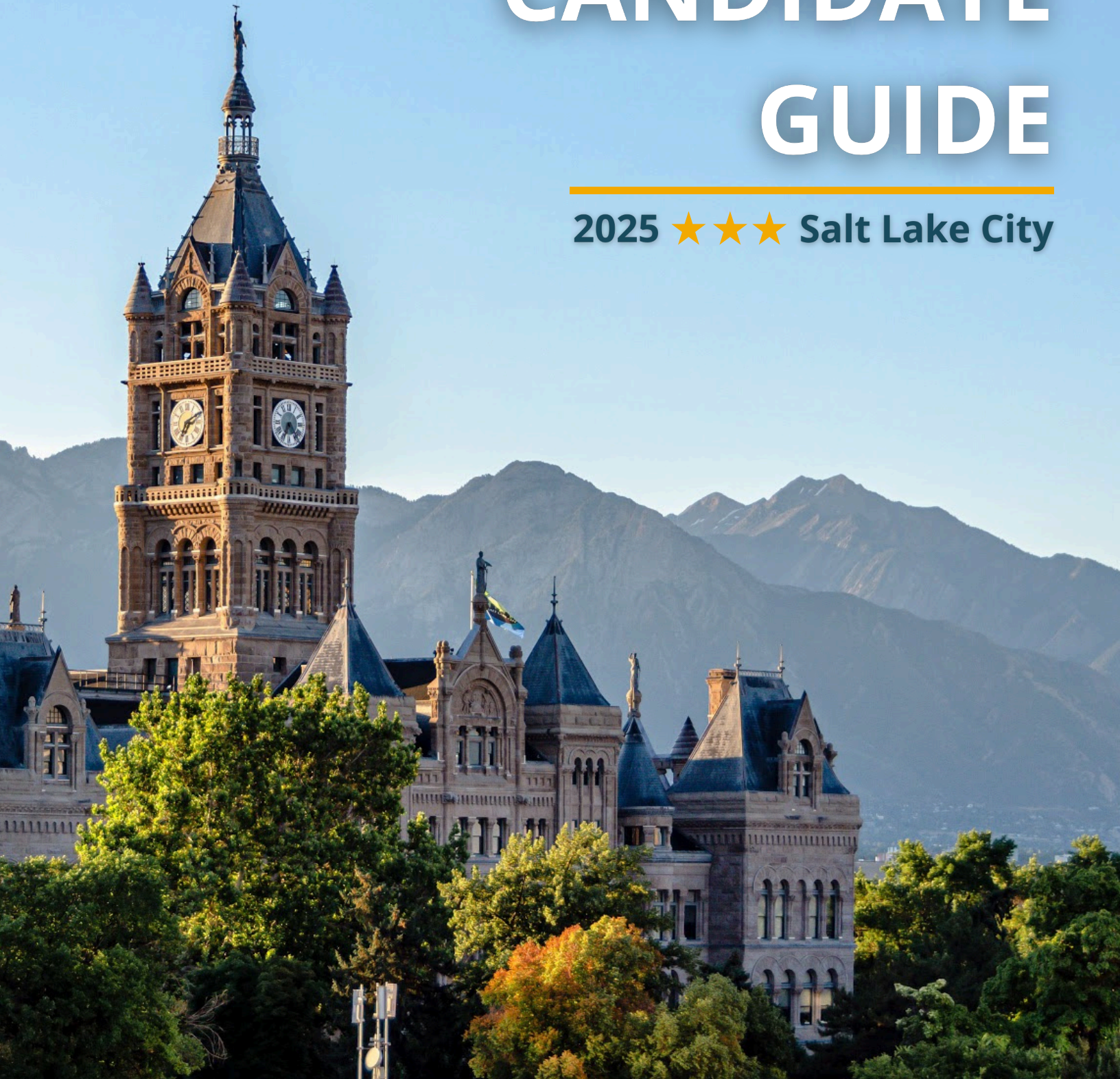


Office of the  
City Recorder

# MUNICIPAL CANDIDATE GUIDE

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2025 ★★ Salt Lake City





CITY RECORDERS'S OFFICE | SALT LAKE CITY CORPORATION  
451 S. State St, Suite 415  
Salt Lake City, UT, 84111  
(801)-535-7671  
[Elections@slcgov.com](mailto:Elections@slcgov.com)

Dear Candidate,

Congratulations on your decision to run for an elected office in Salt Lake City.

This guide contains information necessary to run for office. Included are copies of the Salt Lake City Code governing elections, campaign finance laws, important dates, and forms/instructions on filing your campaign finance statements online. This guide is also available online at [www.slc.gov/attorney/recorder/elections](http://www.slc.gov/attorney/recorder/elections).

This package was designed to assist you in your campaign; however, it does not relieve you of your obligation to know the election laws of the State of Utah and Salt Lake City (found respectively in Titles 10 and 20A of the Utah Code and Sections 2.46, and 2.68 of the Salt Lake City Code).

The City Recorder's Office oversees the Salt Lake City election process as well as the candidate filing process. If you have any questions or need more information, please call us at 801-535-7671 or visit office at 451 S. State St, Suite 415. Parking is available in the east semi-circle entered from 200 East and surrounding the building. You can contact us by email at [elections@slcgov.com](mailto:elections@slcgov.com).

Information provided to the City Recorder in conjunction with the election is considered public information and will be released to the public upon request. You may make your residential and mailing address a protected record by providing an alternate address or phone number pursuant to § 63G-2-305(52).

Best wishes for a successful campaign. Sincerely,

Keith Reynolds



Salt Lake City Recorder

Hayden Loftus



Elections Management Coordinator



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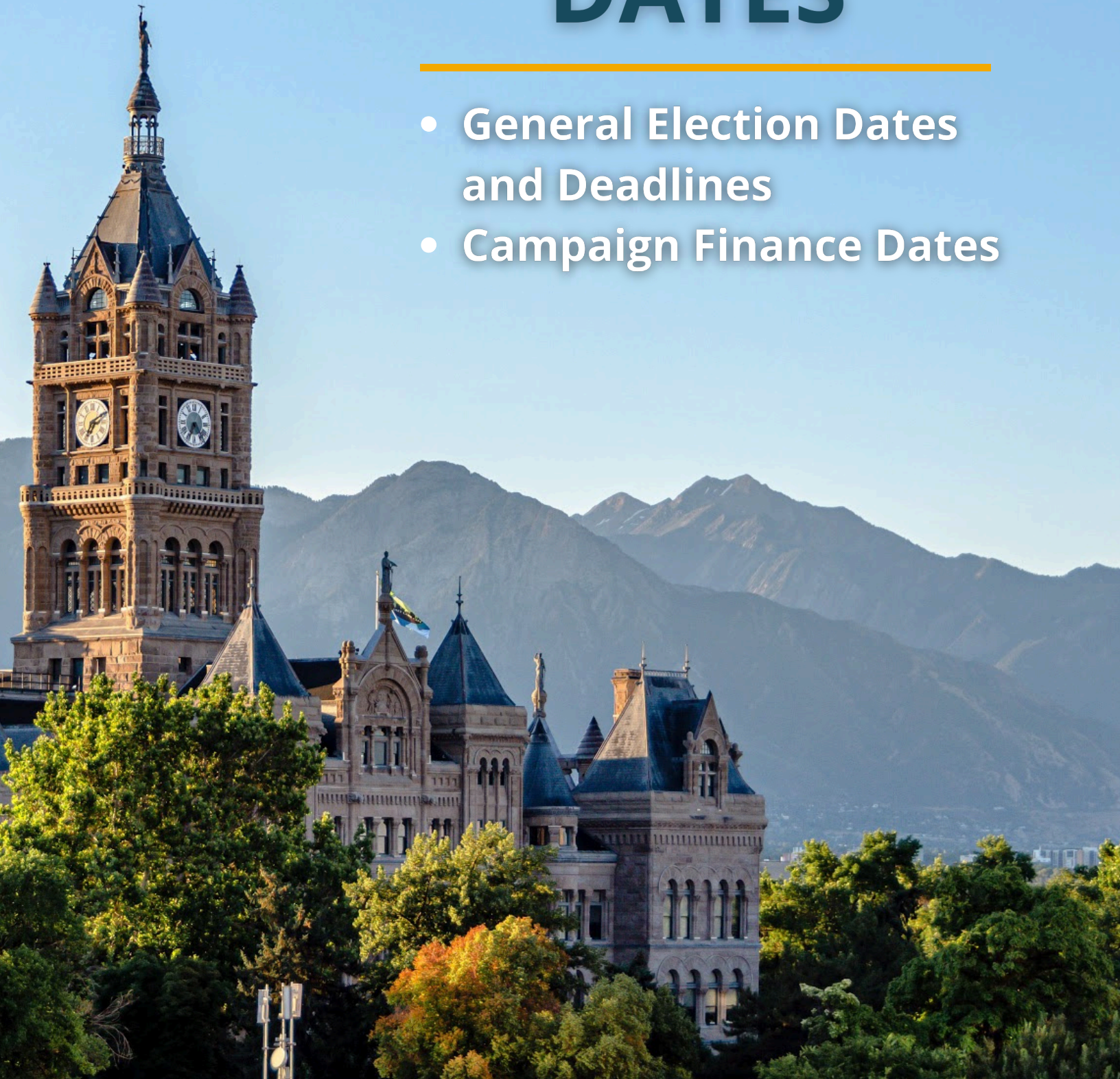
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# IMPORTANT DATES

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- General Election Dates and Deadlines
- Campaign Finance Dates







## RECORDER'S OFFICE

## Salt Lake City 2025 Municipal Election Dates

Note: Due to Salt Lake City opting to participate in the Municipal Alternative Voting Methods Pilot Project, also known as Ranked Choice Voting, there will not be a Primary Election for Salt Lake City. As a result, the calendar will not include dates related to a Primary Election, as well as the traditional timeline for the Declaration of Candidacy Period.

Municipal Alternative Voting Methods Pilot Project Commitment Deadline		
May 1, 2025	Municipalities may participate in the pilot project by providing written notice to both the Lieutenant Governor's office and the County Clerk's office by the stated deadline	Utah Code <a href="#">§20A-4-602(3)</a>
Candidate Filing Deadlines		
August 12 - 19, 2025*	Candidates in municipalities participating in Ranked Choice Voting may file their paperwork for declaration of candidacy with the City Recorder from 8:00am-5:00pm. (Please note weekends are excluded from filing)	Utah Code <a href="#">§20A-4-602(6)</a>
September 2, 2025	Last day that an individual may qualify as a write-in candidate	Utah Code <a href="#">§20A-9-601(1)(a)</a>
September 5, 2025	Deadline to submit Candidate Profiles for the Lieutenant Governor's Office	Utah Code <a href="#">§20A-7-801(4)(a)(ii)</a>





## RECORDER'S OFFICE

## Salt Lake City 2025 Municipal Election Dates

2025 General Election Dates		
September 5, 2025	Deadline to submit Candidate Profiles for the Lieutenant Governor's Office	Utah Code <a href="#">§20A-7-801(4)(a)(ii)</a>
September 19, 2025	Last day to publish a copy of the sample ballot	Utah Code <a href="#">§20A-5-405(1)(f)</a>
September 19, 2025	Ballots begin to be mailed to military and overseas voters	Utah Code <a href="#">§20A-16-403(1)</a>
October 14, 2025	Ballots begin to be distributed via USPS	Utah Code <a href="#">§20A-3a-202(2)(a)</a>
October 21, 2025	Early in-person voting begins	Utah Code <a href="#">§20A-3a- 202(8)(c)(ii)</a>
October 24, 2025	Voter registration deadline	Utah Code <a href="#">§20A-102.5(2)(a)</a>
November 4, 2025	Ballots must be received by the election office by 8:00 PM on Election Night	
November 4, 2025	Election Day	Utah Code <a href="#">§20A-1-102(37)</a>
November 11-18, 2025	The Board of Canvassers may meet to certify election results	Utah Code <a href="#">§20A-4-301(2)</a> Utah Code <a href="#">§20A-4-603(12)</a>





## RECORDER'S OFFICE

## Salt Lake City 2025 Municipal Election Dates

Report Name	Period Start	Period End	Filing Date
February #1	2/13/2022	2/12/2023	2/15/2023
February #2	2/13/2023	2/12/2024	2/15/2024
February #3	2/13/2024	2/12/2025	2/15/2025
July Report	2/13/2025	6/28/2025	7/1/2025
28 Day Report	6/29/2025	10/04/2025	7-Oct-25
General Election	10/05/2025	10/25/2025	28-Oct-25
Post General Election	10/26/2025	12/1/2025	4-Dec-25
February #4	12/2/2025	2/12/2026	2/15/2026

These deadlines are by **5:00 PM on the date noted.**

During the seven (7) day period before the election, **from October 28, 2025 - November 4, 2025, each personal campaign committee shall file with the City Recorder a verified report of each contribution over five-hundred dollars (\$500.00) within twenty-four (24) hours after receipt of each such contribution.** Such reports shall contain the information required by SLC Code 2.46.090.

If a candidate fails to file the campaign statements as listed in code, they will be disqualified.

You can find information about Campaign Finance reports/deadlines for Candidates at <https://www.slc.gov/attorney/campaign-finance/>



2025

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# MUNICIPAL ELECTION INFORMATION

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- Becoming a Candidate
- City/County Services
- Master Ballot Position List
- Electronic Voter Information Website
- Campaign Finance Reporting





# **Salt Lake City 2025 Municipal Election**

## **City Council Districts 1, 3, 5, and 7.**

### **QUALIFICATIONS FOR CANDIDACY**

State of Utah Code [§10-3-301](#) and [§20A-9-203](#).

Salt Lake City Code [§2.68.010](#).

**Anyone wishing to file for candidacy must meet the following qualifications:**

1. Be a United States citizen at the time of filing;
2. Be at least 18 years old at the time of the next municipal election;
3. Be a registered voter of the municipality;
4. Be a resident of Salt Lake City for 12 months immediately before the dates of the election, and if running for City Council, be a resident of the council district for which they seek office for 12 months immediately before the date of election;
5. In accordance with [Utah Consitution Article IV, Section 6](#), a mentally incompetent individual, or an individual convicted of a felony, or an individual convicted of treason or a crime against the elective franchise, may not hold office in Utah until the right to hold elective office is restored under [UCA §20A-2-101.3](#) or [§20A-2-101.5](#).

### **QUALIFICATIONS FOR WRITE IN CANDIDATES**

Anyone wishing to become a valid write-in candidate must meet the above qualifications, file a Declaration of Candidacy, in person, and pay the appropriate filing fee 65 days before the municipal general election. UCA §20A-9-601.

### **CANDIDATE FOR CITY COUNCIL - FEE REQUIRED**

Any individual who files declaration to run for City Council must pay the following fee, set in accordance by Salt Lake City Code 2.68.010(E).

- \$111
- In lieu of the fee, a candidate can submit a petition signed by 75 residents within the council district who are at least eighteen (18) years old. This petition will be construed as an alternative to payment of the required fee for persons whom such a fee would create financial hardship.

## **DECLARATION OF CANDIDACY – REQUIRMENTS**

Please note that in order to declare candidacy, a prospective candidate must have an open Personal Campaign Committee filed with the City Recorder.

Candidates must file a “Declaration of Candidacy” form with the City Recorder (see section VI of this guide). Candidates must file in person during the hours of 8:00 am – 5:00 pm from August 12 to August 19, 2025. The City Recorder’s Office is located at 451 S. State Street, Room 415, Salt Lake City, UT.

Any resident of Salt Lake City may also nominate a candidate for Council Member by filing a “Nomination Petition” with the City Recorder in person during the hours of 8:00 am – 5:00 pm from August 12 to August 19, 2025. The City Recorder’s Office is located at 451 S. State Street, Room 415, Salt Lake City, UT. The \$111 fee is also required, and the prospective candidate must meet all of the requirements to run for office. In lieu of the fee, prospective candidates can gather signatures of 75 residents (who are at least 18 years old) of the council district the prospective candidate wishes to represent.

Immediately following the filing deadline, the City Recorder will publish the names of the candidates on the City Recorder website, as well as the Utah Public Notice Website.

Any “Declaration of Candidacy” or “Nomination Petition” will be deemed valid unless a written objection is filed with the City Recorder within five days after the last day of filing. If an objection is made, the City Recorder will immediately email written notice of the objection to the affected candidate and decide on any objection within 48 hours after it is filed. If the City Recorder sustains the objection, the candidate may correct the problem by either amending the declaration/nomination petition within three days after the objection is sustained or by filing a new declaration within three days after the objection is sustained. Candidates may withdraw candidacy by filing a “Withdrawal of Candidacy” form.

## **FAIR CAMPAIGN PLEDGE**

Each candidate is given the opportunity to voluntarily pledge to follow the basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that after vigorously contested but fairly conducted campaigns, citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues. (Utah Code §20A-9-206)

## **CITY AND COUNTY ELECTION SERVICES**



Salt Lake City Corporation contracts with the Salt Lake County Elections to manage the following:

- Vote Center Locations
- Poll Workers and Judges
- Ballot Administration
- Voting on Election Day
- Tabulating and Reporting
- Voter Registration Data and Forms

Salt Lake County Elections can provide the following information:

- List of Registered Voters in a Council District (for a fee)
- Voter Registration Forms
- Past Election Statistics

If voters have questions about which voting precinct they live in, voter registration, or where a vote center is located, they can contact the Salt Lake County Elections office at 385-468-7400, or by email at [vote@saltlakecounty.gov](mailto:vote@saltlakecounty.gov).

For any other questions, contact: City Recorder's office at 801 -535-7671, or by email at [elections@slcgov.com](mailto:elections@slcgov.com)

## **MASTER BALLOT POSITIOIN LIST**

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

### **A. Master Ballot Position List**

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

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

In accordance with Utah Code §20A-6-305, election officers shall use the master ballot position list for 2024-2025 to determine the order in which to list candidates on the ballot for any election held during those years.

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

- The candidate's surnames as listed on the declaration of candidacy.
- If two or more candidates have surnames that begin with the same letter, the list shall be applied to each subsequent letter in the candidates' surnames as listed on the declaration of candidacy.
- If two or more candidates have an identical surname as listed on the declaration of candidacy, the list shall be applied to the candidates' given (first) names as listed on the declaration of candidacy.

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

The Office of the Lieutenant Governor will conduct the randomization process by drawing wooden letter tiles from an opaque bag and following these procedures:

1. A wooden tile with each letter of the alphabet printed is to be placed in an opaque bag.
2. Three individuals are to be selected to draw tiles out of the bag.
3. The order the individuals draw tiles out of the bag is selected at random by rolling the die.
4. The person rolling the highest number on the die picks first, the second highest roller picks second, and the lowest roller picks third.
5. Ties are broken by rolling the die until one of the individuals in the tie rolls a number that is higher than the other person they are tied with.
6. Letters are pulled out of the opaque bag until all tiles are removed.
7. The order the tiles were picked from the bag became the Master Ballot Position List.

The randomization was done on Tuesday, January 9, 2024, at 10:00 am in the rotunda of the Utah State Capitol. Notice of the meeting was published on the Public Notice Website and broadcast live on Zoom. A recording of the meeting can be found on the [www.vote.utah.gov](http://www.vote.utah.gov) website.

**ELECTRONIC VOTER INFORMATION WEBSITE**

Per Utah Code [§20A-7-801\(4\)](#), the Lieutenant Governor's Office provides candidates with the opportunity to submit a candidate profile for their website, [www.vote.utah.gov](http://www.vote.utah.gov). These profiles include biographical information, a picture, and a short statement from the candidate.

These profiles are optional, and you can read all submitted candidate profiles at [www.vote.utah.gov](http://www.vote.utah.gov) after September 5, 2025.

If you need assistance with your candidate profile, you can contact the Utah Lieutenant Governor's Office at 801-538-1041 or via email at [elections@utah.gov](mailto:elections@utah.gov). Open Monday – Friday, 8:00 am – 5:00 pm (state and national holidays excluded).

## **HOW DO I SUBMIT MY PROFILE**

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

**PLEASE NOTE:** These deadlines are established by law. As a result, late submissions and edits cannot be accepted.

## **MUNICIPAL CAMPAIGN FINANCE REPORTING**

### **REQUIREMENTS BEFORE RECEIVING CAMPAIGN CONTRIBUTIONS**

### **AND MAKING EXPENDITURES**

#### **PERSONAL CAMPAIGN COMMITTEES (PCC)**

A Personal Campaign Committee is an individual candidate's campaign finance account. It is the responsibility of either the PCC or the candidate to submit information to the City Recorder's



Office to provide detailed listings of how they are spending and receiving funds. Please visit 2.46 for more information.

Basics behind a PCC:

- Required for every candidate prior to receiving any contributions or making expenditures
- Register the committee with the City Recorder's Office
- Can add and remove members at any time

## **LAWS AND LIMITS GOVERNING CAMPAIGN CONTRIBUTIONS AND CAMPAIGN**

### **CONTRIBUTION**

- A gift, subscription, donation, loan, advance, or deposit of money or anything of value, including non-monetary contributions such as in-kind contributions and contributions of tangible things.
- Does not include personal services provided without compensation by individuals volunteering their time.

### **CONTRIBUTIONS PROHIBITED**

It is unlawful for any person:

1. Who enters into any contract or seeks to enter into any contract with the city either for the rendition of personal services or furnishing any material, supplies, or equipment to the city or for selling any land or building to the city, if payment for the performance of the contract is to be made in whole or in part from city funds, at any time between the commencement of negotiations for the contract and the later of:
  - a. The completion of performance under the contract, or
  - b. The termination of negotiations for the contract, directly or indirectly to make any contribution to a candidate or personal campaign committee; or
2. Knowingly to solicit a contribution from any such person during any such period.

### **IN-KIND CONTRIBUTIONS**

An in-kind contribution means anything of value other than money, that is accepted by or coordinated with a candidate.

Example:

Someone makes a website for your campaign, but they don't charge you. This would count as an in-kind contribution.

### **CONTRIBUTION LIMITS**

- City Council - \$850/ per contributor
- Mayor - \$3,980/ per contributor

### **EXPENDITURES**

- Any disbursement from contributions, receipts, or any campaign finance account.
- A purchase, payment, donation, distribution, loan, advance, deposit, gift of money or anything of value made for political purposes.
- An express or implied, legally enforceable contract, promise, or agreement to make any purchase, payment, donation, distribution, loan, advance, deposit, gift of money or anything of value for a political purpose;
- Compensation paid by a candidate for personal services rendered by a person without charge to a reporting entity;
- A transfer of funds by a political committee to another political committee or to a candidate's personal campaign committee as defined or;
- Goods or services provided by a reporting entity to or for the benefit of the candidate for political purposes at less than fair market value
- Shall not include personal services provided without compensation by individuals volunteering their time, or money lent to a candidate by a financial institution in the ordinary course of business.

### **VOLUNTARY LIMITATION ON CONTRIBUTION AND EXPENDITURES**

- Declaration to Limit
  - Contributions to personal campaign
    - City Council - \$3,000 limit
    - Mayor - \$75,000 limit
  - Expenditures
    - City Council - \$15,000 limit
    - Mayor - \$375,000 limit

### **COORDINATED EXPENDITURE**

- An expenditure made by any person in cooperation, consultation, or concert with, or at the request or suggestion of a candidate or the candidates personal campaign committee, or their agents.
- Includes coordinated advertising on billboards and taxicabs or other ground transportation vehicles, as described in Salt Lake City Code §5.7.010.

- Does not include lawn signs, a sign on a residential property, a bumper sticker, a handheld sign, a sign on the body of a person, a sign on a motor vehicle other than a taxicab or other ground transportation vehicle, or a sign in a part of a building that is not normally used for commercial advertising by a third party.
- An in-kind coordinated expenditure:
  - Shall be valued at the usual and normal value of such expenditure, such as the value of the use of advertising space on billboards or taxicabs or other ground transportation vehicles.
  - Taxicabs other ground transportation vehicles– treated as rooftop advertising if the sign is located in a space not usually or normally for advertising. Value determined as value of rooftop advertising.

For complete reference to the law, go to Salt Lake City Code 2.46. The summarizations throughout this guide do not relieve you of your obligation to know the election laws of Salt Lake City or the State of Utah.

## **INFORMATION GUIDE FOR SALT LAKE CITY CODE 2.46.050(H), ACCEPTING CONTRIBUTIONS FROM THOSE UNDER CONTRACT OR SEEKING TO CONTRACT WITH THE CITY**

### **2.46.050: CONTRIBUTIONS TO CANDIDATES; LIMITATIONS:**

H. It shall be unlawful for any person:

1. Who enters into any contract or seeks to enter into any contract with the city either for the rendition of personal services or furnishing any material, supplies, or equipment to the city or for selling any land or building to the city, if payment for the performance of the contract is to be made in whole or in part from city funds, at any time between the commencement of negotiations for the contract and the later of: a) the completion of performance under the contract, or b) the termination of negotiations for the contract, directly or indirectly to make any contribution to a candidate or personal campaign committee; or
2. Knowingly to solicit a contribution from any such person during any such period.

## **FREQUENTLY ASKED QUESTIONS:**

**Q:** Does section 2.46.050H apply only to business entities?

**A:** No. The prohibition applies to “persons,” which the City Code defines to include “individuals,” “business organizations,” and other kinds of groups. Therefore, if a contract is between the City and an individual, then that individual would not be allowed to contribute under the provision.



**Q:** Can an individual contribute to a campaign if a business entity they are affiliated with, or that employs them, has a contract with the City?

**A:** Yes, a person may contribute in their individual capacity even if their business entity, or an entity that employs them, has a contract with the City.

**Q:** During what period of time does the prohibition apply?

**A:** The prohibition applies between the beginning of negotiations for the contract and ends when the performance of the contract is complete or the negotiations terminate, whichever happens last.

**Q:** What kinds of contracts does the prohibition not apply to?

**A:** The prohibition applies only to contracts for the rendition of personal services to the City, the furnishing of materials, supplies, or equipment to the City, or the selling of land or a building to the City. It doesn't apply to other kinds of contracts such as donation agreements, a lease with the City, or a service (such as utility service) provided by the City. 2.46.010.

**Q:** If someone submits a proposal in response to an RFP, can a candidate or campaign accept a contribution from them?

**A:** Yes, up to the point that the City identifies the contributor as the apparent winner and negotiations begin.

**Q:** Candidates and campaigns can't knowingly solicit contributions prohibited by 2.46.50(H)(1). Will a candidate or campaign violate 2.46.050(H)(2) if they unknowingly solicit a contribution that is prohibited by 2.46.050(H)(1)?

**A:** Contributors who are contractors with the City violate 2.46.050(H)(1), even if they are unaware of this section. Therefore, candidates and campaigns would do those potential contributors a favor if they refused those contributions and educated the contractor about the restrictions in 2.46.050(H). Also, a candidate or campaign who receives (but didn't solicit) such a contribution might have a defense that they did so unknowingly, but candidates and campaigns should not put on blinders and accept contributions that they could, within reasonable diligence, have determined were from City contractors.

**Q:** What are the legal consequences of violating the ordinance?

**A:** A City contractor who makes a contribution prohibited by 2.46.050(H)(1) breaks the law. If a candidate or campaign violates 2.46.050(H)(1), the City Recorder must report the violation to the Mayor, the City Council and the City Attorney. The violation is a criminal offense, and the City Attorney would decide how to deal with that violation, depending on the facts. The candidate or campaign would be wise to return the prohibited contribution to the contributor. However, it can't be predicted how the City

Attorney would deal with any particular violation, especially if the City Attorney perceived that the candidate or committee and knowingly solicited unlawful contributions figuring that, if caught, they could solve the problem by simply repaying the money.

Q: How can someone know who has an applicable contract with the City?

A: The candidate or campaign can ask the contributor if they are in contract negotiations with the City or have a contact with the City. The City Recorder's office compiles a report (Executive Action Report) listing executed City contracts and agreements, published online. The report may be accessed by visiting \_\_\_\_\_ and selecting "General City Business" from the Document Center header (a Chrome browser is recommended) and choosing the Executive Action Report folder. The list is sorted by year and is searchable. To obtain a copy of an executed contract, please submit a records request via the City Recorder's website.

## CAMPAIGN FINANCE REPORTING

### FILING REQUIREMENTS, DEADLINES, AND PROCEDURES FOR THE 2025 MUNICIPAL ELECTION

#### 2025- Ranked Choice Voting Method (Tentative)

Report Name	Period Start	Period End	Filing Date
February #1	2/13/2022	2/12/2023	2/15/2023
February #2	2/13/2023	2/12/2024	2/15/2024
February #3	2/13/2024	2/12/2025	2/15/2025
July Report	2/13/2025	6/28/2025	7/1/2025
Pre-General Election	6/29/2025	9/1/2025	4-Sept-25
28 Day Report	9/2/2025	10/2/2025	7-Oct-25
General Election	10/3/2025	10/23/2025	28-Oct-25
Post General Election	10/24/2025	12/1/2025	4-Dec-25

\*These dates are subject to legislative change always refer to the Campaign Finance System (CFS) website or the City Recorder's website for definitive dates.

\*\*These deadlines are by **5:00 PM on the date noted**

\*\*\*During the seven (7) day period before the election, **from October 28, 2025-November 4, 2025, each personal campaign committee shall file with the City Recorder a verified report of**

**each contribution over five-hundred dollars (\$500.00) within twenty-four (24) hours after receipt of each such contribution.** Such reports shall contain the information required by SLC code 2.46.090.

\*\*\*\*If a candidate fails to file the campaign statements as listed in code, they will be disqualified.

## **HOW TO FILE FINANCE STATEMENTS**

- Electronic Filing – Register with the City Recorder’s Office to file online. A tutorial for the online reporting system will be included in this guide.
- Hard Copy – Use Campaign Finance Statement Form (included in this guide).
  - Must be signed and notarized.
  - Deliver to the Recorder’s Office, or email to [elections@slc.gov](mailto:elections@slc.gov).



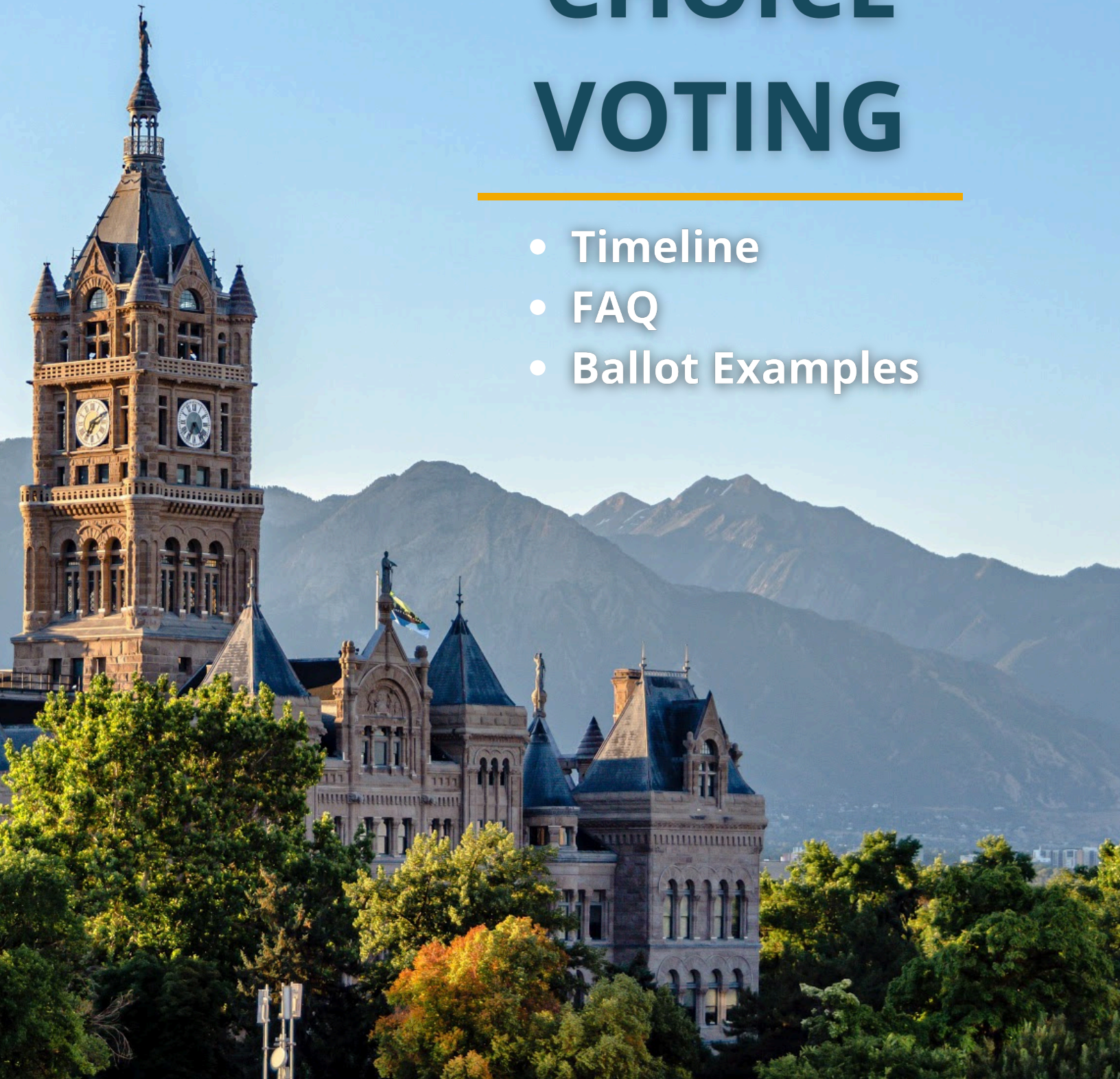
2025

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# RANKED CHOICE VOTING

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- Timeline
- FAQ
- Ballot Examples





## RECORDER'S OFFICE

# Salt Lake City 2025 Ranked Choice Voting FAQ

On December 10th, 2024, Salt Lake City Council passed Resolution 44. This resolution opts for Salt Lake City to participate in the Municipal Alternate Voting Method Pilot Project, also known as Ranked Choice Voting (RCV). Participation in this pilot project changes the voting method from what is known as traditional voting to instant runoff voting and adjusts portions of the election timeline. The 2025 Ranked Choice Voting method has eliminated the necessity of a Primary Election. Ranked Choice Voting is frequently used for single winner elected positions. The practice was used for 12 municipalities in 2023, and for 23 municipalities in 2021 for Municipal Elections. Salt Lake City participated in both of these Ranked Choice Voting elections.

### Quick bullet points:

- Ranked Choice Voting allows voters to select candidates in preferential order
- In Salt Lake City, voters will be able to rank up to 10 candidates
  - For example – if there are 10 candidates there are 10 preference rankings; if there are 5 candidates, only 5 preference rankings will be listed.
- Date Changes:
  - There will be no Primary Election
  - Declaration of Candidacy period has moved from June 1-7 to August 12<sup>th</sup> -19<sup>th</sup>. (When candidates formally declare their intent to run for office)
  - The General Election (Election Day) remains on November 4<sup>th</sup>, 2025
  - Early voting could begin around October 21<sup>st</sup>, 2025, please refer to the City Recorder and Salt Lake County's website for more information closer to the date
  - Mail-in Ballots will begin being mailed out the week of October 14<sup>th</sup>, 2024
- Individuals interested in being placed on the ballot, may begin campaigning at any point of an election cycle so long as they open a Personal Campaign Committee with the Recorder's office for the purposes of raising or spending funds.

### What is Ranked Choice Voting?

Ranked Choice Voting (also known as Instant Runoff Voting) can be used (or is best used) for single-winner elected positions. The practice was used in the 2019 Municipal Elections for the



## RECORDER'S OFFICE

# Salt Lake City 2025 Ranked Choice Voting FAQ

Utah cities of Vineyard and Payson. The method decreases the splitting of the vote (choosing one over the other).

Voters may select candidates in their preferred order, instead of simply voting against the candidate with whom the voter disagrees. In Salt Lake City, voters will be able to rank up to 10 (depending on how many Declare Candidacy in August).

### How does it work?

Ballots are printed with the names listed and 10 ranking positions; voters rank the candidates by filling in the bubble in the appropriate column with the preferred ranking. More detailed ballot instructions will be provided with every ballot mailed.

The ranking will be determined through tabulation based on the following:

- If a candidate has received more than 50% of the overall vote, they are automatically declared the winner of the single-seat race.
- If none of the candidates receive more than 50% of the overall vote, the candidate with the lowest percentage of overall votes is eliminated, and those who had the eliminated candidate selected as their first choice will now have their votes counted for the candidate they chose as their second preference. This process of elimination continues until a candidate crosses the 50% threshold and is declared the winner.

### What order will the candidates be in?

Candidates are positioned in order of the Master Ballot Position List, which is established on even numbered election years by the Lieutenant Governor's Office in accordance with §20A-6-305. For more information on this process please visit this link:

<https://vote.utah.gov/wp-content/uploads/sites/42/2024/01/2024-Master-Ballot-Position-List.pdf>

Additionally, here is the current Master Ballot Position List and the order that the 2025 ballot will be in:

1	2	3	4	5	6	7	8	9	10	11	12	13
---	---	---	---	---	---	---	---	---	----	----	----	----





## RECORDER'S OFFICE

## Salt Lake City 2025 Ranked Choice Voting FAQ

B	Z	C	W	R	E	N	A	J	Y	M	K	S
14	15	16	17	18	19	20	21	22	23	24	25	26
G	L	F	T	X	P	U	O	V	H	I	Q	D

Candidates are listed in the above order with the following parameters guiding their position on the ballot:

- The candidate's surnames as written on their Declaration of Candidacy.
- If two or more candidates have surnames that begin with the same letter, the list shall be applied to each subsequent letter in the candidates' surnames.
- If two or more candidates have an identical surname, the list shall be applied to the candidates' given (first) names.

### What happens if the voter chooses only one candidate?

If the voter only chooses one candidate, then if during the elimination period that candidate is eliminated, their vote would not transfer to their second choice. Essentially, ranking more than one candidate can be viewed almost as having a back-up.

### What happens if there is a tie?

Ties are broken by lot in Utah (e.g. flip a coin, draw straws, etc.) It's the same for Ranked Choice Voting. If two candidates still tie, the election administrator (The City Recorder's Office) will bring both candidates in, the candidates and election officials will agree on a tie-breaker and then the candidate who wins the coin flip (or whatever method is chosen), will be declared the winner.

### Will it take longer to see results?

The time period for final results remains the same as determined in state statute. Cities will have 2 weeks to canvass the election from the date of the election, and the last day for the board of canvassers to meet is November 18, 2025. What may be different to prior elections is



## **RECORDER'S OFFICE**

# **Salt Lake City 2025 Ranked Choice Voting FAQ**

how the results will look on a daily basis.

Where RCV may eliminate candidates in rounds, the results may favor one candidate but as one is eliminated, the votes where the eliminated candidate was ranked as the voters first choice will then be transferred to their second favorite candidate. This could cause the period where ballots are being counted to show different candidates in the lead on a day-to-day basis.

### **What will my ballot look like?**

Ballots will be printed by the Salt Lake County Clerk's Office who is contracting with the City on this year's election. The County will provide a sample ballot to the City further along in the process and it will be posted publicly.

### **Will it still be a vote-by-mail election?**

Yes. The State of Utah is a vote-by-mail state. However, cities and counties may provide in-person polling locations; these will be determined by Salt Lake County and will be posted on their website and on the City Recorder's website closer to the General Election.

### **Why is RCV better?**

Ranked Choice Voting is often proposed by election officials, candidates, and voters alike as it can be seen as a more equitable method of voting because it gives the voter a larger say in the final candidate, as they are ranked and eliminated based on the overall rankings of all voters. Additionally, Ranked Choice Voting often saves municipalities money due to the lack of a Primary Election. This process often results in candidates conducting more civil campaigns by addressing the issues and working to appeal to a broader spectrum of voters, as they actively seek second and third choice support from initial supporters of other candidates.

### **How does this change the election timeline?**

The timeline has one major change; however, the General Election remains the same and Election Day will still take place on November 4, 2025. Where the Primary Election was eliminated this will move the Declaration of Candidacy period from early June to August 12-19.



## RECORDER'S OFFICE

# Salt Lake City 2025 Ranked Choice Voting FAQ

### **Does the time period change effect candidates?**

Yes and no. Overall candidates can begin campaigning now and continue campaigning up to the General Election. The formal period for declaring candidacy is August 12-19 by 5:00pm. While the declaration period moves from June to August, it does not prohibit candidates from beginning to campaign. The necessary step for candidates to do immediately if they wish to raise or spend funds is to open a Personal Campaign Committee with the City Recorder's Office.

### **Why is there no Primary Election?**

The City Council voted not to hold a Primary Election while participating in the Ranked Choice Voting Method/Alternate Voting Method Pilot Project. While their decision is due to a variety of reasons, some of the pros to not having a Primary Election under RCV are:

- 1) lowering the cost of the overall election and
- 2) if a municipality uses Ranked Choice Voting during a Primary Election, only two candidates are left for the General Election and would be voted on using the traditional voting method.

### **Do other cities or states (besides Salt Lake City) do this?**

Yes. In 2019, Utah cities Payson and Vineyard both used Ranked Choice Voting. In 2021, the following cities in Utah are implementing Ranked Choice Voting:

- |                   |                  |                      |
|-------------------|------------------|----------------------|
| ▪ South Salt Lake | ▪ Vineyard       | ▪ Moab               |
| ▪ Magna           | ▪ Goshen         | ▪ River Heights City |
| ▪ Bluffdale       | ▪ Newton         | ▪ Cottonwood Heights |
| ▪ Draper          | ▪ Woodland Hills | ▪ Elk Ridge          |
| ▪ Lehi            | ▪ Genola         | ▪ Midvale            |
| ▪ Payson          | ▪ Sandy          | ▪ Heber City         |
| ▪ Riverton        | ▪ Nibley City    |                      |
| ▪ Springville     | ▪ Millcreek      |                      |

In 2023, the following cities also participated in Ranked Choice voting:

- |            |                  |                  |
|------------|------------------|------------------|
| ▪ Vineyard | ▪ Salt Lake City | ▪ Woodland Hills |
| ▪ Payson   | ▪ Lehi           | ▪ Heber City     |



- Genola
- South Salt Lake
- Magna
- Millcreek
- Midvale
- Kearns

Other cities and states outside of Utah are also participating in RCV. RCV is most often used by cities for local elections.

### **Does this impact Salt Lake City's budget and how?**

Yes. It saves us money! Adjusting to Ranked Choice Voting without a Primary Election, the cost of the election has been reduced. Some of the funding that was previously allocated for elections will be used to raise RCV awareness throughout the City so voters will be more familiar and ready to vote in November.

**Have more questions about Ranked Choice Voting? Great! Send them to [elections@slc.gov](mailto:elections@slc.gov) or visit <https://utahrcv.net/> for more information.**

## Examples of RCV Style Ballots

*\*These sample ballots were provided by Salt Lake County, they are not specific to Salt Lake City or the State of Utah and are a demonstration of an RCV ballot.*

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### OFFICIAL BALLOT - BOLETA OFICIAL REGULAR MUNICIPAL ELECTION - ELECCIÓN MUNICIPAL ORDINARIA

City of Santa Fe, New Mexico - Municipalidad de Santa Fe, Nuevo México  
March 6, 2018 - 6 de marzo 2018

DISTRICT 1 - ELECTION DAY  
DISTRITO 1 - DÍA DE ELECCIÓN

#### MAYOR - RANKED CHOICE VOTING INSTRUCTIONS:

- Rank your 1st - 5th choice in the columns below.
- Vote from left to right in order of your preference.
- To vote, completely fill in the oval next to your choice, like this: ●

#### ALCALDE - INSTRUCCIONES PARA LA VOTACIÓN POR ORDEN DE PREFERENCIA:

- Marque en orden de preferencia usando las columnas del 1 al 5 abajo.
- Vote de izquierda a derecha en orden de preferencia.
- Para votar, llene completamente el óvalo correspondiente a su preferencia, de esta manera: ●

FOR MAYOR PARA ALCALDE Four (4) Year Term Plazo de Cuatro (4) Años	1st Choice 1ª Opción	2nd Choice 2ª Opción	3rd Choice 3ª Opción	4th Choice 4ª Opción	5th Choice 5ª Opción
Peter N. Ives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alan Webber	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kate I. Noble	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Joseph M. Maestas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ronald S. Trujillo	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### COUNCILOR - INSTRUCTIONS:

- Vote for One (1).
- To vote, completely fill in the oval to the RIGHT of your choice, like this: ●

#### CONCEJAL - INSTRUCCIONES:

- Vote por Uno (1).
- Para votar, llene completamente el óvalo a la DERECHA de su selección, de esta manera: ●

FOR COUNCILOR PARA CONCEJAL DISTRICT 1 - DISTRITO 1 Four (4) Year Term Plazo de Cuatro (4) Años
Signe I. Lindell <input type="radio"/>
Marie Campos <input type="radio"/>

**SAMPLE**

OFFICIAL BALLOT - City Clerk/Escribana de la Municipalidad:

*Yasencia Y. Nigro*

STV - Preferential Choices										
Rank no more than TEN Choices										
FOUR Candidates to be Elected										
	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Rank 6	Rank 7	Rank 8	Rank 9	Rank 10
<b>Candidate 13</b> <i>Party 13</i> <i>Occupation 13</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate 14</b> <i>Party 14</i> <i>Occupation 14</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate 15</b> <i>Party 15</i> <i>Occupation 15</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate 16</b> <i>Party 16</i> <i>Occupation 16</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate 17</b> <i>Party 17</i> <i>Occupation 17</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate 18</b> <i>Party 18</i> <i>Occupation 18</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate 19</b> <i>Party 19</i> <i>Occupation 19</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate 20</b> <i>Party 20</i> <i>Occupation 20</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate 21</b> <i>Party 21</i> <i>Occupation 21</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate 22</b> <i>Party 22</i> <i>Occupation 22</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate 23</b> <i>Party 23</i> <i>Occupation 23</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate 24</b> <i>Party 24</i> <i>Occupation 24</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Write-in	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Write-in	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Write-in	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Write-in	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

SAMPLE

VOTE BOTH SIDES OF BALLOT



2025

★ ★ ★ Section IV ★ ★ ★

# PERSONAL CAMPAIGN COMMITTEE (With Forms)

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- Personal Campaign Committee Explained
- Registration Form
- Prospective Candidate & Campaign Committee Information
- Declaration to Limit
- Declaration Declining to Limit
- Authorization for Electronic Financial Disclosure
- Statement Regarding Existing Committee
- Checklist







## RECORDER'S OFFICE

## Salt Lake City 2025 Ranked Choice Voting FAQ

### Personal Campaign Committees (PCC)

A Personal Campaign Committee is an individual candidate's campaign finance account. It is either the identified committee of people or the candidate themselves submitting information to the City Recorder's Office to provide detailed listings of how they are spending and receiving funds. Please visit Salt Lake City Code [§2.46](#) for more information.

### **Basics behind a Personal Campaign Committee (PCC):**

- Required for every candidate prior to receiving any contributions or making expenditures.
- Register committee with the City Recorder's Office
- Addition/removal of members at any time permitted through coordination with the City Recorder's Office
- A Personal Campaign Committee (PCC) can be opened at anytime and is **not** a Declaration of Candidacy. It is a way for prospective candidates to raise funds for their campaign. In order for a candidate to file for Declaration of Candidacy between August 8th-15th, they must have an open PCC.
- For a complete reference, please view Salt Lake City Code [§2.46](#). The following summarizations do not relieve potential candidates, candidates, or those with an open Personal Campaign Committee's obligation to know the election laws of Salt Lake City or the State of Utah.





**REGISTRATION OF PERSONAL  
CAMPAIGN COMMITTEE**  
(§2.46.020)

I, \_\_\_\_\_, being duly sworn, do hereby state; I am a prospective candidate for the \_\_\_\_\_ Municipal Election in Salt Lake City for the Office of \_\_\_\_\_.

For the purposes of, and pursuant to Section §2.46.020 of the Salt Lake City Code, I herewith appoint the following person(s) as my Personal Campaign Committee:

NAME (§2.46.030)	POSITION	EMAIL ADDRESS (§2.46.030)	PHONE NO.
	<b>Secretary (§2.46.020)</b> Can be the prospective candidate if there is no other party acting as the committee		

The E-mail address I designate for receiving official election filing notices is:

\_\_\_\_\_

**Prospective Candidate Signature**

STATE OF UTAH)  
:SS  
COUNTY OF SALT LAKE )

Subscribed and sworn/affirmed to before me this \_\_\_\_\_ day of \_\_\_\_\_,

in the year \_\_\_\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
**Notary Public**

\_\_\_\_\_  
**Commission Expiration**

**(Stamp)**



## **REGISTRATION OF PERSONAL CAMPAIGN COMMITTEE EXPLAINED**

**(§2.46.020 & §2.46.040)**

### **HOW TO REMOVE CAMPAIGN COMMITTEE MEMBERS     (§2.46.040)**

Any prospective candidate seeking to revoke the selection of a member of their Personal Campaign Committee may do so by submitting the revocation in writing via email to the City Recorder's Office as well as personally serving the revocation on the person whose appointment is revoked.

### **CAMPAIGN COMMITTEE VACANCY     (§2.46.040)**

If there is a vacancy on the Personal Campaign Committee, the prospective candidate will assume the role until the vacancy is filled.

### **HOW TO ADD CAMPAIGN COMMITTEE MEMBERS     (§2.46.040)**

Any prospective candidate seeking to add members to their Personal Campaign Committee may do so by submitting the names and addresses of the individuals in writing to the City Recorder's Office.



## PROSPECTIVE CANDIDATE INFORMATION

*Internal Use Only*

Prospective Candidate for Office of: \_\_\_\_\_

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

Home Address: \_\_\_\_\_

City: \_\_\_\_\_, State \_\_\_\_\_, Zip \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## CAMPAIGN COMMITTEE INFORMATION

*For Office Use Only*

Name of Campaign Chairperson:

\_\_\_\_\_

Address of Campaign Headquarters:

\_\_\_\_\_

Campaign Headquarters Email: \_\_\_\_\_

Campaign Headquarters Phone: \_\_\_\_\_

Individual Handling Finance Statements:

\_\_\_\_\_

Cell phone: \_\_\_\_\_

Email Address: \_\_\_\_\_



## DECLARATION TO LIMIT CAMPAIGN CONTRIBUTIONS & EXPENDITURES

(§2.46.080)

I, \_\_\_\_\_, am a prospective candidate for the office of  
\_\_\_\_\_ for the \_\_\_\_\_ Municipal Election of Salt Lake City, Utah (the  
“Election”). I have read and understand Section §2.46.080 of the Salt Lake City Code.  
Prospective candidate hereby promises to voluntarily limit campaign expenditures and  
contributions to his/her own personal campaign committee in accordance with Section  
§2.46.080 of the Salt Lake City Code, Salt Lake City Corporation is required to make public a  
report stating that I have made such a declaration.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

\_\_\_\_\_  
**Prospective Candidate's Signature**

\_\_\_\_\_  
**Printed Name**

STATE OF UTAH)  
:SS  
COUNTY OF SALT LAKE)

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me, \_\_\_\_\_ a notary  
public, personally appeared \_\_\_\_\_, proved on the basis of  
satisfactory evidence to be the person(s) whose name is subscribed to this instrument, and  
acknowledged (he/she/they) executed the same. Witness my hand and official seal.

\_\_\_\_\_  
**Notary Public**

\_\_\_\_\_  
**Commission Expiration**

**(Stamp)**



## **DECLARATION TO LIMIT CAMPAIGN CONTRIBUTIONS & EXPENDITURES EXPLAINED**

(§2.46.080)

*Please initial the following items stating that you understand the limitations and that you have received a copy of §2.46.080 (which is included in this packet)*

### **CITY COUNCIL PROSPECTIVE CANDIDATES**

\_\_\_\_ May not give more than \$3,000 in the aggregate to their own campaign during the current election cycle (§2.46.080A)

\_\_\_\_ Will limit their personal committee expenditures to no more than an aggregate of \$15,000 during the current election cycle (§2.46.080A)

### **MAYOR PROSPECTIVE CANDIDATES**

\_\_\_\_ May not give more than \$75,000 in the aggregate to their own campaign during the current election cycle (§2.46.080A)

\_\_\_\_ Will limit their personal committee expenditures to no more than an aggregate of \$375,000 during the current election cycle (§2.46.080A)



## **2.46.080: VOLUNTARY LIMITATION ON CONTRIBUTIONS AND EXPENDITURES:**

A. Declaration To Limit: A candidate may sign a written declaration pursuant to which the candidate agrees: 1) not to make contributions during the current election cycle to his or her own personal campaign committee in an amount exceeding, in the aggregate, three thousand dollars (\$3,000.00), in the case of candidates for the city council, and seventy five thousand dollars (\$75,000.00), in the case of candidates for mayor; and 2) to limit total campaign expenditures during the current election cycle by his or her personal campaign committee to an amount not exceeding, in the aggregate, fifteen thousand dollars (\$15,000.00), in the case of candidates for the city council, and three hundred seventy five thousand dollars (\$375,000.00), in the case of candidates for mayor. Except as provided in subsection B of this section, the city recorder shall require that each candidate either make such a declaration or sign a written statement declining to make such declaration, on the earliest of the following: 1) the day the candidate establishes a personal campaign committee pursuant to section 2.46.030 of this chapter; or 2) the day the candidate files a declaration of candidacy with the city. Except as provided in the next sentence, declarations by candidates shall be deemed terminated on the February 15 next following the general election. If, before the effective date of this amendment, a candidate entered into a contract with the city to limit campaign contributions and expenditures, such contract shall be deemed terminated on the effective date hereof.

B. Existing Committees: With respect to any personal campaign committee which exists prior to the effective date hereof, on February 15, 2001, the city recorder shall require the candidate for whom such committee exists to either make the declaration described in subsection A of this section or sign a written statement declining to make such a declaration.

C. Declaration Following Election: On the February 15 following any general election conducted by the city, any candidate for elective office at such general election or at the primary election preceding such general election, whose personal campaign committee has not been terminated before such date, shall notify the city recorder in writing whether or not such committee shall remain in existence after that date. Any candidate whose personal campaign committee shall remain in existence after that date shall, on such February 15, either make the written declaration described in subsection A of this section, or sign a written statement declining to make such a declaration.

D. Form Of Declaration: The city, with the approval of the city attorney, shall prepare a form of declaration, containing in substance the requirements set forth in subsection A of this section, for use by candidates and the city in complying with this section.

### **E. Reversal Of Decision:**

1. If a candidate for an office has made the declaration described in subsection A of this section, and thereafter another candidate for the same office declines to make such a declaration, the candidate may, within fifteen (15) days after the city recorder provides public notice of such other candidate's decision not to make a declaration, void his or her declaration.

2. If a candidate has made the declaration described in subsection A of this section, and thereafter such candidate determines that a person is making independent expenditures in opposition to the candidate's candidacy, the candidate may, at any time after making such determination, by a written document provided to the city recorder, void his or her declaration.

3. If a candidate for an office has declined to make the declaration described in subsection A of this section, and thereafter another candidate for the same office makes such a declaration, within fifteen (15) days after the city recorder provides public notice of such other candidate's declaration the candidate may, unless he or she has already exceeded the contribution or expenditure limit, make such a declaration.

F. Publicity By City: Within forty eight (48) hours after any candidate either makes a declaration or signs a written statement declining to make such a declaration pursuant to subsection A of this section, the city recorder shall make available to the public a report stating whether or not such candidate made such a declaration. The city recorder shall also promptly make available to the public: 1) any reversal of a declaration to exceed or not to exceed the contribution or expenditure limits set forth in subsection A of this section, other than a reversal pursuant to subsection E1 of this section; and 2) any violation of a declaration entered into pursuant to subsection A of this section. (Ord. 1-01 § 2, 2001: Ord. 77-98 § 1, 1998)



# STATEMENT DECLINING TO MAKE A DECLARATION TO LIMIT CAMPAIGN CONTRIBUTIONS AND EXPENDITURES

(§2.46.080A)

I, \_\_\_\_\_, am a prospective candidate for the office of \_\_\_\_\_ for the \_\_\_\_\_ Municipal Election of Salt Lake City, Utah (the "Election"). I have read and understand Section §2.46.080 of the Salt Lake City Code. I hereby decline to make a declaration, pursuant to such section, to voluntarily limit campaign expenditures and my contributions to my own personal campaign committee in connection with the Election. I acknowledge that pursuant to Section §2.46.080 of the Salt Lake City Code, Salt Lake City Corporation is required to make public a report stating that I have declined to make such a declaration.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

\_\_\_\_\_  
Prospective Candidate Signature

STATE OF UTAH) \_\_\_\_\_  
:SS  
COUNTY OF SALT LAKE)

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me, \_\_\_\_\_ a notary public, personally appeared \_\_\_\_\_, proved on the basis of satisfactory evidence to be the person(s) whose name is subscribed to this instrument, and acknowledged (he/she/they) executed the same. Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expiration

(Stamp)



## CONTRIBUTION AND EXPENDITURE LIMIT FOR THE 2025 ELECTION YEAR

(\$2.46.050)

### Contributions:

- A gift, subscription, donation, loan, advance, or deposit of money or anything of value, including non-monetary contributions such as in-kind contributions and contributions of tangible things.
- Shall not include personal services provided without compensation by individuals volunteering their time.

### Expenditures:

- Any disbursement from contributions, receipts, or any campaign finance account.
- A purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value made for political purposes.
- An express, legally enforceable contract, promise, or agreement to make any purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value for a political purpose;
- Compensation paid by a candidate for personal services rendered by a person without charge to a reporting entity;
- A transfer of funds between the candidate and a candidate's personal campaign committee as defined in Utah Code Section [§20A-11-101](#); or
- Goods or services provided by a reporting entity to or for the benefit of the candidate for political purposes at less than fair market value.
- Shall not include personal services provided without compensation by individuals volunteering their time, or money lent to a candidate by a financial institution in the ordinary course of business.

### CONTRIBUTION LIMITS

- **City Council** – \$850/ per contributor / per election cycle
- **Mayor** – \$3,980.00 / per contributor / per election cycle



## **SIGNATURE AUTHORIZATION FOR ELECTRONIC FINANCIAL DISCLOSURE**

**Internal Use Only**

I, \_\_\_\_\_, prospective candidate for office of \_\_\_\_\_,

affirm that reports of contributions and expenditures filed electronically with the Office of the Salt Lake City Recorder, Elections Division, using the Salt Lake City Campaign Finance Disclosure System, will be complete, true and correct in accordance with Salt Lake City Code §2.46.090.

I authorize the Office of the Salt Lake City Recorder to accept my reports filed electronically.

\_\_\_\_\_  
Prospective Candidate's Signature

\_\_\_\_\_  
Date



## CHECKLIST FOR REGISTRATION OF A PERSONAL CAMPAIGN COMMITTEE

*Internal Use Only*

Please initial the following items to confirm you have received/  
read the following documents

Prospective Candidate's name: \_\_\_\_\_

\_\_\_\_\_ The municipal campaign finance reporting requirements before receiving  
campaign contributions and making expenditures.

\_\_\_\_\_ Registration of a Personal Campaign Committee.

\_\_\_\_\_ Registration of a Personal Campaign Committee Explained.

\_\_\_\_\_ Signature authorization for electronic financial disclosure.

\_\_\_\_\_ Candidate/Campaign Committee information.

\_\_\_\_\_ Statement declining to make a declaration to limit campaign contributions and  
expenditures.

\_\_\_\_\_ Declaration to limit campaign contributions and expenditures explained.

\_\_\_\_\_ Code section on voluntary limitation on contributions and expenditures.

\_\_\_\_\_ Declaration to limit campaign contributions and expenditures.

\_\_\_\_\_ Contribution Limits for the current Election Year.

\_\_\_\_\_ Understanding that this is not a Declaration of Candidacy, but a  
registration of a Personal Campaign Committee.

\_\_\_\_\_  
Recorder's Office Staff Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Individual Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



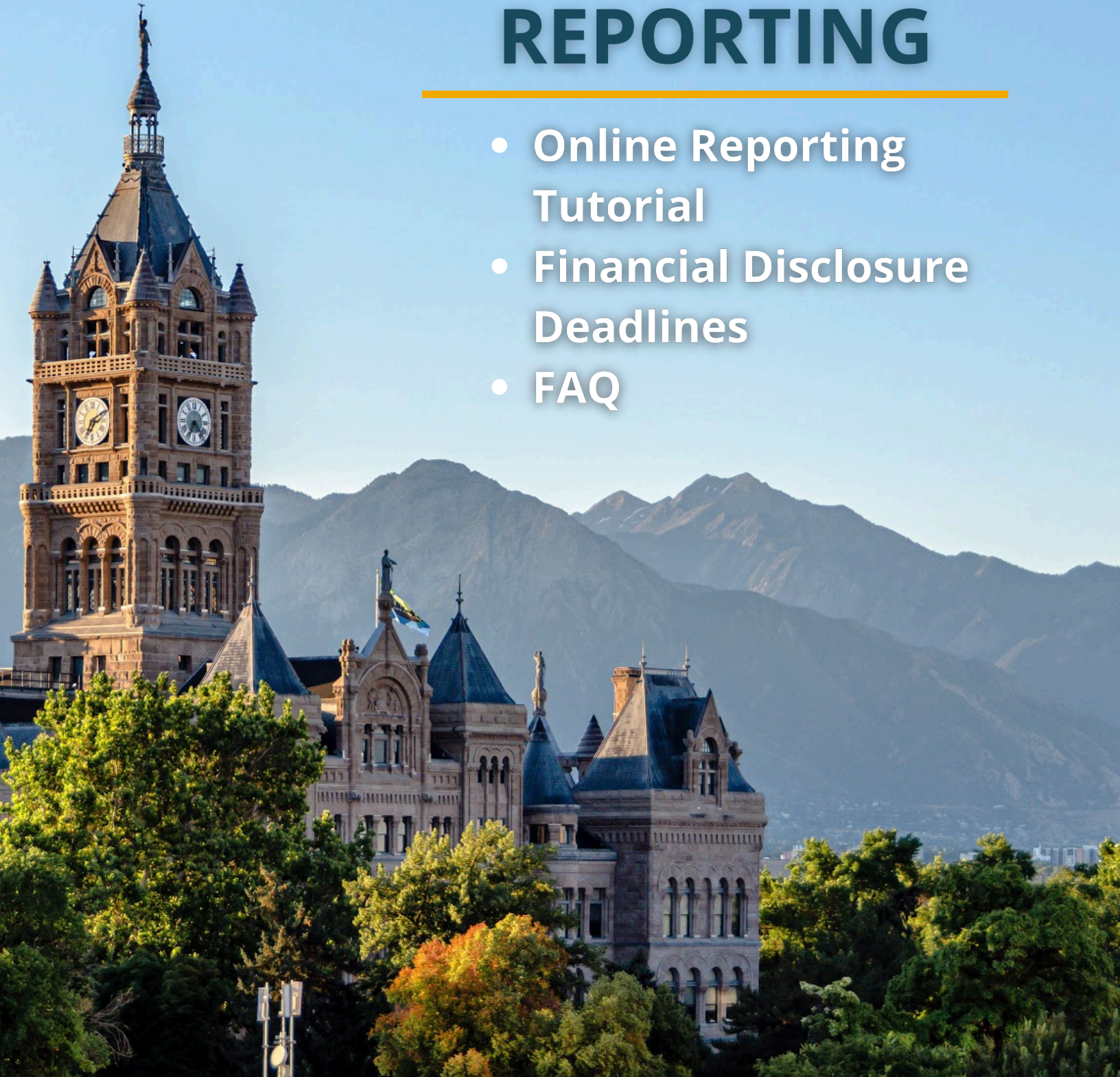
2025

★ ★ ★ Section V ★ ★ ★

# CAMPAIGN FINANCE REPORTING

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- Online Reporting Tutorial
- Financial Disclosure Deadlines
- FAQ



# FINANCIAL REPORTING TUTORIAL

## Introduction

Welcome to the Online Campaign Finance Reporting System! We hope our guide answers all of your questions and serves as a valuable resource as you get started with your Campaign Finance Reporting. This document contains the basic information necessary for you to effectively use the system. If at any time you are uncertain of the information or have any questions, please feel free to contact the Salt Lake City Recorder's Office by email at [elections@slcgov.com](mailto:elections@slcgov.com) or phone 801-535-7671. Our office hours are Monday – Friday, 8:30 a.m. to 5:00 p.m., excluding weekends and holidays.

\*Images provided below are samples.

To access the Campaign Finance System, go to <https://www.slc.gov/cfrs>.

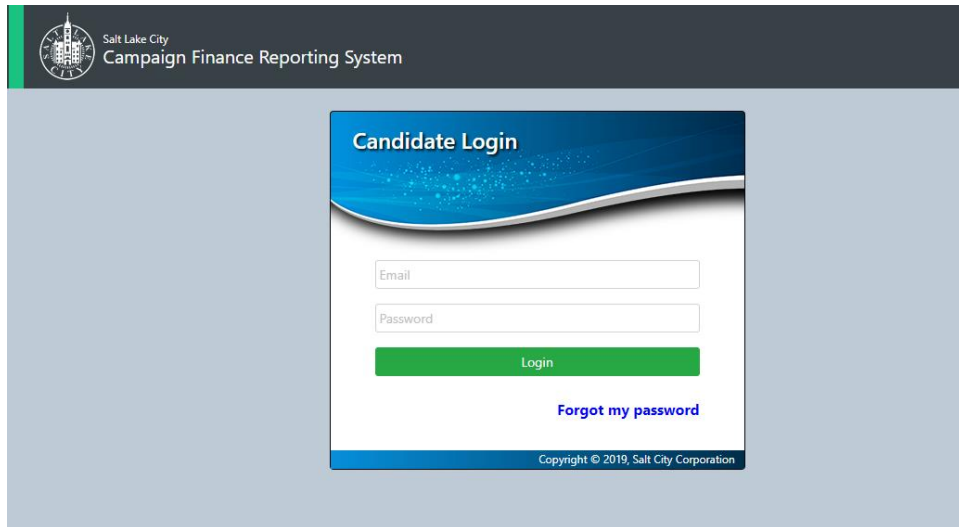


## GETTING STARTED

### Logging in

Upon filing your Personal Campaign Committee (PCC) paperwork, the Recorder's Office will send an introductory email through the Campaign Finance Reporting System. Use the link provided to you via email to access the Campaign Finance Reporting System. We recommend using Google Chrome while using this system.

The login screen will be presented to you. Enter the Login ID and temporary password provided to you via email and Select "Login".



## NAVIGATING THE SYSTEM

The three main areas of the system are:

- A. Transactions
  - 1. Beginning Balance
  - 2. Current Balance
  - 3. Contributions
  - 4. Expenditures
  - 5. Summary, Export, Print
  - 6. Data Field
- B. Candidate Information
- C. User Menu



## CANDIDATE INFORMATION

You can update your personal and campaign information by accessing the “Candidate Info” screen.

HINT: The Campaign Information email address is the email used for the registration of this system and cannot be changed without contacting the Recorder’s Office.

## USER MENU



You can change your password or logout by accessing the “User Menu” in the top right corner.

## CHANGE YOUR PASSWORD

It is recommended that your password be changed after your first login. Click on the icon in the top right corner and select “Change Password”, copy and paste your default password from the registration email into the “Old Password” field, then follow the character requirements for your new password.

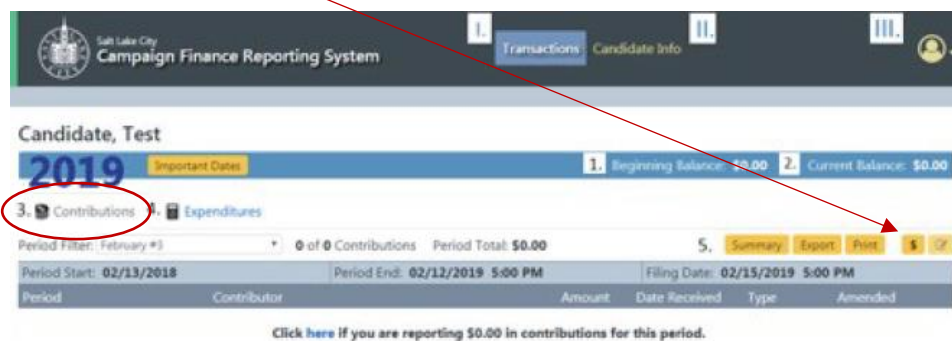


The image shows a web form titled "Change Password" with a blue header. Below the header are three input fields: "Old Password", "New Password", and "Confirm New Password". Below these fields is a list of password requirements in orange text: "Passwords may be 8 to 25 characters long and must contain at least three of the following character categories:" followed by a bulleted list: "Uppercase characters (A-Z)", "Lowercase characters (a-z)", "Digits (0-9)", and "Special characters (~!@#\$%^&\* \_ - + = ' \ \0 [] ; : ' " < > , . ? /)". At the bottom of the form is a green "Submit" button.

## ADDING CONTRIBUTIONS AND CONTRIBUTORS

### Add Contribution

To add a contribution, click the  icon from the transactions



The image shows the "Salt Lake City Campaign Finance Reporting System" interface. The top navigation bar includes "Transactions" and "Candidate Info". The main content area is titled "Candidate, Test" and shows the year "2019". Below this, there are tabs for "Contributions" and "Expenditures". The "Contributions" tab is selected, and a red circle highlights the "Contributions" tab. A red arrow points from the "Transactions" tab to the "Contributions" tab. The interface also shows a "Period Filter" set to "February #3", a "Period Total" of "\$0.00", and a "Filing Date" of "02/15/2019 5:00 PM". At the bottom, there is a table with columns: "Period", "Contributor", "Amount", "Date Received", "Type", and "Amended". A link at the bottom says "Click here if you are reporting \$0.00 in contributions for this period."

### Add Contributor

If the candidate is not the contributor, begin entering the contributors name in the “Contributor Name” field. Contributors can be entered First Name, Last Name or Last Name, First Name when searching. If the Contributor has previously been entered into the system, their name will appear, verify the address and select the desired contributor. If the contributor is not in the system, or the address is different, scroll to the bottom of the list and select “Add Contributor”.

Although no longer published, the address is used for the internal audit process, and it is required.

The screenshot shows the 'Add Contribution' modal for a 'Test Candidate'. The modal includes a dropdown for 'Contributor Name' with a search bar and a list of suggestions: Susan Smith, Suzanne F. Goldsmith, Suzanne Smith, Thomas Smith, TJ Smith, and Wilson, Smith, Rucker, & Prosser LLP. The modal also has fields for 'Amount', 'Date Received', and 'Contribution Type'. A red warning message states: 'By saving this contribution to Salt Lake City Code 2.46.050(H)'. The background shows the 'Candidate, Test' page with a '2019' filter and a 'Contributions' tab.

Enter the contributor's details, then click "Save".

The 'Add Contributor' form has the following fields: 'Contributor Type' (dropdown), 'Name' (Last Name, First Name), 'Street', 'City' (Salt Lake City), 'State' (UT), 'Zip', and 'Country' (United States). There are 'Save' and 'Cancel' buttons at the bottom.

Next enter the contribution details (amount, date received and contribution type), then click "Save".

The contribution details form has the following fields: 'Amount', 'Date Received' (mm/dd/yyyy), and 'Contribution Type' (dropdown). Each field has a red asterisk indicating it is a required field. Below the fields is a red warning message: 'By saving this contribution, the Candidate acknowledges and agrees to Salt Lake City Code 2.46.050(H). View Code Definition'. At the bottom are 'Save' and 'Cancel' buttons.

## AGGREGATE TOTALS

If you receive contributions in the amount of \$50 or less, they may be entered as an aggregate, see Salt Lake City Code 2.46.090(4)(b)(2)(B), "The aggregate total of all contributions that individually do not exceed fifty dollars (\$50.00)". Enter "Aggregate" as the contributor and the total of all contributions less than \$50. Please note, although you do not need to enter each individual in the system, you do need to keep a personal record of each individual along with their address.



Contributor Name:  \*

Aggregate  
Salt Lake City UT 11111

Amount:  \*

Date Received:  \*

Contribution Type:  \*

**By saving this contribution, the Candidate acknowledges and agrees to Salt Lake City Code 2.46.050(H). [View Code Definition](#)**

\* Required Field Save Cancel

## NO CONTRIBUTIONS TO REPORT

In the event your personal campaign committee had no contributions during a specific reporting period, the campaign finance statement shall indicate that no contributions were received during that reporting period. To report no contributions, click “here” in the data field under the contributions tab

Salt Lake City Campaign Finance Reporting System

1. Transactions 2. Candidate Info

Candidate, Test

**2019** Important Dates 1. Beginning Balance: \$0.00 2. Current Balance: \$0.00

3. **Contributions** 4. Expenditures

Period Filter: February #3 0 of 0 Contributions Period Total: \$0.00 5. Summary Export Print \$ OF

Period Start: 02/13/2018 Period End: 02/12/2019 5:00 PM Filing Date: 02/15/2019 5:00 PM

Period	Contributor	Amount	Date Received	Type	Amended
Click <a href="#">here</a> if you are reporting \$0.00 in contributions for this period.					

## IN-KIND CONTRIBUTIONS

Non-monetary contributions must also be entered as a contribution. To do this, choose “in-kind” in the dropdown menu under “Contribution Type”.

Contributor Name:  \*

Aggregate  
Salt Lake City UT 11111

Amount:  \*

Date Received:  \*

**Contribution Type:**  \*

**By saving this contribution, the Candidate acknowledges and agrees to Salt Lake City Code 2.46.050(H). [View Code Definition](#)**

\* Required Field Save Cancel

*HINT: In-kind contributions must also be entered as expenditures. See instructions for entering expenditures.*

## EDIT AND DELETE CONTRIBUTIONS

Contributions can be edited or deleted. Select the contribution you wish to edit by clicking on

its row in the data field. This will turn the row blue and show a check mark on the right side of the row. Then click the icon in the top right.



Contributions Expenditures

Period Filter: February #3 3 of 55 Contributions Period Total: \$600.00 Summary Export Print \$

Period Start: 02/13/2018 Period End: 02/12/2019 5:00 PM Filing Date: 02/15/2019 5:00 PM

Period	Contributor	Amount	Date Received	Type	Amended
February #3	Example, Example	\$300.00	02/01/2019	Standard	
February #3	Example, Example	\$200.00	02/01/2019	Standard	
February #3	Example, Example	\$100.00	02/01/2019	Standard	

Change the desired information, then click “Save” or delete the entire contribution.

Contributor Name: Example, Example  
 ABC St.  
 Salt Lake City UT 84111

Amount: 200.00

Date Received: 02/01/2019

Contribution Type: Standard

**By saving this contribution, the Candidate acknowledges and agrees to Salt Lake City Code 2.45.050(H). [View Code Definition](#)**

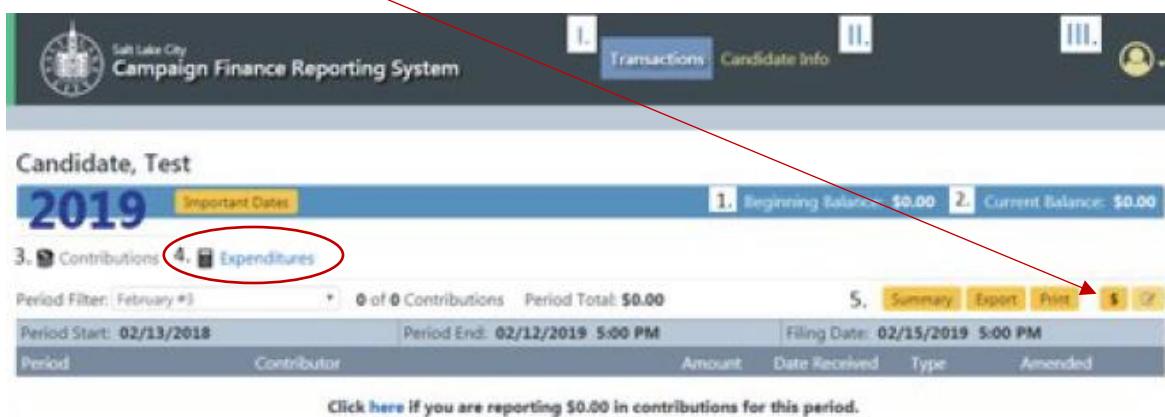
\* Required Field

Save Delete Cancel

*NOTE: When a contribution is deleted, the City Recorder’s Office is notified by email.*

## ADD EXPENDITURES

To add an expenditure, click the \$ icon from the transactions page on the expenditures tab.



Salt Lake City Campaign Finance Reporting System

Transactions Candidate Info

Candidate, Test

**2019** Important Dates 1. Beginning Balance: \$0.00 2. Current Balance: \$0.00

3. Contributions 4. Expenditures

Period Filter: February #3 0 of 0 Contributions Period Total: \$0.00 5. Summary Export Print \$

Period Start: 02/13/2018 Period End: 02/12/2019 5:00 PM Filing Date: 02/15/2019 5:00 PM

Period	Contributor	Amount	Date Received	Type	Amended
--------	-------------	--------	---------------	------	---------

[Click here](#) if you are reporting \$0.00 in contributions for this period.

Enter the required information, then click “Save”.

**Add Expenditure**
2019
✕

Payee:

Amount:

Date Paid:

Purpose:

Save
Cancel

*HINT: Remember to enter any in-kind contributions as expenditures as well.*

### No Expenditures to Report

In the event your personal campaign committee made no expenditures during a specific reporting period, the campaign finance statement shall indicate that no expenditures were made during that reporting period. To report no expenditures, simply click “here” in the data field under the expenditures tab from the transactions screen.

Contributions
Expenditures

Period Filter: February #3
\* 0 of 116 Expenditures
Period Total: \$0.00
Summary
Export
Print
\$ 127

Period Start: 02/13/2018
Period End: 02/12/2019 5:00 PM
Filing Date: 02/15/2019 5:00 PM

Period	Payee	Date Paid	Amount	Purpose	Amended
<a href="#" style="color: #007bff; text-decoration: none;">Click here</a> if you are reporting \$0.00 in expenditures for this period.					

### Edit Expenditures

Expenditures can be edited or deleted. Select the expenditure you wish to edit by clicking on its row in the data field. This will turn the row blue and show a check mark on the right side of the row. Then click the icon in the top right.

Contributions
Expenditures

Period Filter: February #3
\* 3 of 119 Expenditures
Period Total: \$250.00
Summary
Export
Print
\$ 127

Period Start: 02/13/2018
Period End: 02/12/2019 5:00 PM
Filing Date: 02/15/2019 5:00 PM

Period	Payee	Date Paid	Amount	Purpose	Amended
February #3	Smith's	02/01/2019	\$50.00	Food for Meeting	
February #3	ABC Print	02/01/2019	\$50.00	Campaign Signs	✓
February #3	The Store	01/31/2019	\$150.00	Volunteer Supplies	

Change the desired information, then click “Save” or delete the entire expenditure.

*NOTE: When an expenditure is deleted, the City Recorder's Office is notified by email.*

### Important Dates

By clicking on "Important Dates", you can access the General Election and Filing Dates for your election cycle.

### VIEW TRANSACTIONS

To view current and past contributions/expenditures, click on the "Period Filter" dropdown menu. Select the desired period, the reporting period start and end dates appear in the bar under the filter drop down menu. You can toggle between the contribution and expenditures tabs to view the selected period data. Data can be sorted by clicking on the table headers, "contributor", "amount", "date received", "type" and "amended".

Period	Contributor	Amount	Date Received	Type	Amended
February #1	Bruce Lefavi	\$1,000.00	09/20/2016	Standard	
February #1	Good Government PAC	\$500.00	08/30/2016	Standard	
February #1	Good Government PAC	\$500.00	06/27/2016	Standard	
February #1	Hillary for America	\$250.00	04/18/2016	Standard	
February #1	NGPVAN Credit Voucher	\$320.00	09/08/2016	Standard	

### SUMMARY

The Summary screen will show the current election cycle past reporting dates and the current pending date along with the election cycle beginning balance and current balance. This is what the public can see on the public-facing side.

### EXPORT AND PRINT

By clicking "Export", the selected data downloads and converts to a csv file. By clicking "Print", the selected data will be printable as a PDF.

Financial Disclosure Deadlines			
Report Name	Period Start Date	Period End Date	Filing Date
July	2/12/2023 after 5 PM	7/1/2023	7/3/2023
Pre-General Election	7/1/2023 after 5 pm	10/5/2023	10/5/2023
28-Day Report	10/5/2023 after 5 PM	(Not yet entered)	10/19/2023
General Election	10/19/2023 after 5 PM	11/14/2023	11/14/2023
Post General Election	11/14/2023 after 5 PM	12/21/2023	12/21/2023
February #4	12/21/2023 after 5 PM	2/12/2024	2/15/2024

\*These deadlines are by 5:00pm on the date noted

\*\* During the seven (7) day period before the election, **from November 1, 2023-November 7, 2023, each personal campaign committee shall file with the City Recorder a verified report of each contribution over five hundred dollars (\$500.00) within twenty-four (24) hours after receipt of each such contribution.** Such report shall contain the information required by SLC Code § 2.46.090(A)(3).

\*\*\*If a candidate fails to file the campaign finance statement which is due 7 days before the General Election **before 5:00 p.m.**, the candidate will be **disqualified**, and votes cast for the candidate will not be counted.



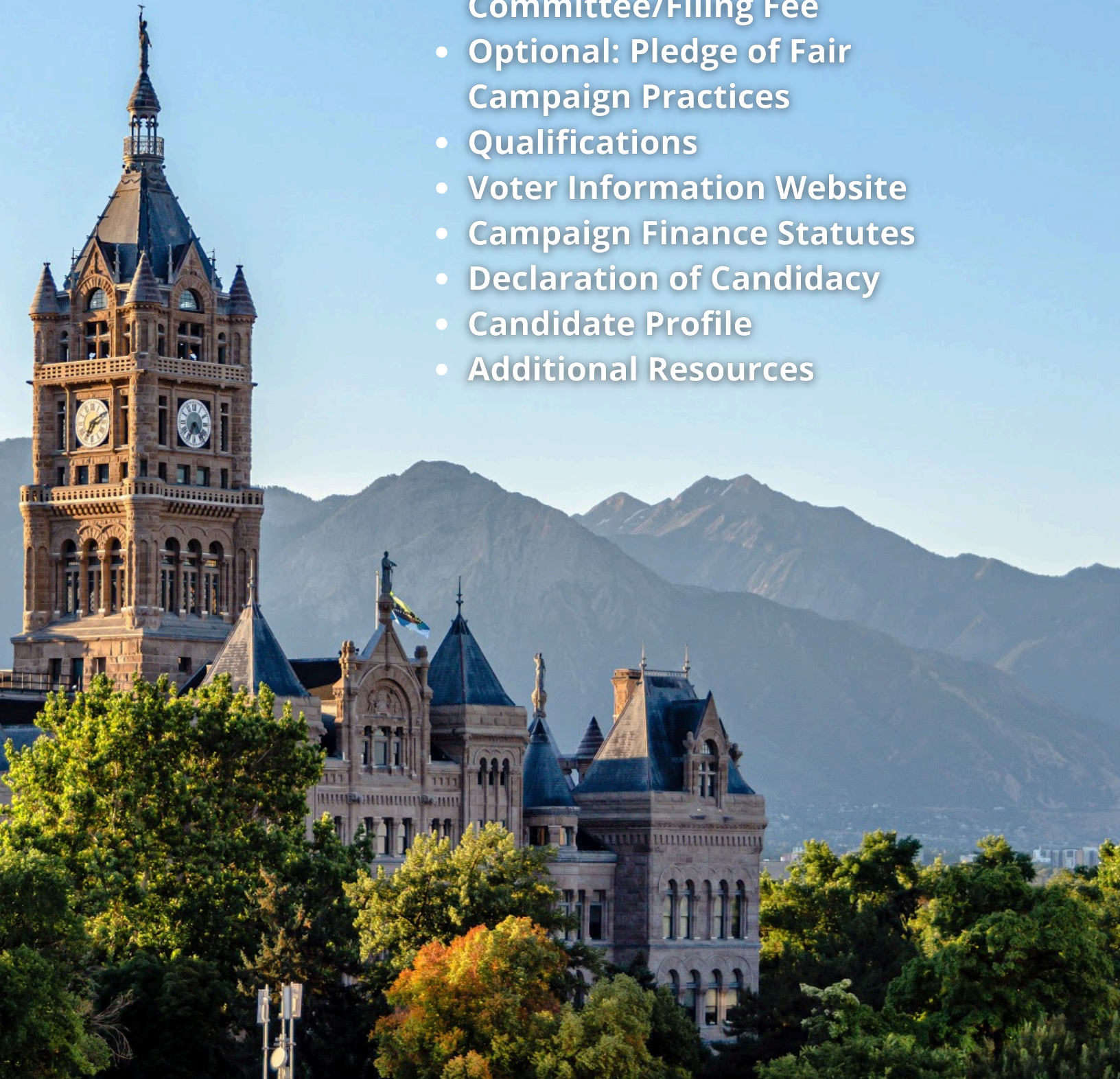
2025

★ ★ ★ Section VI ★ ★ ★

# DECLARATION OF CANDIDACY PACKET

(With Forms)

- Personal Campaign Committee/Filing Fee
- Optional: Pledge of Fair Campaign Practices
- Qualifications
- Voter Information Website
- Campaign Finance Statutes
- Declaration of Candidacy
- Candidate Profile
- Additional Resources





SALT LAKE COUNTY CLERK  
ELECTION DIVISION

# 2025 MUNICIPAL ELECTIONS CANDIDATE FILING

## FILING DATES & DEADLINES

Traditional Candidate Filing Period	JUNE 2-6, 9
Ranked Choice Candidate Filing Period	AUGUST 12-15, 18-19
Write-in Candidate Filing Deadline	SEPTEMBER 2

## CANDIDATE FILING PROCESS

### PAPERWORK

- The candidate is given the Declaration of Candidacy packet to complete in office.

### VERIFICATION

- The filing officer reviews the Declaration of Candidacy and calls the Salt Lake County Election Office to verify the candidate's information.

### VOTER CERTIFICATE

- The SLCo Election Office confirms on the phone and emails the recorder's office the voter certificate as confirmation of the candidate's eligibility.

### VISTA ENTRY

- The recorder/clerk office emails all Declaration of Candidacy forms filed that day to the SLCo Election Office each evening.
- The Election Office enters the candidate information into VISTA and posts the candidate info on the website the day we receive the forms.

### CERTIFICATION

- At the end of the filing period, the recorder emails a certified list of candidates to the election office.

# 2025 SALT LAKE CITY DECLARATION OF CANDIDACY

of

(print name exactly as it is to be printed on the official ballot – no amendments or modifications after 5:00 p.m. on June 9, 2025)

for the office of \_\_\_\_\_ for the four-year term

for the city of Salt Lake.

State of Utah }  
County of Salt Lake } ss.

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

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

Alternative Address OR Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

\_\_\_\_\_  
Signature of candidate

Subscribed and sworn before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.  
Filing Officer

By: \_\_\_\_\_  
Filing Officer

(Seal)

Salt Lake City

(Date Received)

# QUALIFICATIONS FOR CANDIDATE FILING DECLARATION

Please initial:

\_\_\_\_\_ The filing officer read the constitutional and statutory qualifications as listed below to me, and I meet those qualifications.

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

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

\_\_\_\_\_ I received a copy of the pledge of fair campaign practices, and I understand that signing this pledge is voluntary.

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I understand my name will appear on the ballot as it is printed on this declaration of candidacy, and that I may not make any amendments or modifications after 5:00 p.m. on June 9, 2025.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Filing Officer

\_\_\_\_\_  
Date

## QUALIFICATIONS

Before the filing officer accepts any declaration of candidacy, the filing officer shall read to the candidate the constitutional and statutory requirements for candidacy, and the candidate shall state whether he/she fulfills the requirements. If the candidate indicates that he/she does not qualify, the filing officer may not accept his/her declaration of candidacy (Utah Code Section 20A-9-203).

### MUNICIPAL CANDIDATE

*Utah Code §10-3-301*

*Utah Code §20A-9-203*

- Registered voter in the municipality in which the individual is elected\*
- Must have resided within the municipality for which the candidate is seeking office for the 12 consecutive months immediately before the date of the election.
- Maintain a principal place of residence within the municipality, and within the district that the elected officer represents, during the officer's term of office.
- If the individual resides in a territory which was annexed into the municipality: must have resided within the annexed territory or the municipality the 12 consecutive months immediately before the date of the election.
- Pay filing fee, if one is required by municipal ordinance.
- Not convicted of a felony\*\*

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

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



## PLEDGE OF FAIR CAMPAIGN PRACTICES

(Utah Code §20A-9-206)

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues.

### THEREFORE:

**I SHALL** conduct my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing, without fear or favor, the record and policies of my opponents that I believe merit criticism.

**I SHALL NOT** use, nor shall I permit the use of, scurrilous attacks on any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, defamation, libel, or slander against any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, any other criticism of any candidate or the candidate's immediate family that I do not believe to be truthful, provable, and relevant to my campaign.

**I SHALL NOT** use, nor shall I permit the use of, any practice that tends to corrupt or undermine our American system of free elections, or that hinders or prevents the free expression of the will of the voters, including practices intended to hinder or prevent any eligible person from registering to vote or voting.

**I SHALL NOT** coerce election help or campaign contributions for myself or for any other candidate from my employees or volunteers.

**I SHALL** immediately and publicly repudiate support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of an opponent, to methods in violation of the letter or spirit of this pledge. I shall accept responsibility to take firm action against any subordinate who violates any provision of this pledge or the laws governing elections.

**I SHALL** defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of Utah, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices."

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*This is a voluntary pledge. Candidates are not required to sign this pledge of fair campaign practices.**

**\*This document is considered a public record and will be retained for public inspection until 30 days following the election.**



# How to SUBMIT YOUR CANDIDATE PROFILE

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The Lieutenant Governor's Office provides candidates with the opportunity to submit a candidate profile for the website, [VOTE.UTAH.GOV](https://vote.utah.gov). Your profile includes biographical information, a picture, and a short statement, and it will be available for voters to see.

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## HOW DO I SUBMIT MY PROFILE?

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

## WHEN DO I SUBMIT MY PROFILE?

You must submit your profile before the following deadlines:

- **Primary Election Profiles: Monday, June 30, 2025 at 5:00 p.m. (Mountain Time)**
- **General Election Profiles: Friday, September 5, 2025 at 5:00 p.m. (Mountain Time)**

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

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

(City Seal)

## 2025 CANDIDACY WITHDRAWAL AFFIDAVIT

State of Utah

County of Salt Lake

§

I, \_\_\_\_\_, being first duly sworn, depose and state: I reside  
at \_\_\_\_\_, in the City or Town  
of \_\_\_\_\_, in Salt Lake County, State of Utah, Zip Code \_\_\_\_\_.

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

Having filed a Declaration of Candidacy for the office of \_\_\_\_\_, I hereby  
withdraw as a candidate for this office.

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

Subscribed and sworn before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20 \_\_\_\_.

Filing Officer

By: \_\_\_\_\_

Filing Officer

**Effective 7/1/2024**

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

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

(a) "Agent of a candidate" means:

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

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

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

(c)

(i) "Candidate" means a person who:

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

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

(d)

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

- (A) a gift, subscription, donation, loan, advance, or deposit of money or anything of value given to a candidate;
- (B) an express, legally enforceable contract, promise, or agreement to make a gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value to the candidate;
- (C) any transfer of funds from another reporting entity to the candidate;
- (D) compensation paid by any person or reporting entity other than the candidate for personal services provided without charge to the candidate;
- (E) a loan made by a candidate deposited to the candidate's own campaign; and
- (F) an in-kind contribution.

(ii) "Contribution" does not include:

- (A) services provided by an individual volunteering a portion or all of the individual's time on behalf of the candidate if the services are provided without compensation by the candidate or any other person;
- (B) money lent to the candidate by a financial institution in the ordinary course of business; or
- (C) goods or services provided for the benefit of a candidate at less than fair market value that are not authorized by or coordinated with the candidate.

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

- (i) with the candidate's prior knowledge, if the candidate does not object;
- (ii) by agreement with the candidate;
- (iii) in coordination with the candidate; or
- (iv) using official logos, slogans, and similar elements belonging to a candidate.

(f)

- (i) "Expenditure" means any of the following made by a candidate or an agent of the candidate on behalf of the candidate:
    - (A) any disbursement from contributions, receipts, or from an account described in Subsection (3)(a);
    - (B) a purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value made for political purposes;
    - (C) an express, legally enforceable contract, promise, or agreement to make any purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value for a political purpose;
    - (D) compensation paid by a candidate for personal services rendered by a person without charge to a reporting entity;
    - (E) a transfer of funds between the candidate and a candidate's personal campaign committee as defined in Section 20A-11-101; or
    - (F) goods or services provided by a reporting entity to or for the benefit of the candidate for political purposes at less than fair market value.
  - (ii) "Expenditure" does not include:
    - (A) services provided without compensation by an individual volunteering a portion or all of the individual's time on behalf of a candidate; or
    - (B) money lent to a candidate by a financial institution in the ordinary course of business.
  - (g) "In-kind contribution" means anything of value other than money, that is accepted by or coordinated with a candidate.
  - (h)
    - (i) "Political consultant" means a person who is paid by a candidate, or paid by another person on behalf of and with the knowledge of the candidate, to provide political advice to the candidate.
    - (ii) "Political consultant" includes a circumstance described in Subsection (1)(h)(i), where the person:
      - (A) has already been paid, with money or other consideration;
      - (B) expects to be paid in the future, with money or other consideration; or
      - (C) understands that the person may, in the discretion of the candidate or another person on behalf of and with the knowledge of the candidate, be paid in the future, with money or other consideration.
    - (i) "Political purposes" means an act done with the intent or in a way to influence or tend to influence, directly or indirectly, any person to refrain from voting or to vote for or against any candidate or a person seeking a municipal office at any caucus, political convention, or election.
  - (j) "Reporting entity" means:
    - (i) a candidate;
    - (ii) a committee appointed by a candidate to act for the candidate;
    - (iii) a person who holds an elected municipal office;
    - (iv) a party committee as defined in Section 20A-11-101;
    - (v) a political action committee as defined in Section 20A-11-101;
    - (vi) a political issues committee as defined in Section 20A-11-101;
    - (vii) a corporation as defined in Section 20A-11-101; or
    - (viii) a labor organization as defined in Section 20A-11-1501.
- (2)

- (a) A municipality may adopt an ordinance establishing campaign finance disclosure requirements for a candidate that are more stringent than the requirements provided in Subsections (3) through (7).
  - (b) The municipality may adopt definitions that are more stringent than those provided in Subsection (1).
  - (c) If a municipality fails to adopt a campaign finance disclosure ordinance described in Subsection (2)(a), a candidate shall comply with financial reporting requirements contained in Subsections (3) through (7).
- (3) Each candidate:
- (a) shall deposit a contribution in a separate campaign account in a financial institution; and
  - (b) may not deposit or mingle any campaign contributions received into a personal or business account.
- (4)
- (a) In a year in which a municipal primary is held, each candidate who will participate in the municipal primary shall file a campaign finance statement with the municipal clerk or recorder no later than seven days before the day described in Subsection 20A-1-201.5(2).
  - (b) Each candidate who is not eliminated at a municipal primary election shall file a campaign finance statement with the municipal clerk or recorder no later than:
    - (i) 28 days before the day on which the municipal general election is held;
    - (ii) seven days before the day on which the municipal general election is held; and
    - (iii) 30 days after the day on which the municipal general election is held.
  - (c) Each candidate for municipal office who is eliminated at a municipal primary election shall file with the municipal clerk or recorder a campaign finance statement within 30 days after the day on which the municipal primary election is held.
- (5) If a municipality does not conduct a primary election for a race, each candidate who will participate in that race shall file a campaign finance statement with the municipal clerk or recorder no later than:
- (a) 28 days before the day on which the municipal general election is held;
  - (b) seven days before the day on which the municipal general election is held; and
  - (c) 30 days after the day on which the municipal general election is held.
- (6) Each campaign finance statement described in Subsection (4) or (5) shall:
- (a) except as provided in Subsection (6)(b):
    - (i) report all of the candidate's itemized and total:
      - (A) contributions, including in-kind and other nonmonetary contributions, received up to and including five days before the campaign finance statement is due, excluding a contribution previously reported; and
      - (B) expenditures made up to and including five days before the campaign finance statement is due, excluding an expenditure previously reported; and
    - (ii) identify:
      - (A) for each contribution, the amount of the contribution and the name of the donor, if known; and
      - (B) for each expenditure, the amount of the expenditure and the name of the recipient of the expenditure; or
  - (b) report the total amount of all contributions and expenditures if the candidate receives \$500 or less in contributions and spends \$500 or less on the candidate's campaign.
- (7) Within 30 days after receiving a contribution that is cash or a negotiable instrument, exceeds the anonymous contribution limit, and is from a donor whose name is unknown, a candidate shall disburse the amount of the contribution to:



- (a) the treasurer of the state or a political subdivision for deposit into the state's or political subdivision's general fund; or
  - (b) an organization that is exempt from federal income taxation under Section 501(c)(3), Internal Revenue Code.
- (8)
- (a) A municipality may, by ordinance:
    - (i) provide an anonymous contribution limit less than \$50;
    - (ii) require greater disclosure of contributions or expenditures than is required in this section; and
    - (iii) impose additional penalties on candidates who fail to comply with the applicable requirements beyond those imposed by this section.
  - (b) A candidate is subject to the provisions of this section and not the provisions of an ordinance adopted by the municipality under Subsection (8)(a) if:
    - (i) the municipal ordinance establishes requirements or penalties that differ from those established in this section; and
    - (ii) the municipal clerk or recorder fails to notify the candidate of the provisions of the ordinance as required in Subsection (9).
- (9) Each municipal clerk or recorder shall, at the time the candidate for municipal office files a declaration of candidacy, and again 35 days before each municipal general election, notify the candidate in writing of:
- (a) the provisions of statute or municipal ordinance governing the disclosure of contributions and expenditures;
  - (b) the dates when the candidate's campaign finance statement is required to be filed; and
  - (c) the penalties that apply for failure to file a timely campaign finance statement, including the statutory provision that requires removal of the candidate's name from the ballot for failure to file the required campaign finance statement when required.
- (10) Notwithstanding any provision of Title 63G, Chapter 2, Government Records Access and Management Act, the municipal clerk or recorder shall:
- (a) make each campaign finance statement filed by a candidate available for public inspection and copying no later than one business day after the statement is filed; and
  - (b) make the campaign finance statement filed by a candidate available for public inspection by:
    - (i) posting an electronic copy or the contents of the statement on the municipality's website no later than seven business days after the day on which the statement is filed; and
    - (ii) in order to comply with the requirements of Subsection 20A-11-103(4)(b)(ii), providing the lieutenant governor with a link to the electronic posting described in Subsection (10)(b)(i) no later than two business days after the day on which the statement is filed.
- (11)
- (a) If a candidate fails to timely file a campaign finance statement required under Subsection (4) or (5), the municipal clerk or recorder:
    - (i) may send an electronic notice to the candidate that states:
      - (A) that the candidate failed to timely file the campaign finance statement; and
      - (B) that, if the candidate fails to file the report within 24 hours after the deadline for filing the report, the candidate will be disqualified; and
    - (ii) may impose a fine of \$50 on the candidate.
  - (b) The municipal clerk or recorder shall disqualify a candidate and inform the appropriate election official that the candidate is disqualified if the candidate fails to file a campaign finance statement described in Subsection (4) or (5) within 24 hours after the deadline for filing the report.

- (c) If a candidate is disqualified under Subsection (11)(b), the election official:
  - (i) shall:
    - (A) notify every opposing candidate for the municipal office that the candidate is disqualified;
    - (B) send an email notification to each voter who is eligible to vote in the municipal election office race for whom the election official has an email address informing the voter that the candidate is disqualified and that votes cast for the candidate will not be counted;
    - (C) post notice of the disqualification on a public website; and
    - (D) if practicable, remove the candidate's name from the ballot by blacking out the candidate's name before the ballots are delivered to voters; and
  - (ii) may not count any votes for that candidate.
- (12) An election official may fulfill the requirements described in Subsection (11)(c)(i) in relation to a mailed ballot, including a military overseas ballot, by including with the ballot a written notice:
  - (a) informing the voter that the candidate is disqualified; or
  - (b) directing the voter to a public website to inform the voter whether a candidate on the ballot is disqualified.
- (13) Notwithstanding Subsection (11)(b), a candidate who timely files each campaign finance statement required under Subsection (4) or (5) is not disqualified if:
  - (a) the statement details accurately and completely the information required under Subsection (6), except for inadvertent omissions or insignificant errors or inaccuracies; and
  - (b) the omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.
- (14) A candidate for municipal office who is disqualified under Subsection (11)(b) shall file with the municipal clerk or recorder a complete and accurate campaign finance statement within 30 days after the day on which the candidate is disqualified.
- (15) A campaign finance statement required under this section is considered filed if it is received in the municipal clerk or recorder's office by 5 p.m. on the date that it is due.
- (16)
  - (a) A private party in interest may bring a civil action in a court with jurisdiction under Title 78A, Judiciary and Judicial Administration, to enforce the provisions of this section or an ordinance adopted under this section.
  - (b) In a civil action under Subsection (16)(a), the court may award costs and attorney fees to the prevailing party.

Amended by Chapter 158, 2024 General Session

***Effective 5/5/2021***

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

- (1) There is established the Statewide Electronic Voter Information Website Program administered by the lieutenant governor in cooperation with the county clerks for general elections and municipal authorities for municipal elections.
- (2) In accordance with this section, and as resources become available, the lieutenant governor, in cooperation with county clerks, shall develop, establish, and maintain a state-provided Internet website designed to help inform the voters of the state of:
  - (a) the offices and candidates up for election;
  - (b) the content, effect, operation, fiscal impact, and supporting and opposing arguments of ballot propositions submitted to the voters; and
  - (c) the status of a voter's trackable ballot, in accordance with Section 20A-3a-401.5, accessible only by the voter.
- (3) Except as provided under Subsection (6), the website shall include:
  - (a) all information currently provided in the Utah voter information pamphlet under Chapter 7, Part 7, Voter Information Pamphlet, including a section prepared, analyzed, and submitted by the Judicial Performance Evaluation Commission describing the judicial selection and retention process;
  - (b) on the homepage of the website, a link to the Judicial Performance Evaluation Commission's website, [judges.utah.gov](http://judges.utah.gov);
  - (c) a link to the retention recommendation made by the Judicial Performance Evaluation Commission in accordance with Title 78A, Chapter 12, Part 2, Judicial Performance Evaluation, for each judicial appointee to a court that is subject to a retention election, in accordance with Section 20A-12-201, for the upcoming general election;
  - (d) all information submitted by election officers under Subsection (4) on local office races, local office candidates, and local ballot propositions;
  - (e) a list that contains the name of a political subdivision that operates an election day voting center under Section 20A-3a-703 and the location of the election day voting center;
  - (f) other information determined appropriate by the lieutenant governor that is currently being provided by law, rule, or ordinance in relation to candidates and ballot questions;
  - (g) any differences in voting method, time, or location designated by the lieutenant governor under Subsection 20A-1-308(2); and
  - (h) an online ballot tracking system by which a voter can view the status of the voter's trackable ballot, in accordance with Section 20A-3a-401.5, including:
    - (i) when a ballot has been mailed to the voter;
    - (ii) when an election official has received the voter's ballot; and
    - (iii) when the voter's ballot has been counted.
- (4)
  - (a) An election official shall submit the following information for each ballot under the election official's direct responsibility under this title:
    - (i) a list of all candidates for each office;
    - (ii) if submitted by the candidate to the election official's office before 5 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:
      - (A) a statement of qualifications, not exceeding 200 words in length, for each candidate;
      - (B) the following current biographical information if desired by the candidate, current:

- (I) age;
  - (II) occupation;
  - (III) city of residence;
  - (IV) years of residence in current city; and
  - (V) email address; and
  - (C) a single web address where voters may access more information about the candidate and the candidate's views; and
  - (iii) factual information pertaining to all ballot propositions submitted to the voters, including:
    - (A) a copy of the number and ballot title of each ballot proposition;
    - (B) the final vote cast for each ballot proposition, if any, by a legislative body if the vote was required to place the ballot proposition on the ballot;
    - (C) a complete copy of the text of each ballot proposition, with all new language underlined and all deleted language placed within brackets; and
    - (D) other factual information determined helpful by the election official.
  - (b) The information under Subsection (4)(a) shall be submitted to the lieutenant governor no later than one business day after the deadline under Subsection (4)(a) for each general election year and each municipal election year.
  - (c) The lieutenant governor shall:
    - (i) review the information submitted under this section, to determine compliance under this section, prior to placing it on the website;
    - (ii) refuse to post information submitted under this section on the website if it is not in compliance with the provisions of this section; and
    - (iii) organize, format, and arrange the information submitted under this section for the website.
  - (d) The lieutenant governor may refuse to include information the lieutenant governor determines is not in keeping with:
    - (i) Utah voter needs;
    - (ii) public decency; or
    - (iii) the purposes, organization, or uniformity of the website.
  - (e) A refusal under Subsection (4)(d) is subject to appeal in accordance with Subsection (5).
- (5)
- (a) A person whose information is refused under Subsection (4), and who is aggrieved by the determination, may appeal by submitting a written notice of appeal to the lieutenant governor before 5 p.m. within 10 business days after the date of the determination. A notice of appeal submitted under this Subsection (5)(a) shall contain:
    - (i) a listing of each objection to the lieutenant governor's determination; and
    - (ii) the basis for each objection.
  - (b) The lieutenant governor shall review the notice of appeal and shall issue a written response within 10 business days after the day on which the notice of appeal is submitted.
  - (c) An appeal of the response of the lieutenant governor shall be made to the district court, which shall review the matter de novo.
- (6)
- (a) The lieutenant governor shall ensure that each voter will be able to conveniently enter the voter's address information on the website to retrieve information on which offices, candidates, and ballot propositions will be on the voter's ballot at the next general election or municipal election.
  - (b) The information on the website will anticipate and answer frequent voter questions including the following:
    - (i) what offices are up in the current year for which the voter may cast a vote;

- (ii) who is running for what office and who is the incumbent, if any;
  - (iii) what address each candidate may be reached at and how the candidate may be contacted;
  - (iv) for partisan races only, what, if any, is each candidate's party affiliation;
  - (v) what qualifications have been submitted by each candidate;
  - (vi) where additional information on each candidate may be obtained;
  - (vii) what ballot propositions will be on the ballot; and
  - (viii) what judges are up for retention election.
- (7) The lieutenant governor shall ensure that each voter may conveniently enter the voter's name, date of birth, and address information on the website to retrieve information on the status of the voter's ballot if the voter's ballot is trackable under Section 20A-3a-401.5.
- (8) As resources are made available and in cooperation with the county clerks, the lieutenant governor may expand the electronic voter information website program to include the same information as provided under this section for special elections and primary elections.

Amended by Chapter 100, 2021 General Session



2025

★ ★ ★ Section VII ★ ★ ★

# OPTIONAL DECLARATION OF CANDIDACY FORMS

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- Councilmember Filing Fee Waiver Petition
- Councilmember Nomination Petition
- Affidavit for Withdrawal of Candidacy





## NOMINATION PETITION

(2.68.010)

Pursuant to Utah State Code §20A-9-203(3)(c) Any resident of the municipality may nominate a candidate for a municipal office by: (i) filing a nomination petition with the City recorder between August 8<sup>th</sup> and August 15<sup>th</sup> of any odd-numbered year during regular office hours; and (ii) paying the appropriate filing fee.

I, \_\_\_\_\_, do hereby nominate  
\_\_\_\_\_ for the office of Salt Lake City \_\_\_\_\_, a four-year  
term in the 20\_\_ Election. I do hereby state that said candidate meets the qualifications on the Declaration of  
Candidacy and such document has been signed and sworn to by them.

I reside at \_\_\_\_\_, Salt Lake City, County of Salt Lake,  
State of Utah, Zip Code \_\_\_\_\_, Telephone Number \_\_\_\_\_,  
Email Address \_\_\_\_\_;

\_\_\_\_\_  
(Signature)

State of Utah        )  
                              : ss  
County of Salt Lake    )

Subscribed and sworn before me by \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expiration

(Stamp)

**FILING FEE WAIVER PETITION FOR COUNCILMEMBER**  
**THE UNDERSIGNED RESIDENTS OF SALT LAKE CITY BEING 18 YEARS OR OLDER**  
**NOMINATE \_\_\_\_\_ TO THE OFFICE OF COUNCILMEMBER.**

COUNCIL DISTRICT # \_\_\_\_\_

NOTE: PLEASE COPY THIS FORM FOR EACH COUNCIL DISTRICT.

NAME (PRINTED)	NAME SIGNATURE	ADDRESS	PHONE NO.
1			
2			
3			
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NAME (PRINTED)	NAME SIGNATURE	ADDRESS	PHONE NO.
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# Affidavit of Impecuniosity

(Utah Code Section 20A-9-201)

\_\_\_\_\_  
Name of Candidate

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

I, \_\_\_\_\_  
Name of Candidate

do solemnly swear, under penalty of law for false statements, that, owing to my poverty, I am unable to pay the filing fee required by law.

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

Alternative Address **OR** Phone Number: \_\_\_\_\_

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

\_\_\_\_\_  
Date

Filing a false statement is a criminal offense. In accordance with Section 20A-1-609, a candidate who is found guilty of filing a false statement, in addition to being subject to criminal penalties, will be removed from the ballot.

\_\_\_\_\_  
Signature of Elections Office

\_\_\_\_\_  
Title

Subscribed and sworn before me this \_\_\_\_\_  
(month/day/year)

**File this form with your declaration of candidacy.**

Questions? 801-538-1041 or [elections@utah.gov](mailto:elections@utah.gov)

Date Received

2025

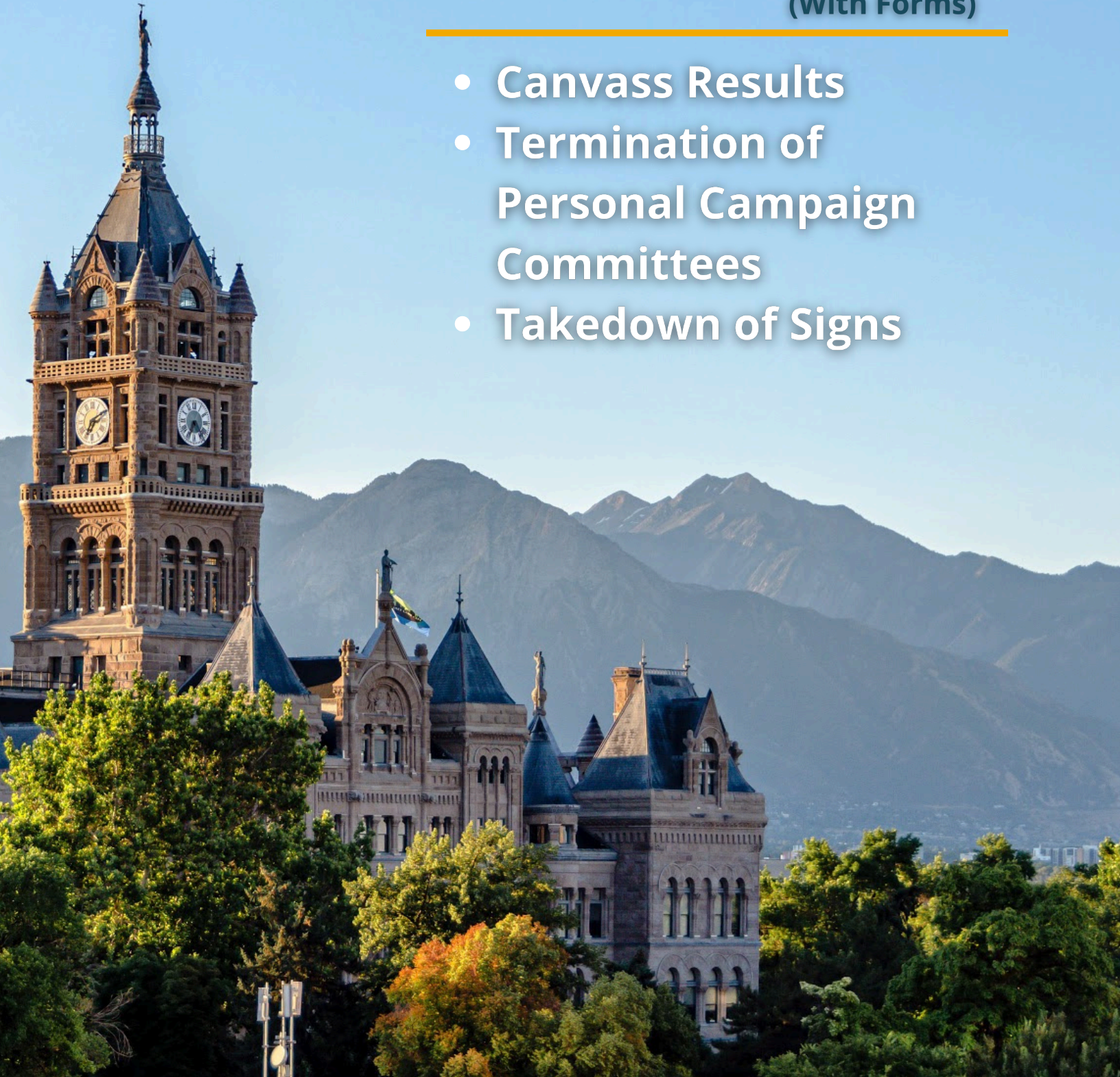
★★★★Section VIII★★★★

# POST ELECTION

(With Forms)

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- Canvass Results
- Termination of  
Personal Campaign  
Committees
- Takedown of Signs





## SALT LAKE CITY TERMINATION OF PERSONAL CAMPAIGN COMMITTEE

STATE OF UTAH        )  
                                  : SS  
COUNTY OF SALT LAKE)

I, \_\_\_\_\_, candidate for the office of  
\_\_\_\_\_, for the \_\_\_\_ election, hereby certify that  
such personal campaign committee has permanently ceased operations and is thereby terminated.

\_\_\_\_\_  
(Signature of Secretary or Chairperson)

Subscribed and sworn/affirmed to be before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2025,  
by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expiration

\_\_\_\_\_  
(Stamp)



2025

★ ★ ★ Section IX ★ ★ ★

# CANDIDATE FAQ

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- Campaign Materials
- Campaign Complaints
- Canvass Information
- Public Information
- Party Affiliation for  
Municipal Candidates





## RECORDER'S OFFICE

## SALT LAKE CITY 2025 CANDIDATE FAQ

### Salt Lake City 2025 Municipal Election City Council Districts 1, 3, 5, and 7.

#### QUALIFICATIONS FOR CANDIDACY

State of Utah Code [§10-3-301](#) and [§20A-9-203](#).

Salt Lake City Code [§2.68.010](#).

**Anyone wishing to file for candidacy must meet the following qualifications:**

1. Be a United States citizen at the time of filing;
2. Be at least 18 years old at the time of the next municipal election;
3. Be a registered voter of the municipality;
4. Be a resident of Salt Lake City for 12 months immediately before the dates of the election, and if running for City Council, be a resident of the council district for which they seek office for 12 months immediately before the date of election;
5. In accordance with [Utah Consitution Article IV, Section 6](#), a mentally incompetent individual, or an individual convicted of a felony, or an individual convicted of treason or a crime against the elective franchise, may not hold office in Utah until the right to hold elective office is restored under [UCA §20A-2-101.3](#) or [§20A-2-101.5](#).

#### QUALIFICATIONS FOR WRITE IN CANDIDATES

Anyone wishing to become a valid write-in candidate must meet the above qualifications, file a Declaration of Candidacy, in person, and pay the appropriate filing fee 65 days before the municipal general election. UCA §20A-9-601.





## RECORDER'S OFFICE

## SALT LAKE CITY 2025 CANDIDATE FAQ

### CANDIDATE FOR CITY COUNCIL - FEE REQUIRED

Any individual who files declaration to run for City Council must pay the following fee, set in accordance by Salt Lake City Code \_\_\_\_\_.

- \$103
- In lieu of the fee, a candidate can submit a petition signed by 75 residents within the council district who are at least eighteen (18) years old. This petition will be construed as an alternative to payment of the required fee for persons whom such a fee would create financial hardship.

### DECLARATION OF CANDIDACY – REQUIREMENTS

Please note that in order to declare candidacy, a prospective candidate must have an open Personal Campaign Committee filed with the City Recorder.

Candidates must file a “Declaration of Candidacy” form with the City Recorder (see section VI of this guide). Candidates must file in person during the hours of 8:00 am – 5:00 pm from August 12<sup>th</sup> to August 19<sup>th</sup>. 2025. The City Recorder’s Office is located at 451 S. State Street, Room 415, Salt Lake City, UT.

Any resident of Salt Lake City may also nominate a candidate for Council Member by filing a “Nomination Petition” with the City Recorder in person during the hours of 8:00 am – 5:00 pm from \_\_\_\_\_ to \_\_\_\_\_ 2025. The City Recorder’s Office is located at 451 S. State Street, Room 415, Salt Lake City, UT. The \$103 fee is also required, and the prospective candidate must meet all of the requirements to run for office. In lieu of the fee, prospective candidates can gather signatures of 75 residents (who are at least 18 years old) of the council district the prospective candidate wishes to represent.

Immediately following the filing deadline, the City Recorder will publish the names of the candidates on the City Recorder website, as well as the Utah Public Notice Website.

Any “Declaration of Candidacy” or “Nomination Petition” will be deemed valid unless a written objection is filed with the City Recorder within five days after the last day of filing. If an objection is made, the City Recorder will immediately email written notice of the objection to the affected candidate and decide on any objection within 48 hours after it is filed. If the City Recorder sustains the objection, the candidate may correct the problem by either amending the declaration/nomination petition within three days after the objection is



## RECORDER'S OFFICE

## SALT LAKE CITY 2025 CANDIDATE FAQ

sustained or by filing a new declaration within three days after the objection is sustained. Candidates may withdraw candidacy by filing a "Withdrawal of Candidacy" form. The deadline for withdrawal is \_\_\_\_\_ 2025.

### FAIR CAMPAIGN PLEDGE

Each candidate is given the opportunity to voluntarily pledge to follow the basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that after vigorously contested but fairly conducted campaigns, citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues. (Utah Code §20A-9-206)

### CITY AND COUNTY ELECTION SERVICES

Salt Lake City Corporation contracts with the Salt Lake County Elections to manage the following:

- Vote Center Locations
- Poll Workers and Judges
- Ballot Administration
- Voting on Election Day
- Tabulating and Reporting
- Voter Registration Data and Forms

Salt Lake County Elections can provide the following information:

- List of Registered Voters in a Council District (for a fee)
- Voter Registration Forms
- Past Election Statistics

If voters have questions about which voting precinct they live in, voter registration, or where a vote center is located, they can contact the Salt Lake County Elections office at 385-468-7400, or by email at [vote@saltlakecounty.gov](mailto:vote@saltlakecounty.gov).



# RECORDER'S OFFICE

# SALT LAKE CITY 2025 CANDIDATE FAQ

For any other questions, contact: City Recorder's office at 801 -535-7671, or by email at [elections@slc.gov](mailto:elections@slc.gov)

## MASTER BALLOT POSITIOIN LIST

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

### A. Master Ballot Position List

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

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

In accordance with Utah Code §20A-6-305, election officers shall use the master ballot position list for 2024-2025 to determine the order in which to list candidates on the ballot for any election held during those years.

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

- The candidate's surnames as listed on the declaration of candidacy.
- If two or more candidates have surnames that begin with the same letter, the list shall be applied to each subsequent letter in the candidates' surnames as listed on the declaration of candidacy.



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## SALT LAKE CITY 2025 CANDIDATE FAQ

- If two or more candidates have an identical surname as listed on the declaration of candidacy, the list shall be applied to the candidates' given (first) names as listed on the declaration of candidacy.
- C. **Written procedures for the Lieutenant Governor in conducting the randomization in a fair manner and record of the random selection process used.**

The Office of the Lieutenant Governor will conduct the randomization process by drawing wooden letter tiles from an opaque bag and following these procedures:

1. A wooden tile with each letter of the alphabet printed is to be placed in an opaque bag.
2. Three individuals are to be selected to draw tiles out of the bag.
3. The order the individuals draw tiles out of the bag is selected at random by rolling the die.
4. The person rolling the highest number on the die picks first, the second highest roller picks second, and the lowest roller picks third.
5. Ties are broken by rolling the die until one of the individuals in the tie rolls a number that is higher than the other person they are tied with.
6. Letters are pulled out of the opaque bag until all tiles are removed.
7. The order the tiles were picked from the bag became the Master Ballot Position List.

The randomization was done on Tuesday, January 9, 2024, at 10:00 am in the rotunda of the Utah State Capitol. Notice of the meeting was published on the Public Notice Website and broadcast live on Zoom. A recording of the meeting can be found on the [www.vote.utah.gov](http://www.vote.utah.gov) website.

### ELECTRONIC VOTER INFORMATION WEBSITE

Per Utah Code [§20A-7-801\(4\)](#), the Lieutenant Governor's Office provides candidates with the opportunity to submit a candidate profile for their website,



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## SALT LAKE CITY 2025 CANDIDATE FAQ

[www.vote.utah.gov](http://www.vote.utah.gov). These profiles include biographical information, a picture, and a short statement from the candidate.

These profiles are optional, and you can read all submitted candidate profiles at [www.vote.utah.gov](http://www.vote.utah.gov) after September 5, 2025.

If you need assistance with your candidate profile, you can contact the Utah Lieutenant Governor's Office at 801-538-1041 or via email at [elections@utah.gov](mailto:elections@utah.gov). Open Monday – Friday, 8:00 am – 5:00 pm (state and national holidays excluded).

### HOW DO I SUBMIT MY PROFILE

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

**PLEASE NOTE:** These deadlines are established by law. As a result, late submissions and edits cannot be accepted.





# RECORDER'S OFFICE

# SALT LAKE CITY 2025 CANDIDATE FAQ

## MUNICIPAL CAMPAIGN FINANCE REPORTING REQUIREMENTS BEFORE RECEIVING CAMPAIGN CONTRIBUTIONS AND MAKING EXPENDITURES

### PERSONAL CAMPAIGN COMMITTEES (PCC)

A Personal Campaign Committee is an individual candidate's campaign finance account. It is the responsibility of either the PCC or the candidate to submit information to the City Recorder's Office to provide detailed listings of how they are spending and receiving funds. Please visit 2.46 for more information.

Basics behind a PCC:

- Required for every candidate prior to receiving any contributions or making expenditures
- Register the committee with the City Recorder's Office
- Can add and remove members at any time

## LAWS AND LIMITS GOVERNING CAMPAIGN CONTRIBUTIONS AND CAMPAIGN

### CONTRIBUTION

- A gift, subscription, donation, loan, advance, or deposit of money or anything of value, including non-monetary contributions such as in-kind contributions and contributions of tangible things.
- Does not include personal services provided without compensation by individuals volunteering their time.

### CONTRIBUTIONS PROHIBITED

It is unlawful for any person:

1. Who enters into any contract or seeks to enter into any contract with the city either for the rendition of personal services or furnishing any material, supplies, or equipment to the city or for selling any land or building to the city, if payment for the performance of the contract is to



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## SALT LAKE CITY 2025 CANDIDATE FAQ

be made in whole or in part from city funds, at any time between the commencement of negotiations for the contract and the later of:

- a. The completion of performance under the contract, or
  - b. The termination of negotiations for the contract, directly or indirectly to make any contribution to a candidate or personal campaign committee; or
2. Knowingly to solicit a contribution from any such person during any such period.

### **IN-KIND CONTRIBUTIONS**

An in-kind contribution means anything of value other than money, that is accepted by or coordinated with a candidate.

Example:

Someone makes a website for your campaign, but they don't charge you. This would count as an in-kind contribution.

### **CONTRIBUTION LIMITS**

- City Council - \$850/ per contributor
- Mayor - \$3,980/ per contributor

### **EXPENDITURES**

- Any disbursement from contributions, receipts, or any campaign finance account.
- A purchase, payment, donation, distribution, loan, advance, deposit, gift of money or anything of value made for political purposes.
- An express or implied, legally enforceable contract, promise, or agreement to make any purchase, payment, donation, distribution, loan, advance, deposit, gift of money or anything of value for a political purpose;
- Compensation paid by a candidate for personal services rendered by a person without charge to a reporting entity;



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## SALT LAKE CITY 2025 CANDIDATE FAQ

- A transfer of funds by a political committee to another political committee or to a candidate's personal campaign committee as defined or;
- Goods or services provided by a reporting entity to or for the benefit of the candidate for political purposes at less than fair market value
- Shall not include personal services provided without compensation by individuals volunteering their time, or money lent to a candidate by a financial institution in the ordinary course of business.

### **VOLUNTARY LIMITATION ON CONTRIBUTION AND EXPENDITURES**

- Declaration to Limit
  - Contributions to personal campaign
    - City Council - \$3,000 limit
    - Mayor - \$75,000 limit
  - Expenditures
    - City Council - \$15,000 limit
    - Mayor - \$375,000 limit

### **COORDINATED EXPENDITURE**

- An expenditure made by any person in cooperation, consultation, or concert with, or at the request or suggestion of a candidate or the candidates personal campaign committee, or their agents.
- Includes coordinated advertising on billboards and taxicabs or other ground transportation vehicles, as described in Salt Lake City Code §5.7.010.
- Does not include lawn signs, a sign on a residential property, a bumper sticker, a handheld sign, a sign on the body of a person, a sign on a motor vehicle other than a taxicab or other ground transportation vehicle, or a sign in a part of a building that is not normally used for commercial advertising by a third party.
- An in-kind coordinated expenditure:



## RECORDER'S OFFICE

## SALT LAKE CITY 2025 CANDIDATE FAQ

- Shall be valued at the usual and normal value of such expenditure, such as the value of the use of advertising space on billboards or taxicabs or other ground transportation vehicles.
- Taxicabs other ground transportation vehicles– treated as rooftop advertising if the sign is located in a space not usually or normally for advertising. Value determined as value of rooftop advertising.

For complete reference to the law, go to Salt Lake City Code 2.46. The summarizations throughout this guide do not relieve you of your obligation to know the election laws of Salt Lake City or the State of Utah.

### **INFORMATION GUIDE FOR SALT LAKE CITY CODE 2.46.050(H), ACCEPTING CONTRIBUTIONS FROM THOSE UNDER CONTRACT OR SEEKING TO CONTRACT WITH THE CITY**

#### **2.46.050: CONTRIBUTIONS TO CANDIDATES; LIMITATIONS:**

H. It shall be unlawful for any person:

1. Who enters into any contract or seeks to enter into any contract with the city either for the rendition of personal services or furnishing any material, supplies, or equipment to the city or for selling any land or building to the city, if payment for the performance of the contract is to be made in whole or in part from city funds, at any time between the commencement of negotiations for the contract and the later of: a) the completion of performance under the contract, or b) the termination of negotiations for the contract, directly or indirectly to make any contribution to a candidate or personal campaign committee; or
2. Knowingly to solicit a contribution from any such person during any such period.

### **FREQUENTLY ASKED QUESTIONS:**

**Q:** Does section 2.46.050H apply only to business entities?

**A:** No. The prohibition applies to “persons,” which the City Code defines to include “individuals,” “business organizations,” and other kinds of groups. Therefore, if a



## RECORDER'S OFFICE

## SALT LAKE CITY 2025 CANDIDATE FAQ

contract is between the City and an individual, then that individual would not be allowed to contribute under the provision.

**Q:** Can an individual contribute to a campaign if a business entity they are affiliated with, or that employs them, has a contract with the City?

**A:** Yes, a person may contribute in their individual capacity even if their business entity, or an entity that employs them, has a contract with the City.

**Q:** During what period of time does the prohibition apply?

**A:** The prohibition applies between the beginning of negotiations for the contract and ends when the performance of the contract is complete or the negotiations terminate, whichever happens last.

**Q:** What kinds of contracts does the prohibition not apply to?

**A:** The prohibition applies only to contracts for the rendition of personal services to the City, the furnishing of materials, supplies, or equipment to the City, or the selling of land or a building to the City. It doesn't apply to other kinds of contracts such as donation agreements, a lease with the City, or a service (such as utility service) provided by the City. 2.46.010.

**Q:** If someone submits a proposal in response to an RFP, can a candidate or campaign accept a contribution from them?

**A:** Yes, up to the point that the City identifies the contributor as the apparent winner and negotiations begin.

**Q:** Candidates and campaigns can't knowingly solicit contributions prohibited by 2.46.50(H)(1). Will a candidate or campaign violate 2.46.050(H)(2) if they unknowingly solicit a contribution that is prohibited by 2.46.050(H)(1)?

**A:** Contributors who are contractors with the City violate 2.46.050(H)(1), even if they are unaware of this section. Therefore, candidates and campaigns would do those potential contributors a favor if they refused those contributions and educated the contractor about the restrictions in 2.46.050(H). Also, a candidate or campaign who receives (but didn't solicit) such a contribution might have a defense that they did so unknowingly,



## RECORDER'S OFFICE

## SALT LAKE CITY 2025 CANDIDATE FAQ

but candidates and campaigns should not put on blinders and accept contributions that they could, within reasonable diligence, have determined were from City contractors.

**Q:** What are the legal consequences of violating the ordinance?

**A:** A City contractor who makes a contribution prohibited by 2.46.050(H)(1) breaks the law. If a candidate or campaign violates 2.46.050(H)(1), the City Recorder must report the violation to the Mayor, the City Council and the City Attorney. The violation is a criminal offense, and the City Attorney would decide how to deal with that violation, depending on the facts. The candidate or campaign would be wise to return the prohibited contribution to the contributor. However, it can't be predicted how the City Attorney would deal with any particular violation, especially if the City Attorney perceived that the candidate or committee knowingly solicited unlawful contributions figuring that, if caught, they could solve the problem by simply repaying the money.

**Q:** How can someone know who has an applicable contract with the City?

**A:** The candidate or campaign can ask the contributor if they are in contract negotiations with the City or have a contact with the City. The City Recorder's office compiles a report (Executive Action Report) listing executed City contracts and agreements, published online. The report may be accessed by visiting \_\_\_\_\_ and selecting "General City Business" from the Document Center header (a Chrome browser is recommended) and choosing the Executive Action Report folder. The list is sorted by year and is searchable. To obtain a copy of an executed contract, please submit a records request via the City Recorder's website.





# RECORDER'S OFFICE

# SALT LAKE CITY 2025 CANDIDATE FAQ

## CAMPAIGN FINANCE REPORTING

### FILING REQUIREMENTS, DEADLINES, AND PROCEDURES FOR THE 2025 MUNICIPAL ELECTION

#### 2025- Ranked Choice Voting Method

Report Name	Period Start	Period End	Filing Date
February #1	2/13/2022	2/12/2023	2/15/2023
February #2	2/13/2023	2/12/2024	2/15/2024
February #3	2/13/2024	2/12/2025	2/15/2025
July Report	2/13/2025	6/28/2025	7/1/2025
Pre-General Election	7/2/2025	9/1/2025	9/4/2025
28 Day Report	9/2/2025	10/2/2025	7-Oct-25
General Election	10/3/2025	10/23/2025	28-Oct-25
Post General Election	10/24/2025	12/1/2025	4-Dec-25

\*These dates are subject to legislative change always refer to the Campaign Finance System (CFS) website or the City Recorder's website for definitive dates.

\*\*These deadlines are by **5:00 PM on the date noted**

\*\*\*During the seven (7) day period before the election, **from October 28, 2025-November 4, 2025, each personal campaign committee shall file with the City Recorder a verified report of each contribution over five-hundred dollars (\$500.00) within twenty-four (24) hours after receipt of each such contribution.** Such reports shall contain the information required by SLC code 2.46.090.

\*\*\*\*If a candidate fails to file the campaign statements as listed in code, they will be disqualified.



## **RECORDER'S OFFICE**

## **SALT LAKE CITY 2025 CANDIDATE FAQ**

### **HOW TO FILE FINANCE STATEMENTS**

- Electronic Filing – Register with the City Recorder's Office to file online. A tutorial for the online reporting system will be included in this guide.
- Hard Copy – Use Campaign Finance Statement Form (included in this guide).
  - Must be signed and notarized.
  - Deliver to the Recorder's Office, or email to \_\_\_\_\_.

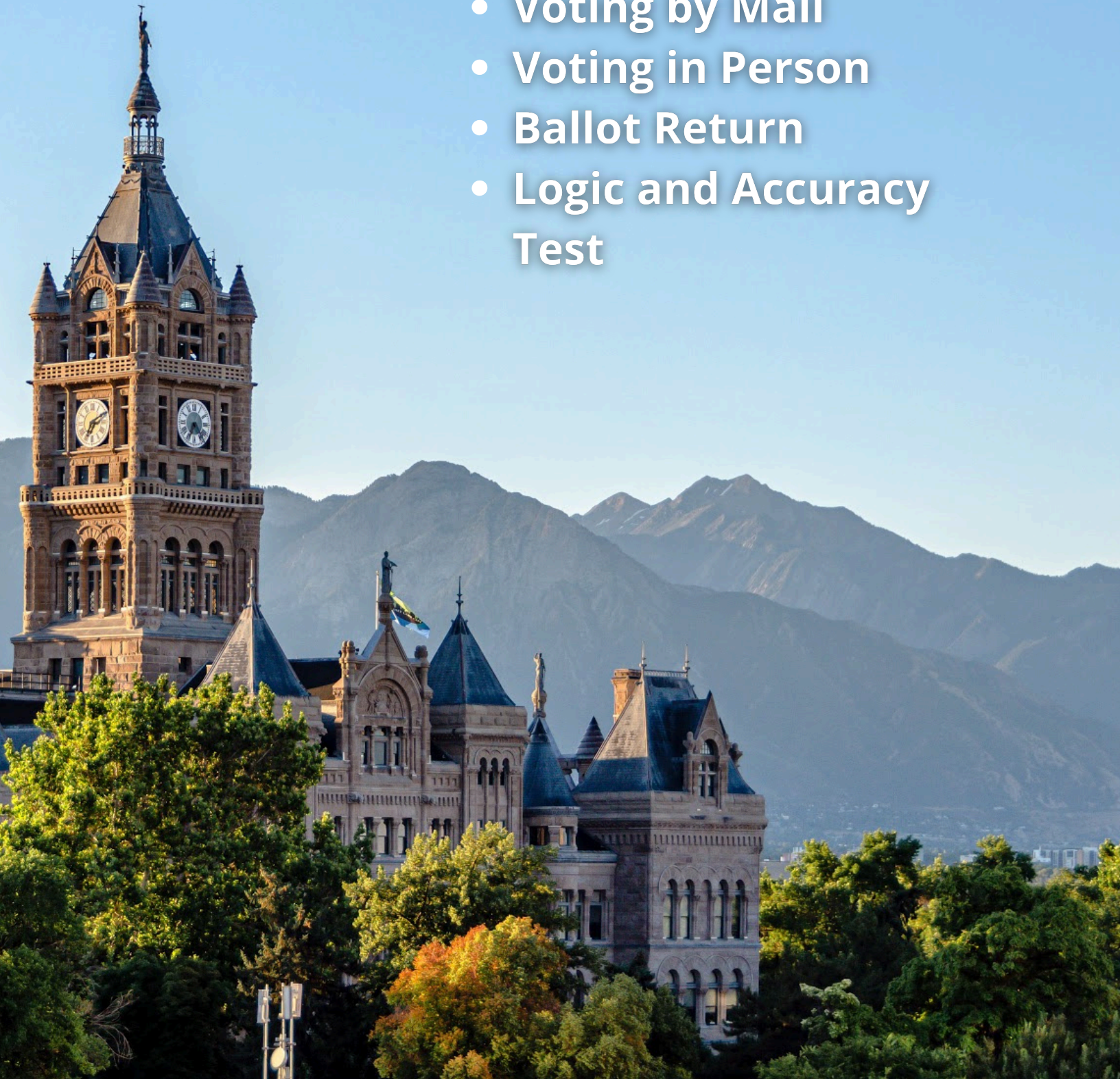
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# VOTER FAQ

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- How do I vote
- Voting by Mail
- Voting in Person
- Ballot Return
- Logic and Accuracy Test





## RECORDER'S OFFICE

## SALT LAKE CITY 2025 VOTER FAQ

### HOW CAN I REGISTER TO VOTE?

To be registered to vote for the 2025 General Election, the Salt Lake County clerk must receive your voter registration by 5:00pm on \_\_\_\_ . If you have not submitted your registration by this date, you may also register in-person at an early voting location or on election day at a voting location. These locations will be available on both the County and City website as Election Day approaches.

You can use one of the following methods to register to vote:

1. You may use a paper form submitted to the County Clerks office by mail or email.
2. If you have a Valid Unexpired Utah Driver's License or Utah ID, you may register online at [voter.utah.gov](https://voter.utah.gov).
3. You can visit the County Clerk's Office in person and complete a voter registration form.

### WHAT ARE THE VOTER REGISTRATION REQUIREMENTS?

You must meet several requirements in order to register:

1. At least 18 years of age, or you will be 18 years of age on or before the date of the General Election
2. A Citizen of the United States
3. A Resident of Utah at least 30 days prior to election day
4. At least 18 years of age, or you will be 18 years of age on or before the date of the General Election

### DO I QUALIFY AS A MILITARY AND OVERSEAS VOTER (UOCAVA)?

The Uniformed Overseas Citizen Absentee Voting Act, more commonly referred to as *UOCAVA*, provides an alternate voting methods for those who meet the following qualifications:

1. Members of the United States Uniformed Services and Merchant Marines;
  - a. Their family members; or
2. United States citizens residing outside the United States, who maintain legal residence in Salt Lake County



## RECORDER'S OFFICE

# SALT LAKE CITY 2025 VOTER FAQ

### WHERE AND WHEN CAN I VOTE?

**GENERAL ELECTION: NOVEMBER 4<sup>TH</sup>, 2025**

Active Registered voters will receive a ballot in the mail approximately three weeks before the General Election. A postage paid envelope containing your ballot will be sent to your address. You have the option to return the ballot by mail – and must have your ballot envelope post-marked at least 1 day prior to Election Day (**FRIDAY BEFORE?**),

Voters also have the option to drop off their ballot at one of [Salt Lake County's ballot drop boxes](#) located throughout the County, or drop it off in person at an Early Voting, or Election Day vote center.

### WHERE CAN I FIND A BALLOT DROP BOX NEAR ME?

A list of available Ballot Dropboxes can be found on [Salt Lake County's Website](#). All ballot drop-boxes are available 24/7 throughout the voting period during the election, and close at 8 PM on Election Day.

### DO I HAVE TO VOTE BY MAIL?

If you did not receive your ballot in the mail and would like to update your registration, or failed to register before the Voter Registration Deadline – you have the option to vote in person during the Early Voting period or on Election Day.

If you received your ballot in the mail, you can drop off your ballot in-person at a Vote Center, or vote in person during the Early Voting period, or on Election Day.

### WHAT ACCOMODATIONS ARE AVAILABLE FOR ADA VOTERS?

### QUESTIONS OR CONCERNS?

SALT LAKE CITY RECORDER'S OFFICE

SALT LAKE COUNTY ELECTION'S DIVISION





## **RECORDER'S OFFICE**

## **SALT LAKE CITY 2025 VOTER FAQ**





# RECORDER'S OFFICE

# SALT LAKE CITY 2025 VOTER FAQ

## IMPORTANT ELECTION DATES FOR VOTERS

2025 General Election Dates		
September 5, 2025	Candidate Profiles for the Lieutenant Governor's office is due	Utah Code <a href="#">§20A-7-801(4)(a)(ii)</a>
September 19, 2025	Sample ballot made available to voters	Utah Code <a href="#">§20A-5-405(1)(f)</a>
September 19, 2025	Ballots begin to be mailed to military and overseas voters	Utah Code <a href="#">§20A-16-403(1)</a>
October 14, 2025	Ballots begin to be distributed via USPS	Utah Code <a href="#">§20A-3a-202(2)(a)</a>
October 21, 2025	Early in-person voting begins	Utah Code <a href="#">§20A-3a-202(8)(c)(ii)</a>
October 24, 2025	Voter registration deadline	Utah Code <a href="#">§20A-102.5(2)(a)</a>
November 3, 2025	Date your ballot must be post-marked by	Utah Code <a href="#">§20A-3a-204(2)(a)(i)</a>
November 4, 2025	Election Day	Utah Code <a href="#">§20A-1-102(37)</a>
November 11-18, 2025	The Board of Canvassers may meet to certify election results	Utah Code <a href="#">§20A-4-301(2)</a> Utah Code <a href="#">§20A-4-603(12)</a>

# IN CONCLUSION

Should you have any inquiries regarding the content of this guide, please don't hesitate to contact the Salt Lake City Recorder's Office either via email at [elections@slc.gov](mailto:elections@slc.gov) or by phone at **801-535-6221**.

It's important to note that while this guide offers comprehensive information, it does not replace City or State law. Candidates are strongly urged to familiarize themselves with the legal framework governing campaigns, as it is their responsibility to understand and adhere to these statutes.





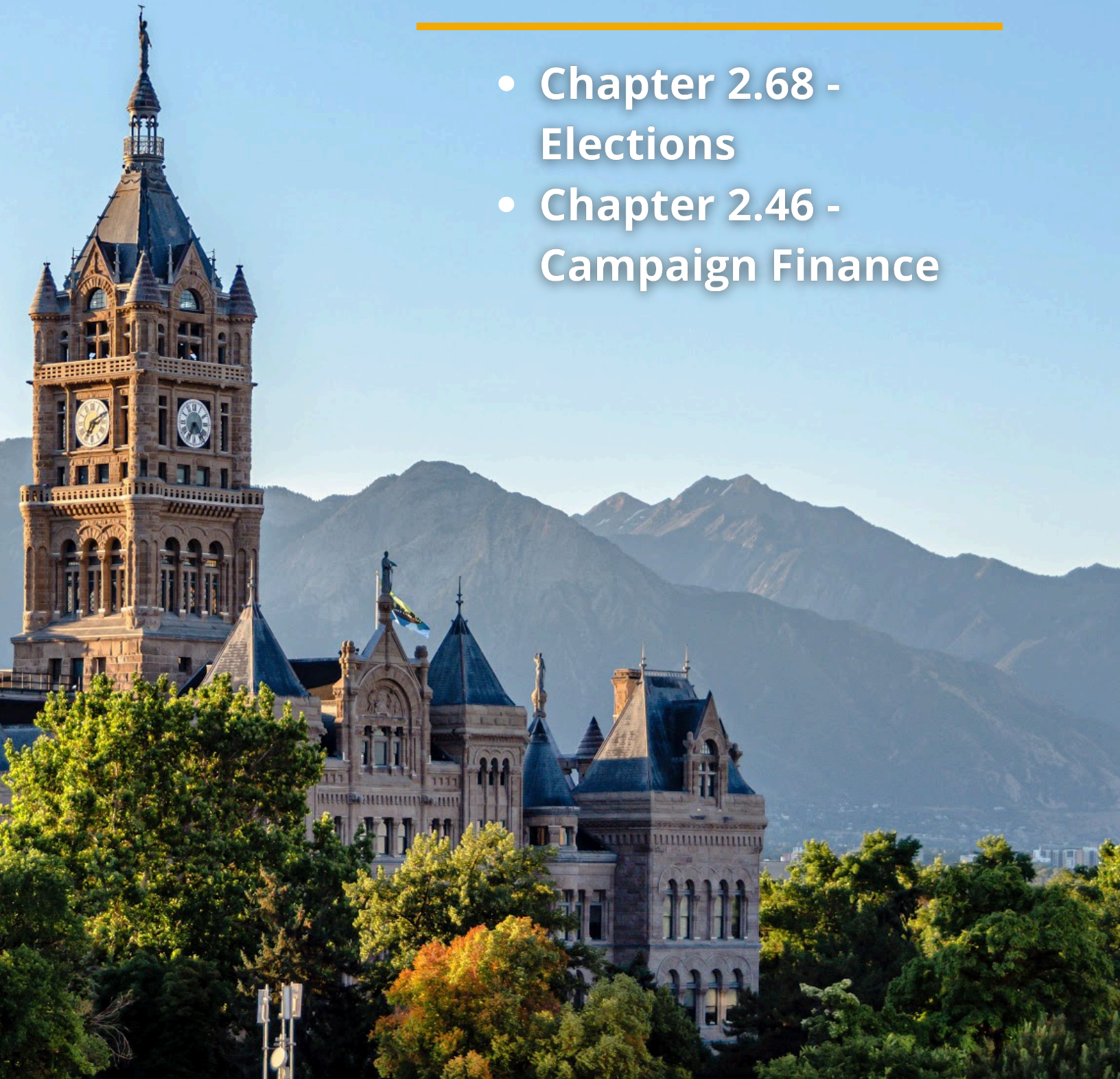
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# SALT LAKE CITY ELECTION CODE

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- Chapter 2.68 -  
Elections
- Chapter 2.46 -  
Campaign Finance



## CHAPTER 2.44

### CONFLICT OF INTEREST

#### SECTION:

**2.44.010: Purpose**

**2.44.020: Definitions**

**2.44.030: Disclosure And Disqualification**

**2.44.040: Prohibited Acts Designated**

**2.44.050: Disclosure Of Substantial Interest**

**2.44.060: Outside Employment**

**2.44.070: Transactions Involving The City**

**2.44.080: Accepting Or Making Gifts Prohibited**

**2.44.090: Gift Prohibition Exceptions**

**2.44.095: Grounds For Gift Acceptance Or Rejection**

**2.44.100: Gifts In Another's Name Prohibited**

**2.44.110: Reserved**

**2.44.120: Rejection And Return Of Gifts; Records**

**2.44.130: Public Contracts; Procurement**

**2.44.140: Employment Of Current And Former Public Servants**

**2.44.150: Negotiating Employment**

**2.44.160: Coercion Of Business Or Contributions**

**2.44.170: Acquiring Interest In A Business Entity**

**2.44.180: Waivers; Determinations Of Nonapplicability**

**2.44.190: Clause In Contracts**

**2.44.200: Inducement To Violate Prohibited**

**2.44.210: Advisory Powers Of The City Attorney**

**2.44.220: Justifiable Reliance**

**2.44.230: Travel, Lodging, Or Entertainment Expenses; Reporting**

**2.44.240: Sanctions**

**2.44.250: Appeals**

**2.44.260: Voidable Transaction**

**2.44.270: Violation; Penalty**

**2.44.280: Misdemeanor To Knowingly File False Complaint**

**2.44.290: Procedure For Complaint Investigation**

#### **2.44.010: PURPOSE:**

The purpose of this chapter is to prevent improper influence, avoid the appearance of impropriety, and prohibit public servants from receiving unjust financial gain from public service. It also seeks to increase public confidence by assuring that governmental actions are taken ethically and in compliance with all applicable procedures. It is the objective of this chapter to promote these goals by establishing ethical standards of conduct for all officers and employees of the city, including volunteers. (Ord. 11-11, 2011)

#### **2.44.020: DEFINITIONS:**

For the purposes of this chapter, unless otherwise apparent from the context, certain words and phrases used in this chapter are defined as follows:

**ASSIST:** To act, or offer or agree to act, in such a way as to help, represent, aid, advise, furnish information to, or otherwise provide assistance to a person or business entity, believing that such action is of help, aid, advice, or assistance to such person or business entity and done with the intent to so assist such person or business entity.

**BLIND TRUST:** An independently managed trust in which the public servant-beneficiary or volunteer public servant-beneficiary has no management rights and in which the public servant-beneficiary or volunteer public servant-beneficiary is not given notice of

alterations in, or other dispositions of, the property subject to the trust.

**BUSINESS ENTITY:** A sole proprietorship, partnership, association, joint venture, corporation, limited liability company, firm, trust, foundation, or other organization or entity used in carrying on a business.

**CITY REGULATED BUSINESS ENTITY:** Any business entity for which the city issues a license or regulates pursuant to any city ordinance or statute.

**COMPENSATION:** Anything of economic value, however designated, which is paid, loaned, granted, given, donated, or transferred to any person or business entity by anyone other than the city for or in consideration of personal services, materials, property, or any other consideration whatsoever, including any forbearance.

**COMPLAINT:** Any complaint filed against any public servant or volunteer public servant which alleges that the public servant or volunteer public servant violated this chapter.

**CORRUPTLY:** Any act done with wrongful intent and for the purpose of obtaining or receiving any financial or professional benefit or detriment resulting from some act or omission of a public servant or volunteer public servant that is inconsistent with the proper performance of his or her public duties.

**ECONOMIC BENEFIT TANTAMOUNT TO A GIFT:** Includes:

- A. Any loan at an interest rate that is substantially lower than the commercial rate then currently prevalent for similar loans; or
- B. Compensation received for private services rendered at a rate substantially exceeding the fair market value of the services.

**ELECTED OFFICER:** Any person elected or appointed to hold the office of mayor or city council member.

**FINANCIAL INTEREST:** A. To possess a substantial interest, or

B. To hold a position in a business entity as an officer, director, trustee, partner, or employee or hold any position of management in a business entity.

**GIFT:** Any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, economic benefit tantamount to a gift, or other item having monetary value, unless consideration of equal or greater value is received. The term does not include a parking pass or free parking: a) for a parking lot if the parking lot is owned by the city; or b) for a parking lot that is not owned by the city, when used for official city business. The term includes gifts of services, training, transportation, lodging, and meals, whether provided in-kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred. The term "gift" is subject to the following:

A. **Gifts To Relatives Or Others, Attributable To Elected Officer Or Municipal Employee:** A gift to a relative of an elected officer or municipal employee, or a gift to any other individual based on that individual's relationship with the elected officer or municipal employee, shall be considered a gift to the elected officer or municipal employee, if: 1) given with the knowledge and acquiescence of the elected officer or municipal employee, and 2) the elected officer or municipal employee knows, or with the exercise of reasonable care should know, that it was given because of the official position of the elected officer or municipal employee.

B. **Food Or Refreshment Provided To Dependents:** If food or refreshment is provided at the same time and place to both a public servant or volunteer public servant and the spouse, adult designee or dependent thereof, only the food or refreshment provided to the public servant or volunteer public servant shall be treated as a gift for purposes of this chapter.

**GOVERNMENTAL ACTION:** Any official action on the part of the city, including, but not limited to:

- A. Any decision, determination, finding, ruling, or order;
- B. Any grant, payment, award, license, contract, subcontract, transaction, decision, sanction, or approval, or the denial thereof, or the failure to act in respect thereto; or
- C. Any legislative, administrative, appointive or discretionary act of any public servant or volunteer public servant.

**GRANT OF HOSPITALITY OR GESTURE OF FRIENDSHIP:** Any grant of lodging, food, or travel expenses, including the grant of gifts and remembrances such as birthday, holiday, or anniversary presents, given on the basis of personal friendship.

**LEADERSHIP EXPENSE FUND:** Any fund of money established to pay expenses of an elected officer incurred or to be incurred in connection with the elected officer's official duties, including expenditures for:

- A. Travel, lodging, food, or entertainment of a spouse, adult designee or other personal companion of the elected officer, if accompanying the elected officer on travel involving official city business;
- B. Flowers, cards, or remembrances for funerals, holidays or similar events; or
- C. Charitable or eleemosynary gifts or activities clearly disclosed by the elected officer.

**LEGAL DEFENSE FUND:** Any fund of money established to pay legal expenses of an elected officer which arise in connection with:

- A. The elected officer's candidacy for or election to city office;
- B. The elected officer's official duties or position in the city;
- C. A threatened or actual criminal prosecution of the elected officer; or
- D. A civil action bearing on the elected officer's reputation or fitness for office. In no event shall monies in a legal defense fund be spent for a matter that is primarily personal in nature.

**MUNICIPAL EMPLOYEE:** Any person who is not an elected or appointed officer who is employed by the city as an employee on a full or part time, at will or merit basis.

**OUTSIDE EMPLOYMENT:** Any employment, activity, or enterprise for compensation, including self-employment, performed by a public servant apart from his or her official assigned duties for the city.

**PROFESSIONAL INTEREST:** Any interest which:

- A. Results in a direct or immediate professional benefit or detriment to a public servant; or
- B. Creates a fiduciary duty with respect to a professional interest and is distinguishable from the professional benefit or detriment to the public generally or the public servant's profession, occupation, or association generally. Professional interest provisions do not apply to a public servant's relative.

**PUBLIC BODY:** Any branch, system, department, division, institution, agency, commission, board, bureau, tribunal, entity, or other unit of government or any quasi-governmental unit of the city.

**PUBLIC SERVANT:** Any elected officer, any municipal employee, or any other person in a position of employment with the city, whether or not such person is compensated for his or her services, but does not include any volunteer public servant.

**REGULATED:** Subject to the city's regulatory licensing, permitting, or approval procedures.

**RELATIVE:** Any spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin of a public servant or of the spouse of a public servant or volunteer public servant, including any step relationship. Any adult designee is considered to be a relative for purposes of this chapter, including the extended familial relationships provided herein.

**SELL:** The act to sign a bid, proposal, or contract; negotiate a contract; contact any public servant or volunteer public servant for the purpose of obtaining, negotiating, or discussing changes in specifications, price, cost allowances, or other terms of a contract; settle disputes concerning performance of a contract; or engage in any other lawful liaison with a view toward the ultimate consummation of a sale even if the actual contract therefor is subsequently negotiated by another person.

**SUBSTANTIAL INTEREST:** The ownership, either legally or equitably, by a public servant or volunteer public servant, or his or her spouse or minor child, of at least ten percent (10%) of the outstanding shares of a corporation or a ten percent (10%) interest in any other business entity.

**TRANSACTION:** Any deal, contract, agreement, arrangement, undertaking, or other matter, including any permit approval, lease, franchise, sale, or purchase.

**VOLUNTEER PUBLIC SERVANT:** Any appointed person, other than an elected officer, serving on a special, regular, or full time committee, commission, authority, agency, or board of the city, who is not paid a salary or an hourly wage by the city for his or her services thereon.

**WAIVER:** Any act to grant a waiver of any provision of this chapter which exempts any public servant, including any elected officer, municipal employee, city attorney or volunteer public servant pursuant to section 2.44.180 of this chapter. (Ord. 11-11, 2011)

#### **2.44.030: DISCLOSURE AND DISQUALIFICATION:**

A. If the performance of a public servant or volunteer public servant constitutes any governmental action on any matter involving the public servant's or volunteer public servant's financial or professional interest and it is reasonably foreseeable that the decision will have an individualized material effect on such interest, distinguishable from its effect on the public generally, the public servant or volunteer public servant shall publicly disclose such matter:

1. To the city council, in the case of the mayor's disclosure;
2. To the mayor and the city council, in the case of the city council member's disclosure; or
3. In all other cases, to the mayor and to the members of the public body, if any, of which the public servant or volunteer public servant is a member.

B. The disclosure shall be made in the manner prescribed in section 2.44.050 of this chapter and shall identify the nature and extent of such interests.

C. The public servant or volunteer public servant who has a financial interest shall disqualify himself or herself from participating in any deliberation as well as from voting on such matter. The public servant or volunteer public servant who has only a professional interest need not disqualify himself or herself.

D. The disclosure statement shall be entered in the minutes of the meeting of the public body. (Ord. 11-11, 2011)

#### **2.44.040: PROHIBITED ACTS DESIGNATED:**

A. A public servant or volunteer public servant may not:

1. Unless otherwise allowed by law, disclose confidential information acquired by reason of the public servant's or volunteer public servant's official position or in the course of official duties or use such information in order to: a) substantially further the public servant's or volunteer public servant's financial or professional interest or the financial or professional interest of others; or b) secure special privileges or exemptions for the public servant or volunteer public servant or others.

2. Corruptly use or attempt to use the public servant's or volunteer public servant's official position to: a) further substantially the public servant's or volunteer public servant's financial or professional interest or the financial or professional interest of others; or b) secure special privileges for the public servant or volunteer public servant or others.



B. A public servant may not have a financial or professional interest in an entity that is doing business with the city department in which the public servant is employed. A volunteer public servant may not have a financial or professional interest in an entity that is doing business with the city department or division to whom the city committee, commission, authority, agency, or board of which the volunteer public servant is a member primarily provides direct assistance or direction. For purposes of this subsection, the city department of a member of the city council shall be deemed to be the city council office, and the city department of the mayor shall be deemed to be all city departments.

C. The following may not apply for or receive a loan or grant of money from the city: any elected officer, any relative of any elected officer, or any business entity in which any elected officer has a substantial interest. (Ord. 11-11, 2011)

#### **2.44.050: DISCLOSURE OF SUBSTANTIAL INTEREST:**

A. Disclosure To City: Any public servant or volunteer public servant who is also an officer, director, agent, employer, or employee of any business entity, or the owner of a substantial interest in any business entity, including any business entity subject to city regulation, shall disclose any such position or employment and the nature and value of such position or employment as provided herein.

B. Time Of Disclosure: Any public servant or volunteer public servant shall make the disclosure within thirty (30) days:

1. After being appointed or elected or otherwise commencing employment or public service; and

2. During January of each year if such public servant's or volunteer public servant's position in the business entity has changed or if the value of such public servant's or volunteer public servant's interest in the entity has materially increased since the last disclosure. The disclosure shall be made in a sworn written statement in a form prescribed by the city and shall be filed with the mayor, or, in the case of disclosure by the mayor or by the city council staff, with the city council. Unless otherwise provided by the law, the statements are public records and shall be made available for inspection by members of the city council and the public upon request.

C. Value Of Interest: Unless otherwise required by law, where the value of an interest is required to be disclosed pursuant to this section, it shall be sufficient to report whether the value is less than fifteen thousand dollars (\$15,000.00) or is fifteen thousand dollars (\$15,000.00) or more. This section does not apply to instances where the value of the interest does not exceed two thousand dollars (\$2,000.00). Life insurance policies and annuities are not included in this disclosure requirement and shall not be considered in determining the value of any such interest. (Ord. 11-11, 2011)

#### **2.44.060: OUTSIDE EMPLOYMENT:**

A. Incompatible Employment: No public servant or volunteer public servant shall engage in any outside employment that is inconsistent, incompatible, or in conflict with his or her duties as a public servant or volunteer public servant, or with the duties, functions, or responsibilities of the city. Such prohibited outside employment includes, but is not limited to, employment:

1. Involving the use for private gain or advantage of his or her city working time or city facilities, equipment, or supplies, except as permitted under section 2.44.180 of this chapter;

2. Involving the receipt or acceptance by the public servant or volunteer public servant of any compensation from anyone, other than the city, for the performance of an act that the public servant or volunteer public servant would be required or expected to perform in the regular course of his or her city employment or as part of his or her duties as a public servant or volunteer public servant;

3. Involving the performance of an act that may later be subject, directly or indirectly, to the control, inspection, review, audit, or enforcement of the public servant or any other servant of the city. Such outside employment may only be engaged in after procedures have been adopted by the public servant's assigned department to ensure that all work done by the public servant is subject to direct review by the public servant's immediate supervisor; or

4. Involving such time demands as would render such public servant's performance of public duties demonstrably less efficient.

5. Subsections A3 and A4 of this section shall not apply to volunteer public servants.

B. Applicability: This section shall not apply to part time employees and seasonal employees of the city. Members of the city council are not part time employees for purposes of this section.

C. Disclosure: Before engaging in any outside employment that is permissible under this chapter:

1. Any elected officer shall disclose such outside employment as provided in section 2.44.050 of this chapter;

2. Any staff of the city council shall disclose such outside employment to the chair of the city council;

3. Any department head of the city shall disclose such outside employment to the mayor; and

4. Any other public servant shall disclose such outside employment to his or her department head.

D. Denial: Outside employment shall not be denied unless it is in violation of the provisions of subsection A of this section. No public servant shall have the power to deny an elected officer his or her right to outside employment which is not prohibited under subsection A of this section.

E. Department Rules And Regulations: Any department head shall adopt rules and regulations for his or her department regarding outside employment, including the denial thereof, to clarify the application of this chapter to the unique operations of that department, if such rules or regulations are consistent with the intent of this chapter and no less stringent.

F. Advisory Opinion: If a public servant's outside employment is denied under subsection E of this section, the public servant may seek an advisory opinion from the city attorney regarding the matter. The city attorney shall issue such an opinion, but the city attorney shall not have the power to overrule the discretionary decision of the person who denied the consent.

G. Certain Travel, Lodging, And Food Expenses And Cash Honoraria Are To Be Considered Outside Employment And Not Gifts: Any payment for travel, food, lodging, or entertainment expenses, or reimbursement therefor, or any other compensation or cash honorarium, made to a public servant in connection with a public event, appearance, or ceremony unrelated to official city business or not furnished by the sponsor of such public event, appearance, or ceremony, shall be considered outside employment under this section, and not a gift under section 2.44.080 of this chapter. This subsection shall apply to any volunteer public servant, but only to the extent of requiring disclosure of such outside employment to his or her department head.

H. Reports To Mayor: Within fifteen (15) working days following each February 1, May 1, August 1 and November 1, each department that has issued a denial of outside employment to a public servant shall file with the mayor copies of all such denials given during the previous yearly quarter. (Ord. 11-11, 2011)

#### **2.44.070: TRANSACTIONS INVOLVING THE CITY:**

A. Disclosure Required: No public servant or volunteer public servant shall receive or agree to receive compensation from anyone other than the city for assisting any person or business entity in any transaction involving the city, unless he or she shall file a sworn written statement giving the information required by this section and disclose that information in an open meeting to the members of the affected body, if any, of which he or she is a member. Said disclosure shall be made in writing prior to the discussion on the matter and include the following information:

1. The name and address of the public servant or volunteer public servant involved;
2. The name and address of the person or business entity being or to be so assisted; and
3. A brief description of the transaction as to which service is rendered or is to be rendered and of the nature of the service performed or to be performed.

This section shall not be construed to allow actions which are otherwise prohibited by city ordinances or state law.

B. Time And Location Of Disclosure Filing: The statement required to be filed by this section shall be filed within ten (10) days before the date of any agreement between the public servant or volunteer public servant and the person or business entity to be assisted or the public servant's or volunteer public servant's receipt of compensation, whichever time is earlier: 1) with the city recorder; 2) with the affected public body of which the public servant or volunteer public servant is a member; 3) in the case of disclosure by the mayor, with the chair of the city council; and 4) in the case of disclosure by a city council member, with the mayor.

C. Disclosure Is Public Record: The statement shall be deemed public information and shall be available for examination by the public. (Ord. 11-11, 2011)

#### **2.44.080: ACCEPTING OR MAKING GIFTS PROHIBITED:**

A. In General: No public servant or volunteer public servant shall knowingly receive, accept, take, seek, or solicit, directly or indirectly, for himself or herself or another, a gift that the public servant or volunteer public servant knows, or with the exercise of reasonable care should know: 1) would influence the recipient to depart from the faithful and impartial discharge of his or her public duties; or 2) is primarily for the purpose of rewarding the public servant or volunteer public servant for governmental action taken or not taken.

B. No Solicitation Of Gifts For Personal Matters: Except for gifts described as exceptions in section 2.44.090 of this chapter, no public servant shall seek or solicit, or receive directly or indirectly, any gift for the purpose of addressing or dealing with personal matters or other matters not involving official city business. (Ord. 11-11, 2011)

#### **2.44.090: GIFT PROHIBITION EXCEPTIONS:**

Except as otherwise provided in this section, section 2.44.080 of this chapter does not prohibit accepting:

- A. Campaign Contributions: A political campaign contribution covered or regulated by chapter 2.46 of this title.
- B. Gifts From Relatives: A bona fide gift from a relative, not given in violation of section 2.44.080 of this chapter, provided it is not given in exchange for, as consideration for, or as a reward for the recipient taking or refraining from taking any official city action, past, present, or future.
- C. Grants Of Hospitality; Gestures Of Friendship: An occasional grant of hospitality or gesture of friendship, not given in violation of section 2.44.080 of this chapter, if provided to an individual on the basis of personal friendship, and if it is from a friend who has not, does not and has no immediate plans to do business with the city or be regulated by it, either individually or through a business entity in which the giver or a relative of the giver has more than a ten percent (10%) interest.
- D. De Minimis Nonpecuniary Gifts: An occasional nonpecuniary gift having a value of less than fifty dollars (\$50.00), or any other amount provided in the municipal officers' and employees' ethics act, title 10, chapter 3, part 13, of the Utah code, or any successor section.
- E. De Minimis Remembrances; Items Of Nominal Value: Any occasional noncash remembrance, not given in violation of section 2.44.080 of this chapter, with a value less than one hundred dollars (\$100.00), given for use by, or shared by the recipient of the gift with, the entire office or working group of which the recipient is a member; a plaque, trophy, or other item that is substantially commemorative in nature; or an item of nominal value, such as a greeting card, baseball cap, or T-shirt.
- F. Travel, Lodging, And Food Expenses Incurred In Connection With Official City Business: Reasonable expenses for food, travel, lodging, or scheduled entertainment of a public servant or volunteer public servant incurred in connection with public events, appearances, ceremonies, or other activities related to official city business, not given in violation of section 2.44.080 of this chapter, if furnished by the sponsor of such public event, appearance, ceremony, or other activity.
- G. Death Transfers: Subject to section 2.44.100 of this chapter, bequests, inheritances, and other transfers at death.
- H. Legal Defense Fund Contributions: Any contribution may be made to a legal defense fund which is not violative of section

2.44.080 of this chapter.

1. Any elected officer may establish a legal defense fund. Any such legal defense fund shall be a trust, administered and accounted for by an independent trustee of the elected officer's choosing. The elected officer may not solicit or receive contributions for legal defense fund purposes until such a trust has been created. The elected officer shall be solely responsible for raising funds for and directing the trustee to make expenditures from such fund, consistent with the provisions of this chapter.

2. In no event shall any elected officer simultaneously maintain more than one legal defense fund. Annually, the elected officer shall file a disclosure with the city recorder which provides an accounting and identities of contributors consistent with title 52, chapter 5, part 2 of the Utah code.

3. The trustee shall not accept more than seven thousand five hundred dollars (\$7,500.00) for the mayor or one thousand five hundred dollars (\$1,500.00) for any city council member in contributions to a legal defense fund from any one individual or organization. No person shall make a contribution to a legal defense fund in the name of another person or make a contribution with another person's funds in his or her own name, and no elected officer shall knowingly accept any such contribution.

4. During such time as any monies remain in a legal defense fund, the beneficiary of such fund shall comply with the reporting requirements of title 52, chapter 5 of the Utah code, or any successor sections.

5. Within ninety (90) days after determining that there are no related legal proceedings threatened or pending against him or her for which such funds would be eligible for use, the beneficiary thereof shall notify the trustee, in writing, of such determination. Such determination and notification may occur before or after the beneficiary leaves elective office with the city. Within ninety (90) days after receipt of such notification, the trustee shall, as directed by the beneficiary in such notification, or, if the beneficiary does not so direct, in the trustee's sole discretion, either: a) return such monies to the donors thereof on a pro rata basis; b) transfer such monies to the general fund of the city; or c) donate such monies to a tax exempt charity.

6. In no event shall monies in a legal defense fund be transferred to a campaign finance fund of any person.

7. On or before the next January 5 after the distribution of monies described in subsection H5 of this section, the elected officer shall file the report required by section 52-5-201 of the Utah code, or any successor section, and shall file a copy of such report with the city recorder.

I. Leadership Expense Fund Contributions: Any contribution may be made to a leadership expense fund which is not violative of section 2.44.080 of this chapter.

1. Any elected officer may establish a leadership expense fund. Any such leadership expense fund shall be a trust, administered and accounted for by an independent trustee of the elected officer's choosing. The elected officer may not solicit or receive contributions for leadership expense fund purposes until such a trust has been created. The elected officer shall be solely responsible for raising funds for and directing the trustee to make expenditures from such fund, consistent with the provisions of this chapter.

2. In no event shall any elected officer simultaneously maintain more than one leadership expense fund. If any monies are in a leadership expense fund, the beneficiary of such fund shall comply with the reporting requirements of title 52, chapter 5 of the Utah code, or any successor sections. Annually, the elected officer shall file a disclosure with the city recorder which provides an accounting and identities of contributors consistent with title 52, chapter 5, part 2 of Utah code.

3. The trustee shall not accept more than seven thousand five hundred dollars (\$7,500.00) for the mayor or one thousand five hundred dollars (\$1,500.00) for any city council member in contributions to a legal defense fund from any one individual or organization. No person shall make a contribution to a legal defense fund in the name of another person or make a contribution with another person's funds in his or her own name, and no elected officer shall knowingly accept any such contribution.

4. During such time as any monies remain in a legal defense fund, the beneficiary of such fund shall comply with the reporting requirements of title 52, chapter 5 of the Utah code, or any successor sections.

5. Within ninety (90) days after the beneficiary of a leadership expense fund leaves elective office with the city, the trustee shall distribute any monies remaining in such fund by either: a) returning such monies to the donors thereof on a pro rata basis; b) transferring such monies to the general fund of the city; or c) donating such monies to a tax exempt charity. The beneficiary of such a fund may, by providing written notice to the trustee within ninety (90) days after leaving elective office with the city, direct the trustee as to which of such distribution methods to use. In the event that the beneficiary does not so direct the trustee, the trustee shall, in its sole discretion, select the method of and make such distribution.

6. In no event shall monies in a leadership expense fund be transferred to a campaign finance fund of any person.

7. On or before the next January 5 after the distribution of monies described in subsection I5 of this section, the elected officer shall file the report required by section 52-5-201 of the Utah code, or any successor section, and shall file a copy of such report with the city recorder.

J. Determinations Of Nonapplicability: Any gift is subject to determination of nonapplicability which is made pursuant to subsection 2.44.180B of this chapter. (Ord. 11-11, 2011)

#### **2.44.095: GROUNDS FOR GIFT ACCEPTANCE OR REJECTION:**

A. A gift may be accepted pursuant to subsections 2.44.090A, B, C, E, G, H and I of this chapter and:

1. In the case of a de minimus nonpecuniary gift pursuant to subsection 2.44.090D of this chapter, if valued at less than fifty dollars (\$50.00); or

2. In the case of a sponsor gift pursuant to subsection 2.44.090F of this chapter, if received in connection with official city business in the form of travel, lodging, food or scheduled entertainment.

B. Notwithstanding subsection A of this section, a gift shall not be accepted if:

1. In violation of section 2.44.080 of this chapter; or

2. Pursuant to subsection 2.44.090D of this chapter, if valued at fifty dollars (\$50.00) or more, unless the public servant pays from personal funds to the donor the amount in excess so the gift is reduced in value to be less than fifty dollars (\$50.00). (Ord. 11-11, 2011)

**2.44.100: GIFTS IN ANOTHER'S NAME PROHIBITED:**

No person shall make, for the direct benefit of an elected officer or municipal employee, a gift in the name of another person or a gift with another person's funds in his or her own name, or a gift made on behalf of another person. No elected officer or municipal employee shall knowingly receive, accept, take, seek, or solicit, directly or indirectly, for his or her direct benefit, any such gift. (Ord. 11-11, 2011)

**2.44.110: RESERVED:**

(Ord. 11-11, 2011)

**2.44.120: REJECTION AND RETURN OF GIFTS; RECORDS:**

A. Perishable Gifts: With respect to gifts not receivable under subsection 2.44.090E of this chapter, when it is not practicable to return a tangible item because it is perishable or cannot practicably be returned, the item may, at the discretion of the recipient, be given to an appropriate charity or destroyed.

B. Records Of Rejected, Destroyed Or Donated Gifts: No reporting is required for rejected or returned gifts or for gifts donated to charity. However, written documentation of such acts shall be maintained by the recipient of the gift for five (5) years and shall be made available for inspection as a public document upon written request. (Ord. 11-11, 2011)

**2.44.130: PUBLIC CONTRACTS; PROCUREMENT:**

A. Conflict Of Interest:

1. Conflict Of Interest Generally: No public servant or volunteer public servant shall participate directly or indirectly in making, recommending, preparing, or performing a discretionary function with respect to any contract with the city, including, without limitation, a procurement contract, when the public servant or volunteer public servant has actual knowledge that:

a. The public servant or volunteer public servant or a relative of the public servant or volunteer public servant has a financial interest pertaining to such contract;

b. The public servant or volunteer public servant or a relative of the public servant or volunteer public servant has a financial interest in a business entity that has a financial interest pertaining to such contract; or

c. Any other person or business entity with whom the public servant or volunteer public servant or any relative of the public servant or volunteer public servant is negotiating or has an arrangement concerning prospective employment is involved in such contract.

2. Financial Interest In A Blind Trust: A public servant or volunteer public servant or any relative of the public servant or volunteer public servant who holds a financial interest in a blind trust and its corpus shall not be deemed to have a conflict of interest with regard to matters pertaining to that "financial interest" as defined herein, provided that disclosure of the existence of the blind trust has been made affirmatively in writing to the: a) city council, in the case of the mayor; b) mayor, in the case of city council members and department heads; or c) applicable department head, in the case of any other public servant or volunteer public servant.

3. Bidding And Procurement:

a. Any elected officer, and any business entity in which such elected officer has a financial interest, may not submit a bid or proposal regarding, or renew the term of, a contract within the official responsibility of that elected officer. A member of a city board, commission, committee, authority, or agency, and any business entity in which such member has a financial interest, may not submit a bid or proposal regarding, or renew the term of, a contract within the official responsibility of that board, commission, committee, authority, or agency.

b. Any public servant or volunteer public servant who serves on a city procurement committee must cease to serve on such committee if he or she has, or within the past year had, a financial interest in an entity that submits a bid or proposal that will be evaluated by that committee.

c. No public servant or volunteer public servant who serves on a city procurement committee may, during the two (2) years immediately following the date the related contract is awarded by the city, seek or accept employment or remuneration of any kind from a person or entity that submitted a bid or proposal that was evaluated by that committee.

4. Discovery Of Actual Or Potential Conflict Of Interest; Disqualification And Waiver: Upon discovery of an actual or potential conflict of interest, any public servant or volunteer public servant shall promptly file a written statement of disqualification and shall withdraw from further participation in the transaction or matter involved. The public servant or volunteer public servant may, at the same time, apply to the city attorney for an advisory opinion as to what further participation, if any, the public servant or volunteer public servant may have in the transaction or matter.

B. Public Servant Or Volunteer Public Servant Disclosure Requirements:

1. Disclosure Of Benefit Received From Contract: Any public servant or volunteer public servant who has or obtains any benefit from any city contract with a business entity in which the public servant or volunteer public servant has a financial interest, shall report such benefit to the: a) city council, in the case of the mayor; b) mayor, in the case of city council members and department heads; or c) applicable department head, in the case of any other public servant or volunteer public servant, within thirty (30) days after the

public servant or volunteer public servant has actual or constructive knowledge of a benefit received or to be received. However, this subsection shall not apply to a contract with a business entity in which the public servant's or volunteer public servant's interest in the business entity has been placed in a disclosed blind trust. Disclosure pursuant to this subsection shall not exonerate any public servant or volunteer public servant from any violation of this chapter.

2. Failure To Disclose Benefit Received: Any public servant or volunteer public servant who knows or should have known of such benefit, and fails to report such benefit as provided in subsection B1 of this section, is in breach of the ethical standards of this chapter.

C. Gifts And Payoffs Related To Procurement:

1. Gifts: It shall be illegal for any person to offer, give, or agree to give to any public servant or volunteer public servant or former public servant or former volunteer public servant, or for any public servant or volunteer public servant or former public servant or former volunteer public servant to solicit, demand, accept, or agree to accept from another person, a gift or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a procurement requirement or a purchase request, action to influence the content of any specification or procurement standard, rendering of advice, investigation, auditing, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any procurement requirement or a contract or subcontract, or to any solicitation or proposal therefor.

2. Payoffs: It shall be illegal for any payment, gift, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or a higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order. This prohibition applies whether a payment, gift, or offer is made before or after the award of a city contract or order.

D. Prohibition Against Contingent Fees: It shall be illegal for a person to be retained, or to retain a person, to solicit or secure a city contract upon an agreement or understanding for a commission, percentage, or brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. (Ord. 11-11, 2011)

**2.44.140: EMPLOYMENT OF CURRENT AND FORMER PUBLIC SERVANTS:**

A. Contemporaneous Employment Prohibited: Except as provided in section 2.44.180 of this chapter, no public servant or volunteer public servant shall participate directly or indirectly on behalf of the city in the procurement or contracting process with respect to a city contract while such public servant or volunteer public servant is the agent or employee of any other party to such contract or any other person who has a financial interest in such contract.

B. Restriction On Former Public Servants Regarding Their Former Duties:

1. Permanent Disqualification Of Former Public Servant Personally Involved In A Particular Matter: No former public servant shall knowingly act as a principal or as an agent for anyone other than the city in connection with any of the following matters in which the city is a party or has a direct interest: a) a judicial or other proceeding, application, request for a ruling, or other determination; b) a contract; c) a claim; or d) a charge or controversy; in which the public servant participated personally and substantially through decision, approval, disapproval, recommendation, rendering of advice, investigation, or otherwise while a public servant.

2. One Year Restriction Regarding Matters In Which A Former Public Servant Was Officially Responsible: With respect to matters that were within a former public servant's official responsibility while he or she was a public servant, but in which such public servant did not participate personally or substantially, the restrictions set forth in subsection A of this section shall apply, but only for a period of one year after cessation of the former public servant's official responsibility.

C. Disqualification Of Business Entity In Which A Public Servant Or Volunteer Public Servant Has A Financial Interest: No business entity in which a public servant or volunteer public servant has a financial interest shall knowingly act as a principal or as an agent for anyone other than the city in connection with any of the following matters in which the city is a party or has a direct interest: 1) a judicial or other proceeding, application, request for a ruling, or other determination; 2) a contract; 3) a claim; or 4) a charge or controversy; in which the public servant or volunteer public servant participates personally and substantially through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise.

D. Selling To The City After Termination Of Employment Is Prohibited: No former public servant, unless the former public servant's last annual salary did not exceed thirty thousand dollars (\$30,000.00), shall engage in selling or attempting to sell supplies, services, or construction to the city for one year following the date his or her employment by the city ceased. The foregoing sentence shall not apply to sales or attempted sales pursuant to a contract awarded through an open and public bidding process. This subsection is not intended to preclude a former public servant from accepting employment with private industry solely because the former public servant's employer is a contractor with the city, nor shall a former public servant be precluded from serving as a consultant to the city. (Ord. 11-11, 2011)

**2.44.150: NEGOTIATING EMPLOYMENT:**

Any public servant or volunteer public servant shall not perform his or her official duties with respect to governmental action that involves a person or business entity which has a financial interest in such governmental action while the public servant or volunteer public servant is negotiating prospective employment with such person or business entity. (Ord. 11-11, 2011)

**2.44.160: COERCION OF BUSINESS OR CONTRIBUTIONS:**

No public servant shall in any manner intimidate or coerce a public servant or volunteer public servant subordinate to him or her to do business with him or her or to make any financial contribution. (Ord. 11-11, 2011)

**2.44.170: ACQUIRING INTEREST IN A BUSINESS ENTITY:**

No public servant or volunteer public servant shall acquire any interest in a business entity at a time when such public servant or volunteer public servant believes or has reason to believe, based on information not available to the general public, that such business entity will be substantially and directly affected by any contract, transaction, zoning decision, or other governmental action

of the city. (Ord. 11-11, 2011)

#### **2.44.180: WAIVERS; DETERMINATIONS OF NONAPPLICABILITY:**

A. Except with respect to the restrictions on gifts in section 2.44.080 of this chapter, the city council, in the case of the mayor; the mayor, in the case of city council members; the mayor and the chairperson of the city council, jointly, in the case of the city attorney; and the city attorney, in the case of any other public servants or volunteer public servants, may grant a waiver from the provisions of this chapter upon making a written determination that:

1. The public servant or volunteer public servant will be able to perform his or her official functions without actual bias or favoritism; and

2. The granting of the waiver will not be detrimental to the interests of the city.

B. A determination of nonapplicability of the restrictions on gifts in section 2.44.080 of this chapter may be given by the mayor, in the case of the city council; by the city council, in the case of the mayor; by the mayor and the chairperson of the city council, jointly, in the case of the city attorney; or by the city attorney, in the case of any other public servant or volunteer public servant. A determination of nonapplicability shall be in writing and shall be given only upon a determination that:

1. The gift was not given with the intent to influence governmental action;

2. There exists no substantial likelihood that the gift will influence governmental action; and

3. The giving of the determination of nonapplicability will not be detrimental to the interests of the city.

C. Any determination of nonapplicability under this section shall include a description of the gift, its estimated value, and the reasons justifying its receipt which shall be filed as a public document with the city recorder. (Ord. 11-11, 2011)

#### **2.44.190: CLAUSE IN CONTRACTS:**

A. In every contract, bid, proposal, or other offer involving the city made by a nongovernmental entity, such nongovernmental entity shall make the following representation:

##### **REPRESENTATION REGARDING ETHICAL STANDARDS FOR CITY OFFICERS AND EMPLOYEES AND FORMER CITY OFFICERS AND EMPLOYEES**

*The bidder, offeror, or contractor represents that it has not: (1) provided an illegal gift or payoff to a city officer or employee or former city officer or employee, or his or her relative or business entity; (2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, or brokerage or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; (3) knowingly breached any of the ethical standards set forth in the city's conflict of interest ordinance, Chapter 2.44, Salt Lake City Code; or (4) knowingly influenced, and hereby promises that it will not knowingly influence, a city officer or employee or former city officer or employee to breach any of the ethical standards set forth in the city's conflict of interest ordinance, Chapter 2.44.*

B. The city attorney may waive the representation requirement as provided in this section for certain state master contracts, bids, proposals or other offers upon a written determination that it is in the best interest of the city to waive the representation requirement. (Ord. 11-11, 2011)

#### **2.44.200: INDUCEMENT TO VIOLATE PROHIBITED:**

No person shall induce or seek to induce any public servant or volunteer public servant to violate any of the provisions of this chapter. (Ord. 11-11, 2011)

#### **2.44.210: ADVISORY POWERS OF THE CITY ATTORNEY:**

A. Request For Advisory Opinion By Public Servants Or Volunteer Public Servants: Any public servant or volunteer public servant may request of the city attorney an advisory opinion concerning the application to him or her of the provisions of this chapter. The city attorney shall accept and process these advisory opinion requests in accordance with the procedures set forth in this section.

B. Advisory Opinion Upon City Attorney's Own Initiative: The city attorney on his or her own authority may render advisory opinions whenever he or she deems it in the public interest.

C. Time For Decision; Public Review: As soon as practicable, but not later than thirty (30) days after he or she receives a request for an advisory opinion, the city attorney shall render a written opinion to the person who requested the opinion, and shall provide a copy of the opinion to the mayor and the city council. All advisory opinions shall be available for public review, but may be in such form and with such deletions as may be necessary to prevent the disclosure of the identity of the persons involved or to protect personal privacy interests. (Ord. 11-11, 2011)

#### **2.44.220: JUSTIFIABLE RELIANCE:**

Any advisory opinion rendered by the city attorney, until amended or revoked by the city attorney, shall be a defense in any action brought under this chapter and shall be binding on the city in any subsequent proceedings concerning the person who requested the opinion and who acted in good faith reliance upon it, unless material facts were omitted or misstated by the person requesting the opinion. (Ord. 11-11, 2011)

#### **2.44.230: TRAVEL, LODGING, OR ENTERTAINMENT EXPENSES; REPORTING:**

If someone other than the city pays for travel, lodging, or entertainment expenses of an elected official incurred in connection with official city business, such elected official shall, within thirty (30) business days after such expenses are incurred, file with the city recorder a public report detailing the amount and nature of such expenses and the name of the person or entity that paid for such expenses. Notwithstanding the foregoing, an elected official shall not be required to file a public report pursuant to this section detailing the cost of food or meals provided to the elected official. (Ord. 11-11, 2011)

#### **2.44.240: SANCTIONS:**



A. Persons Who Are Not Public Servants Or Volunteer Public Servants: The city may impose any one or more of the following sanctions on a person who is not a public servant or a volunteer public servant for violations of the ethical standards in this chapter:

1. Written warnings or reprimands;
2. Termination of contracts; or
3. Debarment or suspension from contracting with the city.

B. Right Of The City To Debar Or Suspend: Debarment or suspension may be imposed by the city for violations of the ethical standards of this chapter, provided that such action may not be taken without the concurrence of the city attorney.

C. Due Process: All procedures under this section shall be in accordance with due process requirements, including, but not limited to, a right to notice and an opportunity for a hearing prior to imposition of any termination, debarment, or suspension from being a contractor or subcontractor under a city contract.

D. Recovery Of Value Transferred Or Received In Breach Of Ethical Standards:

1. General Provisions: The value of anything transferred or received in violation of the ethical standards of this chapter by a public servant, volunteer public servant, or other person may be recovered from both the public servant or volunteer public servant and the other person through judicial action.

2. Recovery Of Payoffs By The City: Upon a showing that a subcontractor made a payoff to a prime contractor or a higher tier subcontractor in connection with the award of subcontract or order thereunder, the amount of the payoff will be recoverable by the city hereunder from the recipient. In addition, that amount may also be recovered from the subcontractor making such payoff. Recovery from one offending party shall not preclude recovery from any other offending party. (Ord. 11-11, 2011)

#### **2.44.250: APPEALS:**

Notwithstanding any other provision of this chapter, a public servant under the career or civil service system who is found to have violated any of the provisions of this chapter and has had discipline imposed, may have such discipline reviewed in accordance with and as provided by law regarding such systems. (Ord. 11-11, 2011)

#### **2.44.260: VOIDABLE TRANSACTION:**

Any contract or transaction that was the subject of governmental action by the city and that involved the violation of a provision of this chapter is voidable at the option of the city. (Ord. 11-11, 2011)

#### **2.44.270: VIOLATION; PENALTY:**

In addition to any penalty provided herein, any person who knowingly and intentionally violates any provision of this chapter is guilty of a misdemeanor and may be dismissed from employment or removed from office as provided by law. (Ord. 11-11, 2011)

#### **2.44.280: MISDEMEANOR TO KNOWINGLY FILE FALSE COMPLAINT:**

Any person who files a complaint against a public servant or volunteer public servant pursuant to this chapter, knowing that such complaint is frivolous, malicious, false, or otherwise without merit, shall be guilty of a misdemeanor. (Ord. 11-11, 2011)

#### **2.44.290: PROCEDURE FOR COMPLAINT INVESTIGATION:**

Any complaint alleging a violation of this chapter which is filed against a public servant or volunteer public servant shall be filed with the mayor. The mayor shall investigate the complaint and refer the matter to the city attorney who may prosecute the violations consistent with section 10-3-928 of Utah code. If the city attorney in his or her professional judgment has a conflict of interest, he or she shall refer the matter to the county attorney, district attorney or office of the attorney general who may investigate or prosecute the alleged violation. (Ord. 11-11, 2011)

## **CHAPTER 2.46**

### **CAMPAIGN FINANCING DISCLOSURE**

SECTION:

**2.46.010: Definitions**

**2.46.020: Personal Campaign Committee Required**

**2.46.030: Registration With City Recorder**

**2.46.040: Changes In Or Withdrawal From A Personal Campaign Committee**

**2.46.050: Contributions To Candidates; Limitations**

**2.46.060: Responsibility For Political Communications Required**

**2.46.070: Contributions In The Name Of Another Prohibited**

**2.46.080: Voluntary Limitation On Contributions And Expenditures**

**2.46.090: Financial Reporting**

**2.46.100: Forms Of Statements On File With City Recorder; Available For Public Inspection; Notice From City Recorder**

**2.46.110: Failure To File Financial Statements**

## **2.46.120: Unlawful Acts Designated; Violation; Penalty**

## **2.46.130: Form Of Filings; Electronic Filing And Record Storage**

## **2.46.140: Computation Of Time**

### **2.46.010: DEFINITIONS:**

For the purpose of this chapter the following words shall have the meanings as defined in this chapter:

**BUMPER STICKER:** A sign not exceeding four inches in height or 13 inches in length affixed to any part (including the interior) of a motor vehicle.

**CANDIDATE:** Any person who:

- A. Files a declaration of candidacy for an elected office of the city;
- B. Receives contributions, makes expenditures, or gives consent to any other person to receive contributions or make expenditures to bring about the person's nomination or election to an elected office of the city; or
- C. Causes, on his or her behalf, any written material or advertisement to be printed, published, broadcast, distributed, or disseminated that indicates his or her intention to seek an elected office of the city.

**CONTRIBUTION:**

A. Any of the following when done for political purposes:

1. A gift, subscription, donation, loan, advance, or deposit of money or anything of value to a candidate or the candidate's personal campaign committee;
2. An express contract, promise, or agreement, obligating another person or reporting entity to make a gift, subscription, donation, forgivable or partially forgivable loan, or an advance or deposit of money or anything of value to the candidate or the candidate's personal campaign committee;
3. Any transfer of funds from another reporting entity to the candidate or the candidate's personal campaign committee;
4. Compensation paid by any person or reporting entity other than the candidate or the candidate's personal campaign committee for services of another person provided without charge to the candidate or the candidate's personal campaign committee;
5. A loan made by a candidate deposited to the candidate's own campaign;
6. An in-kind contribution; and
7. A coordinated expenditure.

B. "Contribution" does not include:

1. Services provided by an individual volunteering a portion or all of the individual's time on behalf of a candidate or the candidate's personal campaign committee if the services are provided without compensation by the candidate or any other person;
2. Money lent to the candidate or the candidate's personal campaign committee by a financial institution in the ordinary course of business; or
3. Goods or services provided for the benefit of a candidate or the candidate's personal campaign committee at less than fair market value that are not authorized by or coordinated with the candidate or the candidate's personal campaign committee.

**CONTRIBUTION ACCOUNT:** A separate bank account of a hybrid political committee existing for the purpose of financing contributions.

**COORDINATED EXPENDITURE:** Except as otherwise provided in this definition, an expenditure made by any person in cooperation, consultation, or concert, with, or at the request or suggestion of, a candidate, the candidate's personal campaign committee, or their agents. Coordinated expenditures include, but are not limited to, coordinated advertising on billboards and on taxicabs or other ground transportation vehicles as defined in section 5.71.010 of this code, but do not include a lawn sign, a sign on residential property, a bumper sticker, a handheld sign, a sign on the body of a person, a sign on a motor vehicle other than a "taxicab" or other "ground transportation vehicle" as defined in section 5.71.010 of this code, or a sign in a part of a building that is not normally used for commercial advertising by a third party. An in-kind coordinated expenditure shall be valued at the usual and normal value of such expenditure, such as the value of the use of the advertising space on a billboard or "taxicab" or other "ground transportation vehicle" as defined in section 5.71.010 of this code. In the case of a "taxicab" or other "ground transportation vehicle" as defined in section 5.71.010 of this code, if a sign is located in a space that is not usually or normally used for advertising, the sign shall be treated as if it were rooftop advertising on a "taxicab" or other "ground transportation vehicle" as defined in section 5.71.010 of this code, and its value shall be determined in the same manner that the value of such rooftop advertising is determined.

**COORDINATED WITH:** The providing of goods or services for the benefit of a candidate:

- A. With the candidate's prior knowledge, if the candidate does not object;
- B. By agreement with the candidate;
- C. In coordination with the candidate; or
- D. Using official logos, slogans, and similar elements belonging to a candidate.

**ELECTION:** A general, special, or primary election conducted by the city, including elections limited to referendums or bond issues.

#### ELECTION CYCLE:

- A. With respect to a city general or primary election for an elective position, the four year period that ends on the February 15 immediately following the next general election for such elective position; and
- B. With respect to an election to fill an unexpired term of office, the period that begins on the earlier of: (1) the day the vacancy occurs, or (2) the day the impending vacancy is publicly announced, and ends on the February 15 immediately following the next city general election for such elective position.

ELECTION YEAR: A calendar year during which a primary or general election is held or is scheduled to be held.

#### EXPENDITURE:

- A. Any of the following made by a candidate or an agent of the candidate on behalf of the candidate:
1. A purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or transfer of anything of value made for political purposes;
  2. An express contract, promise, or agreement entered into by a candidate or other reporting entity that obligates them to make a purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or transfer of anything of value for a political purpose; or
  3. A transfer of funds by a political committee to another political committee or to a candidate's personal campaign committee;.
  4. Any disbursement from contributions, receipts, or from an account described in subsection 2.46.050(E);
  5. Compensation paid by a candidate or the candidate's personal campaign committee for services rendered by an individual;
  6. A transfer of funds between the candidate and the candidate's personal campaign committee; or
  7. Goods or services provided, at less than fair market value, by a reporting entity to or for the benefit of the candidate or the candidate's personal campaign committee for political purposes.
- B. "Expenditure" does not include:
1. Non-professional volunteer services, such as door-to-door or telephonic canvassing, provided without compensation by an individual volunteering a portion or all of the individual's time on behalf of a candidate or the candidate's personal campaign committee; or
  2. Money lent to a candidate by a financial institution in the ordinary course of business.

IN-KIND CONTRIBUTION: A contribution to a candidate or reporting entity of anything of value, other than money, that is accepted by or coordinated with a candidate or reporting entity.

INDEPENDENT EXPENDITURE: An expenditure on behalf of, or opposing the election of, any candidate, when such expenditure is made independently of the candidate or the candidate's personal campaign committee, or their agents, and when such expenditure is made without the prior consent or the collusion or cooperation of, and not at the request or suggestion of, the candidate or the candidate's personal campaign committee or their agents.

ISSUE: Any question other than the election of a candidate to city office placed upon any municipal ballot to be affirmed or defeated by popular vote including, but not limited to, bond issues and referendums.

PARTY COMMITTEE: Any committee organized by or authorized by the governing body of a registered political party.

PERSON: Both natural and legal persons including, but not limited to, individuals, business organizations, personal campaign committees, political committees, party committees, labor unions, labor organizations, and any other organized group of individuals.

PERSONAL CAMPAIGN COMMITTEE: The committee appointed by a particular candidate to act for such candidate as hereinafter provided.

POLITICAL PURPOSE: An act done with the intent or in a way to influence or tend to influence, directly or indirectly, any person to refrain from voting or to vote for or against any candidate or the passage or defeat of any issue on the ballot at a municipal election.

PRIMARY ELECTION: Any primary election held pursuant to title 20A, Utah Code Annotated, or its successor.

#### REPORTING DATE:

- A. Ten days before the election, for a campaign finance statement required to be filed not later than seven days before a primary or general election conducted by the city;
- B. The day of filing, for a campaign finance statement required to be filed not later than 30 days after a primary or general election conducted by the city; and
- C. Three days before the filing date, for any other campaign finance statement required to be filed pursuant to this chapter.

#### REPORTING ENTITY:

- A. A candidate;
- B. A personal campaign committee;
- C. A person who holds an elected municipal office. (Ord. 4-25, 2025: Ord. 36-21, 2021: Ord. 68-15, 2015)

**2.46.020: PERSONAL CAMPAIGN COMMITTEE REQUIRED:**

A candidate shall appoint a personal campaign committee consisting of one or more persons; or such candidate alone may constitute such a committee. No candidate shall appoint more than one personal campaign committee and no candidate shall solicit or receive contributions or authorize expenditures in furtherance of his or her candidacy except through such candidate's personal campaign committee. Each personal campaign committee shall appoint a secretary. If the personal campaign committee consists of only one person, such person is deemed the secretary. If the candidate acts as the personal campaign committee, the candidate is deemed the secretary. (Ord. 77-98 § 1, 1998)

**2.46.030: REGISTRATION WITH CITY RECORDER:**

Before a personal campaign committee solicits or receives its first contribution, or makes its first expenditure, such committee shall file a written statement with the city recorder, which filing shall constitute registration with the city by such candidate or committee.

A. The written statement of a personal campaign committee shall be personally signed by the candidate and shall set forth:

1. That the personal campaign committee is appointed; and
2. The name and address of each member of such committee and of its secretary. (Ord. 4-25, 2025: Ord. 45-07 § 2, 2007: Ord. 1-01 § 2, 2001: Ord. 77-98 § 1, 1998)

**2.46.040: CHANGES IN OR WITHDRAWAL FROM A PERSONAL CAMPAIGN COMMITTEE:**

A. Any candidate may revoke the selection of any member of such candidate's personal campaign committee by: 1) revoking that person's appointment in writing; 2) personally serving the written revocation on the person whose appointment is revoked; and 3) filing a copy of the written revocation with the city recorder.

B. Any individual may voluntarily withdraw from a personal campaign committee by filing a written notice of withdrawal with the city recorder. The date of withdrawal is the date the notice is received by the city recorder.

C. A candidate may select a replacement to fill any vacancy on the candidate's personal campaign committee. In the case of a vacancy in the office of secretary of a personal campaign committee, the candidate shall be deemed the secretary until a replacement secretary is appointed.

D. A candidate may appoint additional persons to the personal campaign committee. The candidate shall file with the city recorder a written notice containing the name and address of any additional or replacement members of the personal campaign committee. (Ord. 77-98 § 1, 1998)

**2.46.050: CONTRIBUTIONS TO CANDIDATES; LIMITATIONS:**

A. No person shall make contributions in coin or currency during any election cycle, as set forth in this chapter, to any candidate or such candidate's personal campaign committee, or to any political committee with respect to any election for city office, that exceed, in the aggregate, \$50.00.

B. No person shall make contributions during any election cycle, as set forth in this chapter, to any candidate or his or her personal campaign committee that, in the aggregate, exceed the contribution limits listed on the City Recorder's election web page.

Every two years, the city recorder shall adjust to the nearest \$10.00 the most recently calculated contribution limits by the percentage change in the consumer price index since the beginning of the previous election cycle and post the new amounts on the city recorder's election webpage. For purposes of this subsection, "consumer price index" means the consumer price index for all urban consumers, United States city average, that is published by the United States department of labor, bureau of labor statistics.

C. The acceptance of anonymous contributions is prohibited. Any anonymous contributions received by a candidate or a personal campaign committee shall be transmitted to the city treasurer for deposit in the general fund of the city. Each contributor of a contribution shall disclose to the personal campaign committee the name and address of the contributing individual or entity.

D. The limitations imposed by subsections A through C of this section shall not apply to contributions by a candidate of the candidate's own resources to the candidate's own campaign.

E. Each candidate or the candidate's personal campaign committee shall deposit each contribution received in one or more separate campaign accounts in a financial institution and may not deposit or mingle any contributions received into a personal or business account.

F. The candidate or the candidate's personal campaign committee may use the monies in campaign accounts only as follows:

1. For political purposes;
2. For expenses incurred in connection with duties of the individual as a holder of a city office;
3. For contributions to an organization described in section 170(c) of the internal revenue code of 1986 (26 USCS section 170(c));
4. For transfers to a national, state, or local committee of a political party;
5. For donations to federal, state, or local candidates; or
6. For any other lawful purpose unless prohibited by subsection G of this section.

G. A contribution shall not be converted by any person to personal use. For purposes of this subsection, a contribution or donation shall be considered to be converted to personal use if the contribution or donation is used to fulfill any commitment, obligation, or expense of a person that would exist irrespective of the candidate's election campaign or the individual's duties as an elected official of the city. For purposes of this subsection, it shall not be considered a conversion to personal use for a candidate or elected official of the city to use a contribution or donation to pay for the attendance of one guest at a social, entertainment, or other

event related to political purposes or to the duties of the person as an elected official of the city.

H. It shall be unlawful for any person:

1. Who enters into any contract or seeks to enter into any contract with the city either for the rendition of personal services or furnishing any material, supplies, or equipment to the city or for selling any land or building to the city, if payment for the performance of the contract is to be made in whole or in part from city funds, at any time between the commencement of negotiations for the contract and the later of: (a) the completion of performance under the contract, or (b) the termination of negotiations for the contract, directly or indirectly to make any contribution to a candidate or personal campaign committee; or

2. Knowingly to solicit a contribution from any such person during any such period. (Ord. 4-25, 2025: Ord. 68-15, 2015)

**2.46.060: RESPONSIBILITY FOR POLITICAL COMMUNICATIONS REQUIRED:**

Every advertisement or communication made for a political purpose that is broadcast or published by means of television, radio, newspaper, billboards, direct mailings, automatic telephone equipment, paid telephonists, leaflets, fliers, posters, bumper stickers or other printed or electronic means shall contain a disclosure of the name of the personal campaign committee responsible for its broadcast or publication. (Ord. 4-25, 2025: Ord. 15-07 § 3, 2007: Ord. 77-98 § 1, 1998)

**2.46.070: CONTRIBUTIONS IN THE NAME OF ANOTHER PROHIBITED:**

No person shall make a contribution in the name of another person or make a contribution with another person's funds in his or her own name, and no personal campaign committee or political committee shall knowingly accept any such contribution. (Ord. 15-07 § 4, 2007: Ord. 77-98 § 1, 1998)

**2.46.080: VOLUNTARY LIMITATION ON CONTRIBUTIONS AND EXPENDITURES:**

A. Declaration To Limit: A candidate may sign a written declaration pursuant to which the candidate agrees: 1) not to make contributions during the current election cycle to his or her own personal campaign committee in an amount exceeding, in the aggregate, three thousand dollars (\$3,000.00), in the case of candidates for the city council, and seventy five thousand dollars (\$75,000.00), in the case of candidates for mayor; and 2) to limit total campaign expenditures during the current election cycle by his or her personal campaign committee to an amount not exceeding, in the aggregate, fifteen thousand dollars (\$15,000.00), in the case of candidates for the city council, and three hundred seventy five thousand dollars (\$375,000.00), in the case of candidates for mayor. Except as provided in subsection B of this section, the city recorder shall require that each candidate either make such a declaration or sign a written statement declining to make such declaration, on the earliest of the following: 1) the day the candidate establishes a personal campaign committee pursuant to section 2.46.030 of this chapter; or 2) the day the candidate files a declaration of candidacy with the city. Except as provided in the next sentence, declarations by candidates shall be deemed terminated on the February 15 next following the general election. If, before the effective date of this amendment, a candidate entered into a contract with the city to limit campaign contributions and expenditures, such contract shall be deemed terminated on the effective date hereof.

B. Existing Committees: With respect to any personal campaign committee which exists prior to the effective date hereof, on February 15, 2001, the city recorder shall require the candidate for whom such committee exists to either make the declaration described in subsection A of this section or sign a written statement declining to make such a declaration.

C. Declaration Following Election: On the February 15 following any general election conducted by the city, any candidate for elective office at such general election or at the primary election preceding such general election, whose personal campaign committee has not been terminated before such date, shall notify the city recorder in writing whether or not such committee shall remain in existence after that date. Any candidate whose personal campaign committee shall remain in existence after that date shall, on such February 15, either make the written declaration described in subsection A of this section, or sign a written statement declining to make such a declaration.

D. Form Of Declaration: The city, with the approval of the city attorney, shall prepare a form of declaration, containing in substance the requirements set forth in subsection A of this section, for use by candidates and the city in complying with this section.

E. Reversal Of Decision:

1. If a candidate for an office has made the declaration described in subsection A of this section, and thereafter another candidate for the same office declines to make such a declaration, the candidate may, within fifteen (15) days after the city recorder provides public notice of such other candidate's decision not to make a declaration, void his or her declaration.

2. If a candidate has made the declaration described in subsection A of this section, and thereafter such candidate determines that a person is making independent expenditures in opposition to the candidate's candidacy, the candidate may, at any time after making such determination, by a written document provided to the city recorder, void his or her declaration.

3. If a candidate for an office has declined to make the declaration described in subsection A of this section, and thereafter another candidate for the same office makes such a declaration, within fifteen (15) days after the city recorder provides public notice of such other candidate's declaration the candidate may, unless he or she has already exceeded the contribution or expenditure limit, make such a declaration.

F. Publicity By City: Within forty eight (48) hours after any candidate either makes a declaration or signs a written statement declining to make such a declaration pursuant to subsection A of this section, the city recorder shall make available to the public a report stating whether or not such candidate made such a declaration. The city recorder shall also promptly make available to the public: 1) any reversal of a declaration to exceed or not to exceed the contribution or expenditure limits set forth in subsection A of this section, other than a reversal pursuant to subsection E1 of this section; and 2) any violation of a declaration entered into pursuant to subsection A of this section. (Ord. 1-01 § 2, 2001: Ord. 77-98 § 1, 1998)

**2.46.090: FINANCIAL REPORTING:**

A. Personal Campaign Committees:

1. Each personal campaign committee shall file with the city recorder a campaign finance statement containing the information required in this section on the following dates:

- a. July 1 of any election year;
- b. Except as provided in subsection A2 of this section, no later than seven days before the day on which any municipal general or primary election is held;
- c. Except as provided in subsection A2 of this section, no later than 30 days after the on which the municipal general election is held; and
- d. On February 15 of every year unless a termination report has been filed with the city recorder as provided by subsection A8 of this section or its successor subsection.

Notwithstanding the foregoing provisions of this subsection A1, the personal campaign committee for a candidate shall be required to file a campaign finance statement on the dates specified in subsections A1a, A1b, and A1c of this section only during an election year in which the elective office that such candidate seeks is open for election.

2. The personal campaign committee for each candidate who is eliminated at a primary election shall file with the city recorder a campaign finance statement within 30 days after the day on which the primary election is held. Personal campaign committees for candidates who lose at a primary election need not file a campaign finance statement seven days before the general election pursuant to subsection A1b of this section or 30 days after the general election pursuant to subsection A1c of this section.

3. During the seven day period before any election, each personal campaign committee shall file with the city recorder a verified report of each contribution over \$500.00 within 24 hours after receiving each such contribution. Such report shall contain the information required by subsection A4b(2)(A) of this section.

4. Each campaign finance statement shall:

- a. Contain a summary of contributions and expenditures reported in previously filed campaign finance statements during the calendar year in which the statement is due;
- b. Except as provided in subsection A4c of this section:
  - (1) Report all of the personal campaign committee's or candidate's itemized and total:
    - (A) Contributions during the election cycle received before the close of the reporting date; and
    - (B) Expenditures during the election cycle made through the close of the reporting date; and
  - (2) Identify:
    - (A) For each contribution, the amount of the contribution, the name and address of the donor, and the date the contribution was made;
    - (B) The aggregate total of all contributions that individually do not exceed \$50.00; and
    - (C) For each expenditure, the amount of the expenditure, the name of the recipient of the expenditure, the date the expenditure was made, and the purpose of the expenditure; or
- c. Report the total amount of all contributions and expenditures if the political campaign committee or candidate receives \$500.00 or less in contributions and spends \$500.00 or less on the candidate's campaign.

5. Each campaign finance statement shall contain a statement by the secretary or by the chairperson of the personal campaign committee to the effect that:

- a. All contributions and expenditures not theretofore reported have been reported;
- b. There are no bills or obligations outstanding and unpaid except as set forth in the campaign finance statement;
- c. The campaign finance statement represents a good faith effort by the personal campaign committee to comply with the provisions of this chapter; and
- d. The information contained in the campaign finance statement is, to the best knowledge of the personal campaign committee, true, accurate, and complete.

6. In the event the personal campaign committee had no contributions or expenditures during the calendar year, the campaign finance statement shall state that no contributions were received and no expenditures were made during that calendar year.

7. Within 30 days after distribution of any surplus campaign funds and/or the payment or compromise of all debts, a personal campaign committee shall file a campaign finance statement with the city recorder. The campaign finance statement shall state the amount of such surplus and the name and address of any recipient of such surplus, and shall identify any debt that was paid or compromised and the name and address of any person to whom any debt was paid or compromised.

8. In the event a personal campaign committee has permanently ceased operations, the secretary or chairperson of the personal campaign committee shall file a termination report with the city recorder certifying that the personal campaign committee has permanently ceased operations and that there are no remaining funds. Candidates may donate excess funds to the campaign account of a candidate or officeholder; to a political action committee; to a political party; to an organization that is exempt from federal income taxation under Section 501(c)(3), Internal Revenue Code; or making another lawful expenditure of the money for a political purpose.



9. The requirements of this chapter shall not be construed to abrogate the necessity of making any other reports or disclosure required by law.

10. With respect to contributions received and expenditures made before the effective date of this section, the first campaign finance statement filed pursuant to this section need only contain the information required by this section to the extent such information is known by the personal campaign committee that files such campaign finance statement. (Ord. 4-25, 2025: Ord. 36-21, 2021: Ord. 20-13, 2013)

**2.46.100: FORMS OF STATEMENTS ON FILE WITH CITY RECORDER; AVAILABLE FOR PUBLIC INSPECTION; NOTICE FROM CITY RECORDER:**

A. The city recorder shall provide access to all campaign finance and financial statements required by this chapter.

B. 1. At the time a candidate files a declaration of candidacy and again 14 days before each election, the city recorder shall inform the candidate in writing or, if requested by the reporting entity, by electronic mail:

- a. Of the provision of this chapter governing the disclosure of campaign contributions and expenditures; and
- b. The dates when the candidate's campaign finance statements are required to be filed.
- c. That if the campaign finance statement due seven days before the general election is not received in the city recorder's office by 5:00 P.M. on the due date.
- d. That if any campaign finance statement or verified financial statement is not filed when due, the entity or candidate may be guilty of an infraction.

C. 1. All statements and reports required by this chapter shall be available for public inspection and printing at the office of the city recorder during normal business hours and no later than one business day after the statement or report is filed.

2. In addition, the city recorder shall make the campaign finance statement filed by a candidate available for public inspection by:

a. (1) Posting an electronic copy or the contents of the campaign finance statement on the city recorder's website no later than seven business days after the campaign finance statement is filed; and

(2) Verifying that the address of the city recorder's website has been provided to the lieutenant governor in order to meet the requirements of Utah Code subsection 20A-11-103(5); or

(3) Submitting a copy of the campaign finance statement to the lieutenant governor for posting on the website established by the lieutenant governor under Utah Code section 20A-11-103 no later than two business days after the campaign finance statement is filed.

D. The city recorder shall inspect all campaign finance statements, verified financial statements, and reports within one day after the same are filed. In addition, the city recorder shall inspect any filed campaign finance statement, verified financial statement, or report within one day after receiving a complaint from a candidate or a voter that such campaign finance statement, verified financial statement, or report does not comply with this chapter. If it appears to the city recorder that any personal campaign committee has failed to file a campaign finance statement, verified financial statement, or report required by this chapter, or that a campaign finance statement, verified filed financial statement, or report does not comply with this chapter, the city recorder shall notify in writing the delinquent personal campaign committee, requesting compliance with this chapter. Such notification shall be given by email, and also may be provided by any of the following options United States mail, hand delivery, or overnight delivery service. (Ord. 4-25, 2025: Ord. 24-05 § 4, 2005: Ord. 1-01 § 2, 2000: Ord. 77-98 § 1, 1998)

**2.46.110: FAILURE TO FILE FINANCIAL STATEMENTS:**

A. If a candidate or the candidate's personal campaign committee fails to file a campaign finance statement due seven days before the municipal primary or general election, the city recorder shall inform the appropriate election official who:

1. Shall:

a. If practicable, remove the candidate's name from the ballot by blacking out the candidate's name before the ballots are delivered to voters; or

b. If removing the candidate's name from the ballot is not practicable, inform the voters by any practicable method that the candidate has been disqualified and that votes cast for the candidate will not be counted; and

2. May not count any votes for that candidate.

B. Notwithstanding subsection A of this section, a candidate who files a campaign finance statement seven days before the municipal general election is not disqualified if:

1. The statement details accurately and completely the information required under subsection 2.46.090A4 of this chapter, except for inadvertent omissions or insignificant errors or inaccuracies; and

2. The omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.

C. A candidate who is disqualified under subsection A shall file with the city recorder a complete and accurate campaign finance statement within 30 days after the day on which the candidate is disqualified.

D. If a personal campaign committee or person fails to file or correct a financial statement within two days after receiving notice under subsection 2.46.050 or 2.46.100D of this chapter, or its successor, or if any filed financial statement or report discloses a violation of this chapter, the city recorder shall notify the city attorney and shall furnish the city attorney copies of all papers and other information in the city recorder's possession relating thereto. (Ord. 4-25, 2025: Ord. 20-13, 2013: Ord. 56-05 § 4, 2005: Ord. 24-05 §

**2.46.120: UNLAWFUL ACTS DESIGNATED; VIOLATION; PENALTY:**

A. It shall be an infraction, punishable as provided by title 1, chapter 1.12 of this code, or its successor: 1) for any person to fail to file when due any required campaign finance statement, verified financial statement, or report specified in this chapter or to knowingly or wilfully falsify or omit any information required by any of the provisions of this chapter, or 2) for any candidate, either personally or through a personal campaign committee, to receive a contribution in violation of the limits set forth in subsections 2.46.050A and B of this chapter.

B. The city recorder shall monitor compliance with this chapter, or its successor, and shall report any violations thereof to the mayor, the city council, and the city attorney.

C. A private party in interest may bring a civil action in district court to enforce the provisions of this chapter. In accordance with section 10-3-208, Utah Code Annotated, in such a civil action, the court may award costs and attorney fees as to the prevailing party. (Ord. 24-05 § 6, 2005: Ord. 1-01 § 2, 2001: Ord. 77-98 § 1, 1998)

**2.46.130: FORM OF FILINGS; ELECTRONIC FILING AND RECORD STORAGE:**

Any filing of statements, reports or other information with the city pursuant to this chapter may be made either in written form on paper or by electronic media consistent with the city's electronic filing system. The city shall retain any filed statements, reports or other information pursuant to this chapter in accordance with its adopted retention schedule. (Ord. 24-05 § 7, 2005: Ord. 77-98 § 1, 1998)

**2.46.140: COMPUTATION OF TIME:**

In computing any period of time prescribed or allowed by this chapter, the day of the act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday. Except as otherwise provided in this section, Saturdays, Sundays, and legal holidays shall be included in the computation. (Ord. 20-13, 2013)

## CHAPTER 2.68

### ELECTIONS

**Publisher's Note:** This Chapter has been **AMENDED** by new legislation (Ord. [04-2025](#), passed 1-7-2025). The text of the amendment will be incorporated below when the ordinance is codified.

SECTION:

**2.68.010: Declarations Of Candidacy; Salt Lake City General Elections**

**2.68.020: Write-In Candidates**

**2.68.010: DECLARATIONS OF CANDIDACY; SALT LAKE CITY GENERAL ELECTIONS:**

A. An individual may become a candidate for mayor if the individual is a registered voter and:

1. The individual has resided within Salt Lake City for the 12 consecutive months immediately before the date of the election; or
2. If the territory in which the individual resides was annexed into Salt Lake City, the individual has resided within the annexed territory or Salt Lake City for 12 consecutive months immediately before the date of the election.

B. An individual seeking to become a candidate for mayor shall, regardless of the nomination method by which the individual is seeking to become a candidate and except as provided in Utah Code Section 20A-9-203(3)(b) or its successor, file a declaration of candidacy in person with the city recorder during office hours and not later than 5:00 P.M. between June 1 and June 7 of any odd numbered year and pay the filing fee shown on the Salt Lake City consolidated fee schedule at the time of filing the declaration. When June 7 is a Saturday, Sunday, or holiday, the filing time shall be extended until 5:00 P.M. on the following regular business day. Dates for declaration may be adjusted dependent upon the method of election selected.

In lieu of the filing fee, an individual may submit to the city recorder, in addition to the declaration of candidacy, a filing fee waiver petition signed by 45 residents of each council district, for a total of 315 City residents, who are at least 18 years old. The 315 signatures must be dated at least 10] days before the submission of the filing fee waiver. Any signatures dated less than 10 before the submission of the filing fee waiver will not be counted toward the required 315 signatures. Said filing fee waiver petition shall be construed as constituting an alternative to payment of the required filing fee for persons for whom such filing fee would create a financial hardship.

C. The declaration of candidacy for the office of mayor shall substantially comply with the following form:

I, (print name) \_\_\_\_\_, being first sworn, say that I reside at \_\_\_\_\_ Street, Salt Lake City, County of Salt Lake, State of Utah, Zip Code \_\_\_\_\_, Telephone Number (if any) \_\_\_\_\_; that as of the date of the election for mayor on \_\_\_\_\_ I will have resided within Salt Lake City or an area annexed into Salt Lake City for the 12 consecutive months immediately before the date of such election; that I am a registered voter; and that I am a candidate for the office of mayor for the \_\_\_\_\_ term. If filing via a designated agent, I attest that I will be out of the state of Utah during the entire candidate filing period. I will meet the legal qualifications required of candidates for this office. I will file all campaign financial disclosure reports required by law and I understand that failure to do so will result in my disqualification as a candidate for this office and removal of my name from the ballot. I request that my name be printed upon the applicable official ballots.

Signed)

Subscribed and sworn to (or affirmed) before me by \_\_\_\_ on this \_\_\_\_ day of \_\_\_\_, 2\_\_.

(Signed)

(City Recorder or Notary Public)

D. An individual may become a candidate for council member if the individual is a registered voter and:

1. The individual has resided within the council district for which such individual seeks office for the 12 consecutive months immediately before the date of the election; or

2. If the territory in which the individual resides was annexed into Salt Lake City and into the council district for which such individual seeks office, the individual has resided within the annexed territory or the council district for which such individual seeks office for the 12 consecutive months immediately before the date of the election.

E. An individual seeking to become a candidate for council member shall, regardless of the nomination method by which the individual is seeking to become a candidate and except as provided in Utah Code Section 20A-9-203(3)(b) or its successor, file a declaration of candidacy, in person, with the city recorder during office hours and not later than 5:00 P.M. between June 1 and June 7 of any odd numbered year together with the filing fee shown on the Salt Lake City consolidated fee schedule. When June 7 is a Saturday, Sunday, or holiday, the filing time shall be extended until 5:00 P.M. on the following regular business day. Dates for declaration may be adjusted dependent upon the method of election selected.

In lieu of the filing fee, the individual may submit to the city recorder, in addition to the declaration of candidacy, a filing fee waiver petition signed by 75 residents of the council district such individual seeks to represent who are at least 18 years old. The 75 signatures must be dated at least 10 days before the submission of the filing fee waiver. Said filing fee waiver petition shall be construed as constituting an alternative to payment of the required filing fee for persons for whom such filing fee would create a financial hardship.

F. The declaration of candidacy for the office of council member shall substantially comply with the following form:

I, (print name) \_\_\_\_, being first sworn, say that I reside at \_\_\_\_ Street, Salt Lake City, County of Salt Lake, State of Utah, Zip Code \_\_\_\_, Telephone Number (if any) \_\_\_\_; that as of the date of the election for council member on \_\_\_\_ I will have resided within council district #\_\_ in Salt Lake City or an area annexed into council district #\_\_ in Salt Lake City for the 12 consecutive months immediately before the date of such election; that I am a registered voter; and that I am a candidate for the office of council member for council district #\_\_ for the \_\_\_\_ term. I will meet the legal qualifications required of candidates for this office. I will file all campaign financial disclosure reports required by law and I understand that failure to do so will result in my disqualification as a candidate for this office and removal of my name from the ballot. I request that my name be printed upon the applicable official ballots.

(Signed) \_\_\_\_

Subscribed and sworn to (or affirmed) before me by \_\_\_\_ on this \_\_\_\_ day of \_\_\_\_, 2\_\_.

(Signed) \_\_\_\_

(City Recorder or Notary Public)

G. 1. Any resident of Salt Lake City may, after paying the filing fee shown on the Salt Lake City consolidated fee schedule, nominate a candidate for mayor by filing a nomination petition with the city recorder during office hours but not later than 5:00 P.M. between June 1 and June 7 of any odd numbered year and paying the filing fee shown on the Salt Lake City consolidated fee schedule.

When June 7 is a Saturday, Sunday, or holiday, the filing time shall be extended until 5:00 P.M. on the following regular business day. In lieu of the filing fee, a filing fee waiver petition may be signed by 45 residents of each council district, for a total of 315 residents, who are at least 18 years old. The 315 signatures must be dated no later than 10 days before the submission of the filing fee waiver. Said signatures on the filing fee waiver petition shall be construed as constituting an alternative to payment of the required filing fee for persons for whom such fee would create a financial hardship.

H. 1. Any resident of Salt Lake City may, after paying the filing fee shown on the Salt Lake City consolidated fee schedule, nominate a candidate for council member by filing a nomination petition with the city recorder during office hours but not later than 5:00 P.M. between June 1 and June 7 of any odd numbered year.

When June 7 is a Saturday, Sunday, or holiday, the filing time shall be extended until 5:00 P.M. on the following regular business day. Dates for declaration may be adjusted dependent upon the method of election selected.

In lieu of the filing fee, a filing fee waiver petition may be signed by 75 residents of the said council district who are at least 18 years old. Said signatures on the filing fee waiver petition shall be construed as constituting an alternative to payment of the required filing fee for persons for whom such filing fee would create a financial hardship.

I. 1. A declaration of candidacy or nomination petition filed under this section is valid unless a written objection is filed with the city recorder within five days after the last day for filing.

2. If an objection is made, the city recorder shall:

- a. Email, mail or personally deliver notice of the objection to the affected candidate immediately; and
- b. Decide any objection within 48 hours after it is filed.

3. If the city recorder sustains the objection, the candidate may, within three days after the day on which the city recorder sustains the objection, correct the problem for which the objection is sustained by amending the candidate's declaration of candidacy or nomination petition, or by filing a new declaration of candidacy.

4. a. The city recorder's decision upon objections to form is final.

b. The city recorder's decision upon substantive matters is reviewable by a district court if prompt application is made to the district court.

c. The decision of the district court is final unless the supreme court, in the exercise of its discretion, agrees to review the lower court decision.

J. Any person who filed a declaration of candidacy or was nominated under this section may withdraw as a candidate by filing a written affidavit with the city recorder requesting to be removed as a candidate. (Ord. 4-25, 2025: Ord. 24-11, 2011)

**2.68.020: WRITE-IN CANDIDATES:**

A. An individual wishing to become a valid write-in candidate for mayor or for city council member shall file a declaration of candidacy in person with the city recorder and pay the fee shown on the Salt Lake City consolidated fee schedule before 5 p.m. no later than 65 days before the municipal general election in which the individual intends to be a write-in candidate.

B. 1. The city recorder shall:

a. Read to the candidate the constitutional and statutory requirements for office and the requirements for office under this chapter; and

b. Ask the candidate whether or not the candidate meets the requirements.

2. If the candidate cannot meet the requirements of office, the city recorder may not accept the write-in candidate's declaration of candidacy. (Ord. 4- 25, 2025: Ord. 24-11, 2011)

**2.68.010: DECLARATIONS OF CANDIDACY; SALT LAKE CITY GENERAL ELECTIONS:**

A. A person may become a candidate for mayor if the person is a registered voter and:

1. The person has resided within Salt Lake City for the twelve (12) consecutive months immediately before the date of the election; or

2. If the territory in which the person resides was annexed into Salt Lake City, the person has resided within the annexed territory or Salt Lake City for twelve (12) consecutive months immediately before the date of the election.

B. Each person seeking to become a candidate for mayor shall file a declaration of candidacy with the city recorder during office hours and not later than five o'clock (5:00) P.M. between June 1 and June 7 of any odd numbered year and pay the fee shown on the Salt Lake City consolidated fee schedule at the time of filing the declaration. When June 7 is a Saturday, Sunday, or holiday, the filing time shall be extended until five o'clock (5:00) P.M. on the following regular business day. In lieu of the fee, the person may submit to the city recorder, in addition to the declaration of candidacy, a nominating petition signed by forty five (45) residents of each council district, for a total of three hundred fifteen (315) residents, who are at least eighteen (18) years old. Said nominating petition shall be construed as constituting an alternative to payment of the required fee for persons for whom such fee would create a financial hardship.

C. The declaration of candidacy for the office of mayor shall substantially comply with the following form:

*I, (print name) \_\_\_\_\_, being first sworn, say that I reside at \_\_\_\_\_ Street, Salt Lake City, County of Salt Lake, State of Utah, Zip Code \_\_\_\_\_, Telephone Number (if any) \_\_\_\_\_; that as of the date of the election for mayor on \_\_\_\_\_ I will have resided within Salt Lake City for the 12 consecutive months immediately before such election; that I am a registered voter; and that I am a candidate for the office of mayor. I request that my name be printed upon the applicable official ballots.*

*Signed)\_\_\_\_\_*

*Subscribed and sworn to (or affirmed) before me by \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.*

*(Signed)\_\_\_\_\_*

*(City Recorder or Notary Public)*

D. A person may become a candidate for council member if the person is a registered voter and:

1. The person has resided within the council district for which such person seeks office for the twelve (12) consecutive months immediately before the date of the election; or

2. If the territory in which the person resides was annexed into Salt Lake City and into the council district for which such person seeks office, the person has resided within the annexed territory or the council district for which such person seeks office for the twelve (12) consecutive months immediately before the date of the election.

E. Each person seeking to become a candidate for council member shall file a declaration of candidacy with the city recorder during office hours and not later than five o'clock (5:00) P.M. between June 1 and June 7 of any odd numbered year together with the fee shown on the Salt Lake City consolidated fee schedule. When June 7 is a Saturday, Sunday, or holiday, the filing time shall be extended until five o'clock (5:00) P.M. on the following regular business day. In lieu of the fee, the person may submit to the city recorder, in addition to the declaration of candidacy, a nominating petition signed by seventy five (75) residents of the council district such person seeks to represent who are at least eighteen (18) years old. Said nominating petition shall be construed as constituting an alternative to payment of the required fee for persons for whom such fee would create a financial hardship.

F. The declaration of candidacy for the office of council member shall substantially comply with the following form:

*I, (print name) \_\_\_\_\_, being first sworn, say that I reside at \_\_\_\_\_ Street, Salt Lake City, County of Salt Lake, State of Utah, Zip Code \_\_\_\_\_, Telephone Number (if any) \_\_\_\_\_; that as of the date of the election for councilmember on \_\_\_\_\_ I will have resided within council district #\_\_\_\_ in Salt Lake City for the 12 consecutive months immediately before such election; that I am a registered voter; and that I am a candidate for the office of councilmember for council district #\_\_\_\_. I request that my name be printed upon the applicable official ballots.*

*(Signed)\_\_\_\_\_*

*Subscribed and sworn to (or affirmed) before me by \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.*

*(Signed)\_\_\_\_\_*

*(City Recorder or Notary Public)*

G. 1. Any resident of Salt Lake City may nominate a candidate for mayor by filing a nomination petition with the city recorder during office hours but not later than five o'clock (5:00) P.M. between June 1 and June 7 of any odd numbered year signed by:

- a. Twenty five (25) residents of Salt Lake City who are at least eighteen (18) years old; or
- b. Twenty percent (20%) of the residents of Salt Lake City who are at least eighteen (18) years old; and
- c. Paying the fee shown on the Salt Lake City consolidated fee schedule.

When June 7 is a Saturday, Sunday, or holiday, the filing time shall be extended until five o'clock (5:00) P.M. on the following regular business day. In lieu of the fee, the nominating petition may be signed by an additional forty five (45) residents of each council district, for a total of three hundred fifteen (315) additional residents, who are at least eighteen (18) years old. Said additional signatures on the nominating petition shall be construed as constituting an alternative to payment of the required fee for persons when such fee would create a financial hardship.

2. a. The petition for mayor shall substantially conform to the following form:

*NOMINATION PETITION*

*The undersigned residents of Salt Lake City being 18 years old or older nominate (name of nominee) to the office of mayor.*

- b. The remainder of the petition shall contain lines and columns for the signatures of persons signing the petition and their addresses and telephone numbers.

H. 1. Any resident of Salt Lake City may nominate a candidate for council member by filing a nomination petition with the city recorder during office hours but not later than five o'clock (5:00) P.M. between June 1 and June 7 of any odd numbered year signed by:

- a. Twenty five (25) residents of the council district which the candidate seeks to represent who are at least eighteen (18) years old; or
- b. Twenty percent (20%) of the residents of the council district which the candidate seeks to represent who are at least eighteen (18) years old; and
- c. Paying the fee shown on the Salt Lake City consolidated fee schedule.

When June 7 is a Saturday, Sunday, or holiday, the filing time shall be extended until five o'clock (5:00) P.M. on the following regular business day. In lieu of the fee, the nominating petition may be signed by an additional seventy five (75) residents of the said council district who are at least eighteen (18) years old. Said additional signatures on the nominating petition shall be construed as constituting an alternative to payment of the required fee when such fee would create a financial hardship.

2. a. The petition shall substantially conform to the following form:

*NOMINATION PETITION*

*The undersigned residents of Salt Lake City being 18 years old or older nominate (name of nominee) to the office of councilmember.*

- b. The remainder of the petition shall contain lines and columns for the signatures of persons signing the petition and their addresses and telephone numbers.

I. 1. A declaration of candidacy or nomination petition filed under this section is valid unless a written objection is filed with the city recorder within five (5) days after the last day for filing.

2. If an objection is made, the city recorder shall:

- a. Mail or personally deliver notice of the objection to the affected candidate immediately; and
- b. Decide any objection within forty eight (48) hours after it is filed.

3. If the city recorder sustains the objection, the candidate may correct the problem by amending the declaration or petition within three (3) days after the objection is sustained or by filing a new declaration within three (3) days after the objection is sustained.

4. a. The city recorder's decision upon objections to form is final.

b. The city recorder's decision upon substantive matters is reviewable by a district court if prompt application is made to the district court.

c. The decision of the district court is final unless the supreme court, in the exercise of its discretion, agrees to review the lower court decision.

J. Any person who filed a declaration of candidacy and was nominated, and any person who was nominated by a nomination petition, may, any time up to twenty three (23) days before the election, withdraw the nomination by filing a written affidavit with the city recorder. (Ord. 14-13, 2013; Ord. 24-11, 2011)



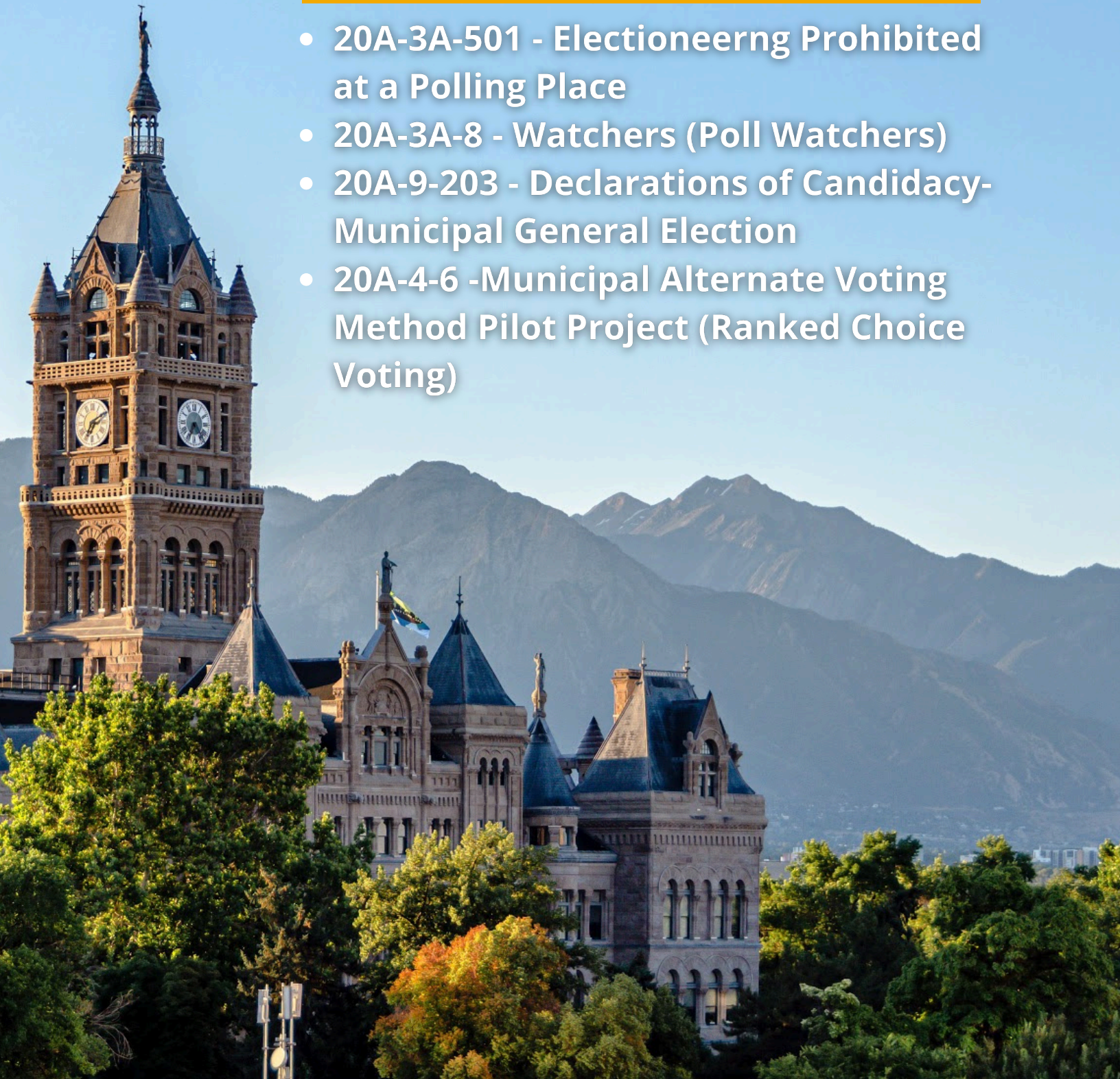
2025

★★★★Section XII★★★★

# STATE OF UTAH ELECTION CODE

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- 20A-3A-501 - Electioneering Prohibited at a Polling Place
- 20A-3A-8 - Watchers (Poll Watchers)
- 20A-9-203 - Declarations of Candidacy-Municipal General Election
- 20A-4-6 -Municipal Alternate Voting Method Pilot Project (Ranked Choice Voting)



**Effective 2/27/2023**

**20A-3a-501 Prohibited conduct at polling place -- Other prohibited activities.**

- (1) As used in this section:
  - (a) "electioneering" includes any oral, printed, or written attempt to persuade persons to refrain from voting or to vote for or vote against any candidate or issue; and
  - (b) "polling place" means the physical place where ballots are cast and includes the physical place where a ballot drop box is located.
- (2)
  - (a) An individual may not, within a polling place or in any public area within 150 feet of the building where a polling place is located:
    - (i) do any electioneering;
    - (ii) circulate cards or handbills of any kind;
    - (iii) solicit signatures to any kind of petition; or
    - (iv) engage in any practice that interferes with the freedom of voters to vote or disrupts the administration of the polling place.
  - (b) A county, municipality, school district, or special district may not prohibit electioneering that occurs more than 150 feet from the building where a polling place is located, but may regulate the place and manner of that electioneering to protect the public safety.
- (3)
  - (a) An individual may not obstruct the doors or entries to a building in which a polling place is located or prevent free access to and from any polling place.
  - (b) A sheriff, deputy sheriff, or municipal law enforcement officer shall prevent the obstruction of the entrance to a polling place and may arrest an individual creating an obstruction.
- (4) An individual may not solicit any voter to show the voter's ballot.
- (5)
  - (a) An individual may not knowingly possess or control another individual's voted manual ballot, unless:
    - (i) the individual is an election official or postal worker acting in the capacity of an election official or postal worker;
    - (ii) the individual possesses or controls the voted ballot in accordance with Section 20A-3a-301, relating to emergency ballots;
    - (iii) the possession or control is authorized in order to deliver a military-overseas ballot in accordance with Chapter 16, Uniform Military and Overseas Voters Act;
    - (iv) subject to Section 20A-3a-208, the individual is authorized by a voter to possess or control the voter's voted ballot if the voter needs assistance delivering the ballot due to the voter's age, illness, or disability; or
    - (v) the individual resides in the same household as the voter.
  - (b) A violation of Subsection (5)(a) does not invalidate the ballot.
- (6) An individual who violates any provision of this section is, in addition to the penalties described in Subsections 20A-1-609(2) and (3), guilty of a class A misdemeanor.
- (7) A political subdivision may not prohibit political signs that are located more than 150 feet away from a polling place, but may regulate their placement to protect public safety.

Amended by Chapter 15, 2023 General Session

**Effective 5/12/2020**

## **Part 8 Watchers**

### **20A-3a-801 Watchers.**

- (1) As used in this section, "administering election officer" means:
  - (a) the election officer; or
  - (b) if the election officer is the lieutenant governor, the county clerk of the county in which an individual will act as a watcher.
- (2)
  - (a) Any individual who is registered or preregistered to vote in Utah may become a watcher in an election at any time by registering as a watcher with the administering election officer.
  - (b) An individual who registers under Subsection (2)(a) is not required to be certified by a person under Subsection (3) in order to act as a watcher.
  - (c) An individual who registers as a watcher shall notify the administering election officer of the dates, times, and locations that the individual intends to act as a watcher.
  - (d) An election official may not prohibit a watcher from performing a function described in Subsection (4) because the watcher did not provide the notice described in Subsection (2)(c).
  - (e) An administering election officer shall provide a copy of this section, or instructions on how to access an electronic copy of this section, to a watcher at the time the watcher registers under this Subsection (2).
- (3)
  - (a) A person that is a candidate whose name will appear on the ballot, a qualified write-in candidate for the election, a registered political party, or a political issues committee may certify an individual as an official watcher for the person:
    - (i) by filing an affidavit with the administering election officer responsible to designate an individual as an official watcher for the certifying person; and
    - (ii) if the individual registers as a watcher under Subsection (2)(a).
  - (b) A watcher who is certified by a person under Subsection (3)(a) may not perform the same function described in Subsection (4) at the same time and in the same location as another watcher who is certified by that person.
  - (c) A watcher who is certified by a person under Subsection (3)(a) may designate another individual to serve in the watcher's stead during the watcher's temporary absence by filing with a poll worker an affidavit that designates the individual as a temporary replacement.
- (4) A watcher may:
  - (a) observe the setup or takedown of a polling place;
  - (b) observe a voter checking in at a polling place;
  - (c) observe the collection, receipt, and processing of a ballot, including a provisional ballot or a ballot cast by a covered voter as defined in Section 20A-16-102;
  - (d) observe the transport or transmission of a ballot that is in an election official's custody;
  - (e) observe the opening and inspection of a manual ballot;
  - (f) observe ballot replication;
  - (g) observe the conduct of logic and accuracy testing described in Section 20A-5-802;
  - (h) observe ballot tabulation;
  - (i) observe the process of storing and securing a ballot;
  - (j) observe a post-election audit;

- (k) observe a canvassing board meeting described in Title 20A, Chapter 4, Part 3, Canvassing Returns;
  - (l) observe the certification of the results of an election;
  - (m) observe a recount; or
  - (n) observe signature verification.
- (5) An administering election officer shall:
- (a) permit uniform, nondiscriminatory access for a watcher to observe each stage of an election process;
  - (b) establish locations for a watcher to observe an event described in Subsection (4), other than an event described in Subsection (4)(d) or (k), from no further than six feet away; and
  - (c) except for a county of the fourth, fifth, or sixth class, for any ballot adjudication, or upload of votes from a voting machine or scanner, that is conducted on a computer screen, project the activity onto a screen that is large enough to be viewed by each watcher.
- (6)
- (a) A watcher may not:
    - (i) record an activity described in Subsection (4) if the recording would reveal a vote or otherwise violate a voter's privacy or a voter's right to cast a secret ballot;
    - (ii) interfere with an activity described in Subsection (4), except to challenge an individual's eligibility to vote under Section 20A-3a-803; or
    - (iii) divulge information related to the number of votes counted, tabulated, or cast for a candidate or ballot proposition until after the election officer makes the information public.
  - (b) A person who violates Subsection (6)(a)(iii) is guilty of a third degree felony.
- (7)
- (a) Notwithstanding Subsection (2)(a) or (4), in order to maintain a safe working environment for an election official or to protect the safety or security of a ballot, an administering election officer may take reasonable action to:
    - (i) limit the number of watchers at a single location;
    - (ii) remove a watcher for violating a provision of this section;
    - (iii) remove a watcher for interfering with an activity described in Subsection (4);
    - (iv) designate areas for a watcher to reasonably observe the activities described in Subsection (4); or
    - (v) ensure that a voter's ballot secrecy is protected throughout the watching process.
  - (b) If an administering election officer limits the number of watchers at a single location under Subsection (6)(a)(i), the administering election officer shall give preferential access to the location to a watcher designated under Subsection (3).
  - (c) An administering election officer may provide a watcher a badge that identifies the watcher and require the watcher to wear the badge while acting as a watcher.

Amended by Chapter 18, 2022 General Session

Amended by Chapter 380, 2022 General Session

### **20A-3a-802 Definitions.**

As used in this part:

- (1) "Challenged voter" means an individual whose right to vote is challenged as provided in this part.
- (2) "Filer" means an individual who files a written statement challenging another individual's right to vote as provided in Section 20A-3a-804.



Renumbered and Amended by Chapter 31, 2020 General Session

**20A-3a-803 Challenges to a voter's eligibility -- Basis for challenge -- Procedures.**

- (1) An individual may challenge another individual's eligibility to vote on any of the following grounds:
  - (a) the individual is not the individual in whose name the individual tries to vote;
  - (b) the individual is not a resident of Utah;
  - (c) the individual is not a citizen of the United States;
  - (d) the individual has not or will not have resided in Utah for 30 days immediately before the date of the election;
  - (e) the individual's principal place of residence is not in the voting precinct that the individual claims;
  - (f) the individual's principal place of residence is not in the geographic boundaries of the election area;
  - (g) the individual has already voted in the election;
  - (h) the individual is not at least the minimum age required to vote in the election;
  - (i) the individual has been convicted of a misdemeanor for an offense under this title and the individual's right to vote in an election has not been restored under Section 20A-2-101.3;
  - (j) the individual is a convicted felon and the voter's right to vote in an election has not been restored under Section 20A-2-101.5; or
  - (k) in a regular primary election or presidential primary election, the individual does not meet the political party affiliation requirements for the ballot the individual seeks to vote.
- (2) An individual who challenges another individual's right to vote in an election shall make the challenge in accordance with:
  - (a) Section 20A-3a-804, for a challenge that is not made in person at the time an individual votes; or
  - (b) Section 20A-3a-805, for challenges made in person at the time an individual votes.

Renumbered and Amended by Chapter 31, 2020 General Session

**20A-3a-804 Pre-election challenges to a voter's eligibility in writing -- Procedure -- Form of challenge.**

- (1)
  - (a) An individual may challenge an individual's eligibility to vote by filing a written statement with the election officer in accordance with Subsection (1)(b) that:
    - (i) lists the name and address of the individual filing the challenge;
    - (ii) for each individual who is challenged:
      - (A) identifies the name of the challenged individual;
      - (B) lists the last known address or telephone number of the challenged individual;
      - (C) provides the basis for the challenge, as provided under Section 20A-3a-803;
      - (D) provides facts and circumstances supporting the basis provided; and
      - (E) may include supporting documents, affidavits, or other evidence; and
    - (iii) includes a signed affidavit, which is subject to penalties of perjury, swearing that:
      - (A) the filer exercised due diligence to personally verify the facts and circumstances establishing the basis for the challenge; and
      - (B) according to the filer's personal knowledge and belief, the basis for the challenge under Section 20A-3a-803 for each challenged individual is valid.

- (b) An individual who files a written statement under Subsection (1)(a) shall file the written statement during the election officer's regular business hours:
    - (i) at least 45 days before the day of the election; or
    - (ii) if the challenge is to an individual who registered to vote between the day that is 45 days before the election and the day of the election:
      - (A) on or before the day of the election; and
      - (B) before the individual's ballot is removed from a ballot envelope or otherwise separated from any information that could be used to identify the ballot as the individual's ballot.
  - (c) The challenge may not be based on unsupported allegations or allegations by an anonymous individual.
  - (d) An election officer may require an individual who files a challenge under this section to file the challenge on a form provided by the election officer that meets the requirements of this section.
- (2) If the challenge is not in the proper form, is incomplete, or if the basis for the challenge does not meet the requirements of this part, the election officer shall dismiss the challenge and notify the filer in writing of the reasons for the dismissal.
- (3)
- (a) Upon receipt of a challenge that meets the requirements for filing under this section, the election officer shall attempt to notify each challenged individual in accordance with Subsection (3)(b):
    - (i) at least 28 days before the date of the election, if the election officer receives the challenge under Subsection (1)(b)(i); or
    - (ii) within one business day, if the election officer receives the challenge under Subsection (1)(b)(ii).
  - (b) The election officer shall attempt to notify each challenged individual:
    - (i) that a challenge has been filed against the challenged individual;
    - (ii) that the challenged individual may be required to cast a provisional ballot at the time the individual votes if the individual votes in person;
    - (iii) that if the individual votes by mail, the individual's ballot will be treated as a provisional ballot unless the challenge is resolved;
    - (iv) of the basis for the challenge, which may include providing a copy of the challenge the filer filed with the election officer; and
    - (v) that the challenged individual may submit information, a sworn statement, supporting documents, affidavits, or other evidence supporting the challenged individual's eligibility to vote in the election to the election officer no later than:
      - (A) 21 days before the date of the election, if the election officer receives the challenge under Subsection (1)(b)(i); or
      - (B) five days before the day on which the canvass is held, if the election officer receives the challenge under Subsection (1)(b)(ii).
- (4)
- (a) The election officer shall determine whether each challenged individual is eligible to vote before the day on which:
    - (i) early voting commences, if the election officer receives the challenge under Subsection (1)(b)(i); or
    - (ii) the canvass is held, if the election officer receives the challenge under Subsection (1)(b)(ii).
  - (b)
    - (i) The filer has the burden to prove, by clear and convincing evidence, that the basis for challenging the individual's eligibility to vote is valid.



- (ii) The election officer shall resolve the challenge based on the available facts and information submitted, which may include voter registration records and other documents or information available to the election officer.
- (5) An individual who files a challenge in accordance with the requirements of this section is subject to criminal penalties for false statements as provided under Sections 76-8-503 and 76-8-504 and any other applicable criminal provision.
- (6)
  - (a) A challenged individual may appeal an election officer's decision regarding the individual's eligibility to vote to the district court having jurisdiction over the location where the challenge was filed.
  - (b) The district court shall uphold the decision of the election officer unless the district court determines that the decision was arbitrary, capricious, or unlawful.
  - (c) In making the district court's determination, the district court's review is limited to:
    - (i) the information filed under Subsection (1)(a) by the filer;
    - (ii) the information submitted under Subsection (3)(b)(v) by the challenged individual; and
    - (iii) any additional facts and information used by the election official to determine whether the challenged individual is eligible to vote, as indicated by the election official.
- (7) A challenged individual may register to vote or change the location of the individual's voter registration if otherwise permitted by law.
- (8) A document pertaining to a challenge filed under this section is a public record.

Renumbered and Amended by Chapter 31, 2020 General Session

**20A-3a-805 Challenges to a voter's eligibility at polling place -- Procedure.**

- (1)
  - (a) A poll worker, a watcher, or an individual who resides in the jurisdiction to which the election relates may, at a polling place, challenge an individual's eligibility to vote a particular ballot or to vote in that election if:
    - (i) the individual making the challenge and the challenged individual are both present at the polling place at the time the challenge is made; and
    - (ii) the challenge is made before the challenged individual applies for a ballot.
  - (b) An individual may make a challenge by orally stating the challenged individual's name and the basis for the challenge, as provided under Section 20A-3a-803.
- (2) The poll worker shall record a challenge in the official register or on the challenge sheets in the pollbook, including:
  - (a) the name of the challenged individual;
  - (b) the name of the individual making the challenge; and
  - (c) the basis upon which the challenge is made.
- (3) If an individual's eligibility to vote is challenged under this section, the poll worker shall follow the procedures and requirements of Section 20A-3a-205.

Renumbered and Amended by Chapter 31, 2020 General Session

**20A-3a-806 Election official or watcher revealing vote.**

- (1) It is unlawful for an election official or watcher to reveal to another person the name of a candidate or ballot proposition for whom a voter has voted or to communicate to another person the election official or watcher's opinion, belief, or impression regarding for whom or what a voter has voted.

(2) A person who violates this section is guilty of a class A misdemeanor.

Renumbered and Amended by Chapter 31, 2020 General Session

**20A-3a-807 Notification of ballot processes.**

(1) As used in this section, "ballot process" includes:

- (a) signature verification;
- (b) opening ballots;
- (c) scanning ballots;
- (d) adjudicating ballots;
- (e) replicating damaged or defective ballots; or
- (f) tabulating votes.

(2) A county clerk shall:

- (a) beginning at least three days before the day on which the county clerk begins mailing ballots for an election, and ending on the first day of the canvass, post on the county clerk's website a schedule of the hours, over the next three days, during which the county clerk plans to conduct one or more ballot processes; and
- (b) update any changes to the schedule at least 24 hours before the clerk modifies the hours.

Enacted by Chapter 380, 2022 General Session

**Effective 5/8/2018**

**Part 6**  
**Municipal Alternate Voting Methods Pilot Project**

**20A-4-601 Definitions.**

As used in this part:

- (1) "Candidate amplifier" means the product of:
  - (a) two less than the total number of candidates in a given ballot-counting phase of a multi-candidate race; and
  - (b) .02%.
- (2) "First preference ranking" means the candidate selected as the candidate most preferred by a voter, as indicated by:
  - (a) the number one; or
  - (b) if the voter does not assign the number one to any candidate, the number two.
- (3) "Multi-candidate race" means a nonpartisan municipal race where:
  - (a) for the election of at-large officers, the number of candidates who qualify for the race exceeds the total number of seats to be filled; or
  - (b) for the election of an officer other than an at-large officer, more than two candidates qualify to run for one office.
- (4) "Participating municipality" means a municipality that is participating in the pilot project, in accordance with Subsection 20A-4-602(3).
- (5) "Pilot project" means the Municipal Alternate Voting Methods Pilot Project created in Section 20A-4-602.
- (6) "Recount threshold" means the sum of the candidate amplifier and the following:
  - (a) for a ballot-counting phase in which fewer than 100 valid rankings are counted, 0.21%;
  - (b) for a ballot-counting phase in which at least 100, but fewer than 500, valid rankings are counted, 0.19%;
  - (c) for a ballot-counting phase in which at least 500, but fewer than 1,000, valid rankings are counted, 0.17%;
  - (d) for a ballot-counting phase in which at least 1,000, but fewer than 5,000, valid rankings are counted, 0.15%;
  - (e) for a ballot-counting phase in which at least 5,000, but fewer than 10,000, valid rankings are counted, 0.13%; and
  - (f) for a ballot-counting phase in which 10,000 or more valid rankings are counted, 0.11%.
- (7) "Valid" means that the ballot is marked in a manner that permits the ranking to be counted during the applicable ballot-counting phase.

Amended by Chapter 342, 2022 General Session

**20A-4-602 Municipal Alternate Voting Methods Pilot Project -- Creation -- Participation.**

- (1) There is created the Municipal Alternate Voting Methods Pilot Project.
- (2) The pilot project begins on January 1, 2019, and ends on January 1, 2026.
- (3)
  - (a) A municipality may participate in the pilot project, in accordance with the requirements of this section and all other applicable provisions of law, during any odd-numbered year that the pilot project is in effect, if, before May 1 of the odd-numbered year, the legislative body of the municipality:

- (i) votes to participate; and
  - (ii) provides written notice to the lieutenant governor and the county clerk stating that the municipality intends to participate in the pilot project for the year specified in the notice.
- (b) The legislative body of a municipality that provides the notice of intent described in Subsection (3)(a) may withdraw the notice of intent, and not participate in the pilot project, if the legislative body of the municipality provides written notice of withdrawal to the lieutenant governor and the county clerk before May 1.
- (4) The lieutenant governor shall maintain, in a prominent place on the lieutenant governor's website, a current list of the municipalities that are participating in the pilot project.
- (5)
  - (a) An election officer of a participating municipality shall, in accordance with the provisions of this part, conduct a multi-candidate race during the municipal general election using instant runoff voting.
  - (b) Except as provided in Subsection 20A-4-603(9), an election officer of a participating municipality that will conduct a multi-candidate race under Subsection (5)(a) may not conduct a municipal primary election relating to that race.
  - (c) A municipality that has in effect an ordinance described in Subsection 20A-9-404(3) or (4) may not participate in the pilot project.
- (6) Except for an election described in Subsection 20A-4-603(9), an individual who files a declaration of candidacy or a nomination petition, for a candidate who will run in an election described in this part, shall file the declaration of candidacy or nomination petition during the office hours described in Section 10-3-301 and not later than the close of those office hours, no sooner than the second Tuesday in August and no later than the third Tuesday in August of an odd-numbered year.

Amended by Chapter 170, 2022 General Session

**20A-4-603 Instant runoff voting.**

- (1) In a multi-candidate race, the election officer for a participating municipality shall:
  - (a)
    - (i) conduct the first ballot-counting phase by counting the valid first preference rankings for each candidate; and
    - (ii) if one of the candidates receives more than 50% of the valid first preference rankings counted, declare that candidate elected;
  - (b) if, after counting the valid first preference rankings for each candidate, no candidate receives more than 50% of the valid first preference rankings counted, conduct the second ballot-counting phase by:
    - (i) excluding from the multi-candidate race:
      - (A) the candidate who received the fewest valid first preference rankings counted; or
      - (B) in the event of a tie for the fewest valid first preference rankings counted, one of the tied candidates, determined by the election officer by lot, in accordance with Subsection (6);
    - (ii) adding, to the valid first preference rankings counted for the remaining candidates, the next valid preference rankings cast for the remaining candidates by the voters who cast a valid first preference ranking for the excluded candidate; and
    - (iii) if, after adding the rankings in accordance with Subsection (1)(b)(ii), one candidate receives more than 50% of the valid rankings counted, declaring that candidate elected; and
  - (c) if, after adding the next valid preference rankings in accordance with Subsection (1)(b)(ii), no candidate receives more than 50% of the valid rankings counted, conduct subsequent ballot-

counting phases by continuing the process described in Subsection (1)(b) until a candidate receives more than 50% of the valid rankings counted, as follows:

- (i) excluding from consideration the candidate who has the fewest valid rankings counted or, in the event of a tie for the fewest valid rankings counted, excluding one of the tied candidates, by lot, in accordance with Subsection (6); and
  - (ii) adding the next valid preference ranking cast by each voter whose ranking was counted for the last excluded candidate to one of the remaining candidates, in the order of the next preference indicated by the voter.
- (2) The election officer shall declare elected the first candidate who receives more than 50% of the valid rankings counted under the process described in Subsection (1).
- (3) A ranking is valid for a particular ballot-counting phase of a multi-candidate race if:
- (a) the voter indicates the voter's preference for that ballot-counting phase and all previous ballot-counting phases; or
  - (b) in the event that the voter skips a number in filling out the rankings on a ballot:
    - (i) the voter clearly indicates an order of preference for the candidates;
    - (ii) the voter does not skip two or more consecutive numbers at any point before the preference ranking that would otherwise be counted for the current ballot-counting phase;
    - (iii) the candidate next preferred by the voter is clearly indicated by a subsequent number that most closely follows the number assigned by the voter for the previously-ranked candidate; and
    - (iv) the voter did not give the same rank to more than one candidate for the applicable ballot-counting phase or a previous ballot-counting phase.
- (4) A ranking is not valid for a particular ballot-counting phase of a multi-candidate race, and for all subsequent ballot-counting phases, if:
- (a) the voter indicates the same rank for more than one candidate for that ballot-counting phase; or
  - (b) the voter skips two or more consecutive numbers before ranking another candidate.
- (5) If, for a ballot-counting phase, a voter ranks a candidate who has withdrawn from the race, the next-ranked candidate who has not withdrawn from the race will be counted for that ballot-counting phase.
- (6) For each ballot-counting phase after the first phase, if two or more candidates tie as having received the fewest valid rankings counted at that point in the ballot count, the election officer shall eliminate one of those candidates from consideration, by lot, in the following manner:
- (a) determine the names of the candidates who tie as having received the fewest valid rankings for that ballot-counting phase;
  - (b) cast the lot in the presence of at least two election officials and any counting poll watchers who are present and desire to witness the casting of the lot; and
  - (c) sign a public document that:
    - (i) certifies the method used for casting the lot and the result of the lot; and
    - (ii) includes the name of each individual who witnessed the casting of the lot.
- (7) In a multi-candidate race for an at-large office, where the number of candidates who qualify for the race exceeds the total number of at-large seats to be filled for the office, the election officer shall count the rankings by:
- (a) except as provided in Subsection (8), counting rankings in the same manner as described in Subsections (1) through (6), until a candidate is declared elected;
  - (b) repeating the process described in Subsection (7)(a) for all candidates that are not declared elected until another candidate is declared elected; and

- (c) continuing the process described in Subsection (7)(b) until all at-large seats in the race are filled.
- (8) After a candidate is declared elected under Subsection (7), the election officer shall, in repeating the process described in Subsections (1) through (6) to declare the next candidate elected, add to the ranking totals the next valid preference vote of each voter whose ranking was counted for a candidate already declared elected.
- (9) An election officer for a participating municipality may choose to conduct a primary election by using instant runoff voting in the manner described in Subsections (1) through (6), except that:
  - (a) instead of determining whether a candidate receives more than 50% of the valid preference rankings for a particular ballot-counting phase, the election officer shall proceed to a subsequent ballot-counting stage, and exclude the candidate who receives the fewest valid preference rankings in that phase, until twice the number of seats to be filled in the race remain; and
  - (b) after complying with Subsection (9)(a), the election officer shall declare the remaining candidates nominated to participate in the municipal general election.
- (10) After completing all ballot-counting phases in a multi-candidate race, the election officer shall order a full recount of the ballots cast for that race if, in one or more of the ballot-counting phases:
  - (a) the difference between the number of rankings counted for a candidate who is declared elected and the number of rankings counted for any other candidate in the same ballot-counting phase is equal to or less than the product of the following, rounded up to the nearest whole number:
    - (i) the total number of voters who cast a valid ranking counted in that ballot-counting phase; and
    - (ii) the recount threshold; or
  - (b) the difference between the number of rankings counted for the candidate who received the fewest valid rankings in a ballot-counting phase and the number of rankings counted for any other candidate in the same ballot-counting phase is equal to or less than the product of the following, rounded up to the nearest whole number:
    - (i) the total number of voters who cast a valid ranking counted in that ballot-counting phase; and
    - (ii) the recount threshold.
- (11) A recount described in Subsection (10):
  - (a) requires rescanning and tabulating all valid ballots; and
  - (b) provides for only one recount.
- (12) Notwithstanding Section 20A-4-301, a board of municipal canvassers may extend the canvass deadline by up to seven additional days, if necessary, to conduct a recount required under Subsection (10).

Amended by Chapter 342, 2022 General Session

**20A-4-604 Batch elimination.**

In any ballot count conducted under Section 20A-4-603, the election officer may exclude candidates through batch elimination by, instead of excluding only one candidate in a ballot-counting phase, excluding each candidate:

- (1) for which the number of remaining candidates with more valid rankings than that candidate is greater than or equal to the number of offices to be filled; and
- (2)
  - (a) for which the number of valid rankings counted for the candidate in the ballot-counting phase plus the number of rankings counted for all candidates with fewer valid rankings in the ballot-



counting phase is less than the number of valid rankings for the candidate with the next highest amount of valid rankings in the ballot-counting phase; or

- (b) who has fewer valid rankings in the ballot-counting phase than a candidate who is excluded under Subsection (2)(a).

Amended by Chapter 342, 2022 General Session

***Effective 5/1/2024***

**20A-9-203 Declarations of candidacy -- Municipal general elections -- Nomination petition -- Removal of signature.**

- (1) An individual may become a candidate for any municipal office if:
  - (a) the individual is a registered voter; and
  - (b)
    - (i) the individual has resided within the municipality in which the individual seeks to hold elective office for the 12 consecutive months immediately before the date of the election; or
    - (ii) the territory in which the individual resides was annexed into the municipality, the individual has resided within the annexed territory or the municipality the 12 consecutive months immediately before the date of the election.
- (2)
  - (a) For purposes of determining whether an individual meets the residency requirement of Subsection (1)(b)(i) in a municipality that was incorporated less than 12 months before the election, the municipality is considered to have been incorporated 12 months before the date of the election.
  - (b) In addition to the requirements of Subsection (1), each candidate for a municipal council position shall, if elected from a district, be a resident of the council district from which the candidate is elected.
  - (c) In accordance with Utah Constitution, Article IV, Section 6, a mentally incompetent individual, an individual convicted of a felony, or an individual convicted of treason or a crime against the elective franchise may not hold office in this state until the right to hold elective office is restored under Section 20A-2-101.3 or 20A-2-101.5.
- (3)
  - (a) An individual seeking to become a candidate for a municipal office shall, regardless of the nomination method by which the individual is seeking to become a candidate:
    - (i) except as provided in Subsection (3)(b) or Chapter 4, Part 6, Municipal Alternate Voting Methods Pilot Project, and subject to Subsection 20A-9-404(3)(e), file a declaration of candidacy, in person with the city recorder or town clerk, during the office hours described in Section 10-3-301 and not later than the close of those office hours, between June 1 and June 7 of any odd-numbered year; and
    - (ii) pay the filing fee, if one is required by municipal ordinance.
  - (b) Subject to Subsection (5)(b), an individual may designate an agent to file a declaration of candidacy with the city recorder or town clerk if:
    - (i) the individual is located outside of the state during the entire filing period;
    - (ii) the designated agent appears in person before the city recorder or town clerk;
    - (iii) the individual communicates with the city recorder or town clerk using an electronic device that allows the individual and city recorder or town clerk to see and hear each other; and
    - (iv) the individual provides the city recorder or town clerk with an email address to which the city recorder or town clerk may send the individual the copies described in Subsection (4).
  - (c) Any resident of a municipality may nominate a candidate for a municipal office by:
    - (i) except as provided in Chapter 4, Part 6, Municipal Alternate Voting Methods Pilot Project, filing a nomination petition with the city recorder or town clerk during the office hours described in Section 10-3-301 and not later than the close of those office hours, between June 1 and June 7 of any odd-numbered year that includes signatures in support of the nomination petition of the lesser of at least:
      - (A) 25 registered voters who reside in the municipality; or
      - (B) 20% of the registered voters who reside in the municipality; and

- (ii) paying the filing fee, if one is required by municipal ordinance.
- (4)
- (a) Before the filing officer may accept any declaration of candidacy or nomination petition, the filing officer shall:
    - (i) read to the prospective candidate or individual filing the petition the constitutional and statutory qualification requirements for the office that the candidate is seeking;
    - (ii) require the candidate or individual filing the petition to state whether the candidate meets the requirements described in Subsection (4)(a)(i); and
    - (iii) inform the candidate or the individual filing the petition that an individual who holds a municipal elected office may not, at the same time, hold a county elected office.
  - (b) If the prospective candidate does not meet the qualification requirements for the office, the filing officer may not accept the declaration of candidacy or nomination petition.
  - (c) If it appears that the prospective candidate meets the requirements of candidacy, the filing officer shall:
    - (i) inform the candidate that the candidate's name will appear on the ballot as it is written on the declaration of candidacy;
    - (ii) provide the candidate with a copy of the current campaign financial disclosure laws for the office the candidate is seeking and inform the candidate that failure to comply will result in disqualification as a candidate and removal of the candidate's name from the ballot;
    - (iii) provide the candidate with a copy of Section 20A-7-801 regarding the Statewide Electronic Voter Information Website Program and inform the candidate of the submission deadline under Subsection 20A-7-801(4)(a);
    - (iv) inform the candidate that the candidate must provide the filing officer with an email address that the candidate actively monitors:
      - (A) to receive a communication from a filing officer or an election officer; and
      - (B) if the candidate wishes to display a candidate profile on the Statewide Electronic Voter Information Website, to submit to the website the biographical and other information described in Subsection 20A-7-801(4)(a)(ii);
    - (v) inform the candidate that the email address described in Subsection (4)(c)(iv) is not a record under Title 63G, Chapter 2, Government Records Access and Management Act;
    - (vi) obtain from the candidate the email address described in Subsection (4)(c)(iv);
    - (vii) provide the candidate with a copy of the pledge of fair campaign practices described under Section 20A-9-206 and inform the candidate that:
      - (A) signing the pledge is voluntary; and
      - (B) signed pledges shall be filed with the filing officer; and
    - (viii) accept the declaration of candidacy or nomination petition.
  - (d) If the candidate elects to sign the pledge of fair campaign practices, the filing officer shall:
    - (i) accept the candidate's pledge; and
    - (ii) if the candidate has filed for a partisan office, provide a certified copy of the candidate's pledge to the chair of the county or state political party of which the candidate is a member.
- (5)
- (a) The declaration of candidacy shall be in substantially the following form:

"I, (print name) \_\_\_\_\_, being first sworn and under penalty of perjury, say that I reside at \_\_\_\_\_ Street, City of \_\_\_\_\_, County of \_\_\_\_\_, state of Utah, Zip Code \_\_\_\_\_, Telephone Number (if any) \_\_\_\_\_; that I am a registered voter; and that I am a candidate for the office of \_\_\_\_\_ (stating the term). I will meet the legal qualifications required of candidates for this office. If filing via a designated agent, I attest that I will be out of the state of Utah during the entire candidate filing period. I will file all campaign financial disclosure reports as required by law

and I understand that failure to do so will result in my disqualification as a candidate for this office and removal of my name from the ballot. I request that my name be printed upon the applicable official ballots. (Signed) \_\_\_\_\_

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

(Signed) \_\_\_\_\_ (Clerk or other officer qualified to administer oath)."

(b) An agent designated under Subsection (3)(b) to file a declaration of candidacy may not sign the form described in Subsection (5)(a).

(c)

(i) A nomination petition shall be in substantially the following form:

"NOMINATION PETITION

The undersigned residents of (name of municipality), being registered voters, nominate (name of nominee) for the office of (name of office) for the (length of term of office)."

(ii) The remainder of the petition shall contain lines and columns for the signatures of individuals signing the petition and each individual's address and phone number.

(6) If the declaration of candidacy or nomination petition fails to state whether the nomination is for the two-year or four-year term, the clerk shall consider the nomination to be for the four-year term.

(7)

(a)

(i) The clerk shall verify with the county clerk that all candidates are registered voters.

(b) With the assistance of the county clerk, and using the procedures described in Section 20A-1-1002, the municipal clerk shall determine whether the required number of signatures of registered voters appears on a nomination petition.

(8) Immediately after expiration of the period for filing a declaration of candidacy, the clerk shall:

(a) publicize a list of the names of the candidates as they will appear on the ballot by publishing the list for the municipality, as a class A notice under Section 63G-30-102, for seven days; and

(b) notify the lieutenant governor of the names of the candidates as they will appear on the ballot.

(9) Except as provided in Subsection (10)(c), an individual may not amend a declaration of candidacy or nomination petition filed under this section after the candidate filing period ends.

(10)

(a) A declaration of candidacy or nomination petition that an individual files under this section is valid unless a person files a written objection with the clerk before 5 p.m. within 10 days after the last day for filing.

(b) If a person files an objection, the clerk shall:

(i) mail or personally deliver notice of the objection to the affected candidate immediately; and

(ii) decide any objection within 48 hours after the objection is filed.

(c) If the clerk sustains the objection, the candidate may, before 5 p.m. within three days after the day on which the clerk sustains the objection, correct the problem for which the objection is sustained by amending the candidate's declaration of candidacy or nomination petition, or by filing a new declaration of candidacy.

(d)

(i) The clerk's decision upon objections to form is final.

(ii) The clerk's decision upon substantive matters is reviewable by a district court if prompt application is made to the district court.

- (iii) The decision of the district court is final unless the Supreme Court, in the exercise of its discretion, agrees to review the lower court decision.
- (11) A candidate who qualifies for the ballot under this section may withdraw as a candidate by filing a written affidavit with the municipal clerk.
- (12)
  - (a) A voter who signs a nomination petition under this section may have the voter's signature removed from the petition by, no later than three business days after the day on which the petition is filed with the city recorder or municipal clerk, submitting to the municipal clerk a statement requesting that the voter's signature be removed.
  - (b) A statement described in Subsection (12)(a) shall comply with the requirements described in Subsection 20A-1-1003(2).
  - (c) With the assistance of the county clerk and using the procedures described in Subsection 20A-1-1003(3), the municipal clerk shall determine whether to remove an individual's signature from a petition after receiving a timely, valid statement requesting removal of the signature.

Amended by Chapter 465, 2024 General Session