



"We Keep the Records of Your Life"

The following information is conveniently located on our Calhoun County Clerk-Election's webpage at co.calhoun.mi.us/elections.taf. Accessing the electronic version will provide easy access to forms and additional information underlined in blue.

Filing for the Village Office of: **President** (Athens, Burlington, Homer and Tekonsha Villages)
Clerk (Athens and Tekonsha Villages)
Treasurer (Athens and Tekonsha Villages)
Trustee (Athens, Burlington, Homer and Tekonsha Villages)
Library Board (Homer Village)

Elective village offices vary by Village. A candidate shall be a resident and registered voter of the village in which election is sought and shall remain a resident and registered voter to hold his/her office, if elected. A village shall hold its regular election for a village office at the general election and the appropriate township clerk shall conduct the election. Elections for village offices shall be by nonpartisan elections.

General Election: November 6, 2018

Filing Official: your Township Clerk's Office; check our Calhoun County Clerk-Elections webpage for office hours and [local clerk contact information](#).

Filing requirements for

- **Candidates seeking a nonpartisan village office**

The filing deadline for nonpartisan village candidates is **JULY 24, 2018, 4:00 pm**. A complete filing includes an **Affidavit of Identity AND Village Nominating Petitions**. Special Note: A Village Library Board candidate may file an Affidavit of Identity AND either Village Nominating Petitions OR a \$100 nonrefundable filing fee.

All candidates must submit an Affidavit of Identity. Under Michigan's Campaign Finance Act, a candidate may not have any outstanding notices of Failure to File or late filings fees with any filing official in the State as of the date the affidavit is executed.

The proper petitions for nonpartisan village candidates to use are: '**Nominating Petition (Village)**'. Petitions must contain the appropriate number of valid signatures from registered voters in your appropriate village. In a jurisdiction with less than 10,000 in population (based upon the most recent federal census), petitions must bear a minimum of 6 valid signatures from registered voters in your village; **up to 20 signatures** can be filed to cover the minimum signature requirement.

A summary of the laws, court rulings and Attorney General Opinions which govern the validity of signatures is available in the 'Circulating and Canvassing City/Township Nominating and Qualifying Petitions Forms' booklet ED-106. Additional petition information can be found in ED-24, 'Preparing, Circulating and Filing Petitions for Public Office'. Village Nominating Petitions can be obtained at your Township Clerk's office.

Once approved the candidates name will appear on the official General election ballot.

Withdrawal: the deadline for withdrawing a candidate filing for election is **JULY 27, 2018, 4:00 pm**. The withdrawal must be in writing and must be filed with your Township Clerk.

- **For write-in candidates**

A candidate who wishes to seek a village office with write-in votes for the November General election must file a [Declaration of Intent](#) with your Township Clerk no later than **4:00 pm on October 26, 2018**.

Campaign Finance Reporting

- State and **local candidates are required to comply with the financial disclosure requirements** provided under [Michigan's Campaign Finance Act](#), P.A. 377 of 1976.
- An individual becomes a candidate under the MCFA as soon as he/she:
 - Files an affidavit, fee or nominating petition OR
 - Is certified as the nominee of his/her political party OR
 - Receives a contribution (includes contributions from the candidate's own personal funds), makes an expenditure, or authorizes someone else to do so on his/her behalf OR
 - Is the subject of a recall vote OR
 - Was elected to an elective office and can seek re-election.

Once any of the conditions above has been met, you have:

- 10 days to form a Candidate Committee
- 10 additional days to register your committee by filing a [Statement of Organization](#) with our County Clerk-Election's office in Marshall.
- You will receive a committee ID number from our County Clerk-Election's office to use on all of your future filings and documents; make sure your mailing address and email address is kept up to date so you receive all of the mail sent to you. File on time as late fees apply.

When completing the Statement of Organization:

- Pick a responsible and detail oriented treasurer (Item 8); the duties of the Treasurer are substantial and are covered in [Appendix A](#). Note: the candidate can also serve as Treasurer, simply indicate 'same'.
- Apply for a [Reporting Waiver](#) (Item 10) if you do not expect to spend or receive in excess of \$1,000 per election.
- Bank Accounts (Item 11): the committee must have a separate account in a bank, savings and loan or credit union to receive contributions. Do not commingle committee funds with any other funds. We do not issue FEIN numbers and we are not able to provide advice on the process of opening an account. Each financial institution has rules and regulations.

- Read the [Candidate Committee Manual and Appendices](#).
- Learn about [contributions](#) and [expenditures](#) and what you will be required to report for contributors and vendors used during the campaign. Know what contributions are prohibited as listed in [Appendix O](#) and [Appendix I](#). And know the [Contribution Limits](#) for your committee.
- If you do NOT request a Reporting Waiver, be certain you know what reports needs to be filed, and the [filing deadlines](#); avoid late filing fees, file on time!
Pre-November 8, 2016 Pre-November 6, 2018 General Election Report: Close of Books October 21st, file by October 26th
Post-November 6, 2018 General Election Report: Close of Books November 26th, file by December 6th
- Review and understand the [paper Campaign Statement Forms](#) that need to be filed timely with our County Clerk-Election's office in Marshall.

continued

- Be aware of [Late Contribution Reporting](#) as late filing fees are substantial.
- Don't forget to put identifiers on your publications as explained in [Appendix J](#).
- Book mark these two web pages and read the material on them: [Candidate Committee Information](#) and [General Information on the MCFA](#).

After the Election:

- Successful candidates may be required to file the [Campaign Finance Compliance Affidavit](#).
- Future Campaign Finance Reports include: July and October Quarterly Reports, and Annual Reports.
- If you are not successful in your bid, you must gain a [Reporting Waiver](#), continue to file campaign statements or [dissolve the committee](#). Don't let fees accrue; work with us to wrap up the committee. Committee's that have a Reporting Waiver may file a single-page [Dissolution Campaign Statement](#).

Helpful Candidate Information

The Qualified Voter File (QVF), a statewide voter registration file, is available in our office and can be a valuable tool for your campaign. Information acquired from the QVF includes: registered voters in the county, those who voted in a previous Primary or General election, absentee voters, voters by age group, a street index of the county, or a walking list if you're planning to go door-to-door. This information can be obtained through a [Freedom of Information Request](#). The cost for a hard copy of the information is \$.02 per name; labels are \$.03 per name; or information emailed in an Excel spreadsheet format, or saved to your memory stick, is \$.005 per name (minimum charge of \$10.00).

Please let us know if we can be of assistance to you. Best wishes to you this busy election year! Our phone number is 269.781.0988, fax 269.781.0703, or email: tloew@calhouncountymi.gov.

MARSHALL OFFICE

315 W. Green Street, Marshall, MI 49068
 Telephone: 269.781.0707
 Fax: 269.781.0720
 Clerk and Register of Deeds / Election Services

Visit our web page: www.co.calhoun.mi.us

BATTLE CREEK OFFICE

161 E. Michigan Ave., Battle Creek, MI 49014
 Clerk's Office: 269.969.6908
 Circuit Court Clerk's Office: 269.969.6518

email us at: info@co.calhoun.mi.us