

Dear Candidate:

Congratulations on your decision to file as a candidate for public office! The information in this packet is provided to assist you during your campaign. The enclosed information includes:

Candidate Information:

- ***Election Office Website Information***
- ***Election Calendar***
- ***State and County Election Policies***
Policies include Rotation of Candidate Names on Ballot, Write-In Candidates, Provisional Ballots, Unofficial Election Results and Official Final Election Results.
- ***Data and maps for purchase flyer***
- ***Authorized Poll Agent Form***
- ***Poll Agent Information***

Campaign Finance Information: (Not Applicable for Committee People)

- ***Campaign Finance Due Date Checklist***
- ***Campaign Finance Guide***
- ***Copies of Forms (copies for state/county offices & first class cities will be sent by the Kansas Governmental Ethics Commission)***
Appointment of Treasurer of Candidate or Committee
Affidavit of Exemption
Itemized Statement of Personal Election Contributions and Expenditures
Committee Report

Candidates are invited to schedule a tour of the Election Office to learn how the election process is managed. Just call or send an email and we will schedule a time at your convenience.

If you have questions in the upcoming months, please do not hesitate to contact us at (913) 715-6800 or elc-candidates@jocogov.org.

Election Office Website Information

The Johnson County Election website, www.jocoelection.org is available 24 hours a day, 7 days a week.

Sample Ballot – Voter Registration Record – Polling Place

Johnson County registered voters may view their registration information and polling place using the **Voter Lookup**. Beginning twenty days prior to an election, voters can also view their sample ballot. Go to www.jocoelection.org. On the How do I menu, select “Voter Look-Up.” Enter your name and date of birth to gain access to your voter information as it is currently recorded on our files at the Election Office. For your convenience, a directional map to your voting location is also available.

Application for an Advance Voting Ballot

Advance voting by mail begins 20 days prior to every election. To vote by mail, you must be a registered voter and complete an Application for an Advance Voting Ballot. Applications are available at the Election Office or on our website. A separate application must be submitted for each election.

To return completed applications:

- Mail to the Johnson County Election Office, 2101 E. Kansas City Road, Olathe, KS 66061
- Scan and email to votebymail@jocogov.org
- Take a picture with a smartphone and text to (913) 953-9539
- Fax to (913) 791-8931
- Hand-deliver to Election Office.

Completed applications must be received at the Election Office by the Tuesday prior to the election.

Ballots are mailed beginning 20 days before the election. Your voted ballot may be returned by mail; or hand-delivered to the Election Office, a polling location, or any advance voting location during voting hours. In order for a mailed ballot to count, the ballot must be postmarked by 7 p.m. on the date of the election and received by the third day following the date of the election. If hand-delivered, the ballot must be received before 7 p.m. election night at either the Election Office, an official ballot drop box or a polling place. Ballots can be placed in the Election Office drive-thru drop box until 7 p.m. on Election Day. Ballots may not be emailed or faxed.

Kansas Voter Registration Application

The Kansas Voter Registration Application may be printed from the website and mailed to the Johnson County Election Office, 2101 E. Kansas City Road, Olathe, KS 66061; scanned and e-mailed to registration@jocoelection.org, texted to (913) 953-9539; faxed to (913) 791-8931; or hand-delivered to the Election Office.

Advance Voting and Polling Locations

Information about Advance Voting locations and hours and a list of polling places by city, ward and precinct for the current election can be found on the website once those details are finalized.

Candidate List

The official candidate list is posted prior to each election. This information is published from the Candidate Declaration of Intention Filing Form.

June 1

Filing and Withdrawal Deadline (12 noon) (K.S.A. 25-205, K.S.S. 25-305(a), K.S.A. 25-306a)
Deadline for questions to be placed on the Primary Election ballot

July 11

Registration books close - last day to register (K.S.A. 25-2311(a)(3))

July 12

Advance voting by mail begins - 20 days prior to Election Day (K.S.A. 25-1123(a))

July 22

Advance voting in person begins (K.S.A. 25-1122(g))

July 31

Advance voting in person closes (12 noon) (K.S.A. 25-1122(g))

August 1

FALL PRIMARY ELECTION (K.S.A. 25-2107(b), K.S.A. 25-2102(b), K.S.A. 25-203(a), K.S.A. 25-2502(b))

TBD

Primary Canvass (K.S.A. 25-3104)

September 1

Deadline for questions to be placed on the General Election ballot

October 17

Registration books close - last day to register (K.S.A. 25-2311(a)(3))

October 18

Advance voting by mail begins - 20 days prior to Election Day (K.S.A. 25-1123(a))

October 28

Advance voting in person begins at Election Office (K.S.A. 25-1122(g))

November 6

Advance voting in person closes (12 noon) (K.S.A. 25-1122(g))

November 7

FALL GENERAL ELECTION (K.S.A. 25-2107(a), K.S.A. 25-2502(a), K.S.A. 25-2102(a), K.S.A. 25-101)

TBD

General Canvass (K.S.A. 25-3104)

State & County Election Policies

Rotation of Candidate Names on Ballot

Kansas law requires that candidate names be rotated by precinct. Note: Precinct committee persons, 3rd Class Cities and Drainage District candidates are not rotated. The rotation formula begins with the county in alphabetical order by city, ward, and precinct (CWP) and candidates for a given contest in alphabetical order. CWP's for the contest are identified, including the number of eligible voters per precinct. Total eligible voters are divided by the number of candidates to determine the number of voters in each rotation. The initial rotation sequence is in candidate alphabetical order. The Election Office can show you what the candidate rotation will be in your specific area.

Write-In Candidates

When a voter chooses to vote for a write-in candidate not printed on the ballot, each write-in candidate must be individually reviewed to determine eligibility status. The list of write-in candidates will be available after the election canvass following Election Day.

Provisional Ballots

Provisional ballots are voted when a voter's registration is in question, or when our records indicate the voter was already sent an advance ballot. Provisional ballots are sealed in special envelopes at the polls and must be individually researched and verified at the Election Office prior to presenting them to the Board of Canvassers.

Unofficial Election Results

The timeliness of reporting election results in Johnson County is dependent on: (1) number of voters in line when the polls close at 7:00 p.m.; (2) number of ballot scanners reporting results; and (3) number of candidates and contests on the ballot.

The first unofficial partial results summary is usually available by 7:30 p.m. and posted to our website. This summary will include advance votes. This information will be updated periodically throughout the evening until all ballot scanners have reported results into the central election computer. Final official election results will be available following certification by the Board of Canvassers.

Official Final Election Results

For fall elections, the Board of Canvassers canvass the votes on the Monday following the election at 9:00 a.m. at the Election Office, 2101 E. Kansas City Road, unless another date has been published. This Board of Canvassers determines the validity of any provisional or challenged ballots. Following the processing of the valid ballots, the official vote summary is certified by the Board of Canvassers as the official final election results.

DATA AND MAPS FOR PURCHASE

VOTER DATA – Available Electronically

Countywide or District Voter Data - \$50

Voter Information Included:

Name
Gender
Date of Birth
Residential / Mailing Address
Party Affiliation
Precinct
Phone Number
Registration Date
Voter History
Voter ID Number

Voting Districts:

State Senate
State Representative
State Board of Education
County Commissioner
City and Ward
Township
School District / Member District
Drainage & Water District

ADVANCE VOTING DATA – Available Electronically

Advance Voting Package - \$175

Information Included: Advance Voting Ballots Mailed, Returned and Voted in Person

MAPS – Available Maps and Pricing (Digital copies of some maps are available online at www.jocoelection.org)

Countywide Maps - \$20

Johnson County Precincts
State Senate Districts
State Representative Districts
State Board of Education Districts
County Commissioner Districts
Water District #1 of Johnson County

Specific District Maps - \$10

State Senate District
State Representative District
County Commission District
City or Ward
School District
Drainage District

Individual Precinct Maps – One map free, additional maps \$10 (provided on a USB drive)

REFERENCE LIBRARY – Election statistics and candidate reports are available in the Election Office reference library and online at www.jocoelection.org.

LEGAL CONSIDERATIONS

By law, public records are available for public inspection and copying upon written request, K.S.A. 45-220

Voter information may not be used for commercial purposes, K.S.A. 25-2320(a)

Before inspecting an advance voting list, an individual must provide identification and sign an application form, K.S.A. 25-1122(i)

For more information or to place an order call the Election Office at (913) 715-6800.

Authorized and Appointed Poll Agents

This form is not valid until it has been date stamped and approved by a staff person at the Johnson County Election Office. Forms must be filed with the county election office by mail, hand delivery, fax or email before the person may act as a poll agent.

Any person acting as an authorized or appointed poll agent is required to carry this form as identification and shall display it upon demand by any polling place election worker or election office staff person. (K.S.A. 25-3005a).

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

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

Persons holding the following positions are automatically authorized by law to serve as poll agents and are required to carry this form as identification:

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

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

- **Appointed** poll agents are persons appointed by authorized poll agents to act as poll agents.

Statement of Appointment

By the authority vested in me, I, _____, have appointed the bearer
Person making appointment

of this certificate, _____, residing at _____
Appointee's name (Poll Agent) Address

who is (circle one): (a) a registered Kansas voter (b) a family member (c) 14-17 years old who meets all other requirements for qualification of an elector except that of age

to be a poll agent for the _____ to be held on the _____ day of _____, 20____.
Type of election Day Month Yr.

Printed Name Signature

Title or Position Date Contact Phone #

Poll Agent Information

Elections are conducted as openly and with as much public access as possible, still recognizing the need for control to preserve the secrecy of individuals' ballots. At most points in the electoral process, interested individuals and groups may observe the proceedings at the precinct polling sites, at the county election office, or at the county or state canvass.

The principal means recognized in state law for public observation of electoral proceedings is the authorized poll agent. Poll agents are commonly referred to as poll watchers.

How many?

Each person authorized to appoint poll agents may appoint one per polling place.

[KSA 25-3005a(b)]

Qualifications

Appointed poll agents must be registered Kansas voters. If they are members of a candidate's immediate family, they are exempt from this qualification (some candidates in the past have appointed relatives from out of state). Also, individuals 14 to 17 years old may be appointed poll agents if they meet all other requirements of an elector (U.S. citizenship, residency).

Poll Agent Rules

Poll agents *must*

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

Poll agents *may*

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

Poll agents *may not*

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

Legal references

K.S.A. 25-3004, 25-3005, 25-3005a

CAMPAIGN FINANCE DUE DATE CHECKLIST

Revised 1/6/2023

Statement of Substantial Interest Form – Due June 10, 2023

Every candidate is required by Kansas Statute to fill out the **Statement of Substantial Interest** form. Failure to submit the form by the deadline is a class B misdemeanor. (This does not apply to Precinct Committee Candidates)

****State, County and First-Class City Candidates**

Kansas Governmental Ethics Commission (GEC)

Once you have filed your Declaration of Intention to File, a copy of it will be submitted to the GEC. They will send you a packet of campaign finance information including an Appointment of Treasurer form. They will also send your Treasurer forms and information a few weeks before each report filing deadline. Any questions about these forms should be directed to the GEC at 785-296-4219.

Special Note: The Appointment of Treasurer form should be filed before you accept any donations or spend any campaign funds. You may appoint yourself as Treasurer. You can change your Treasurer at any time by refileing this form. If you don't wish to wait for your finance packet from the GEC, the Election Office can provide a blank Appointment of Treasurer form.

Filing Deadlines: The following chart shows the due dates for the Receipts and Expenditures Reports.

Receipts & Expenditures Reports	
Report Due	Periods Covering
Monday, 1/10/2023	1/1/2022 - 12/31/2022
Monday, 7/24/2023	1/1/2023 - 7/20/2023
Monday, 10/30/2023	7/21/2023 - 10/26/2023
Tuesday, 1/10/2024	10/27/2023 - 12/31/2023

****2nd and 3rd Class City, School District, Community College, Townships, Water District and Drainage Candidates**

Appointment of Treasurer (Optional)

If you wish to appoint a Treasurer, complete the form and return it within 10 days of becoming a candidate. This form is optional.

Affidavit of Exemption – Due July 24, 2023

This is the deadline for EVERYONE, whether you have a Primary race or not.

File this form IF you plan to receive or expend less than \$1000 in each reporting period. The Primary period is from your filing date to the Primary. The General Period is from the Primary to General Election. If you file the Affidavit and do not exceed \$1000 in donations or expenses, you do not need to file Itemized Statements of Contributions and Expenditures for that period.

If you go over \$1000 in contributions or expenditures in either period, you will need to file the Candidates Itemized Statement of Personal Election Contributions and Expenditures for that period even if you did file the Affidavit of Exemption.

Candidates Itemized Statement of Personal Election Contributions and Expenditures – Due August 31, 2023 for the Primary Period and December 7, 2023 for the General Period

Candidates must file itemized statements for the Primary Period even if they did not have a Primary race.

If you have filed an Affidavit of Exemption by the due date AND stayed under \$1000 for contributions and \$1000 for expenditures for the period, you are NOT required to file this form.

Campaign Finance Committee Report – Due December 31, 2023

Use this form if any campaign contributions and expenditures have been raised and spent thru a campaign committee. Report all activity from the day candidate filed through December 1st of the year. You must continue filing yearly reports as long as there is money in your campaign committee account.

Note: All completed forms can be emailed to Election@jocoelection.org or returned to the Election Office by mail or in person. We will then file a copy with the GEC if needed.

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

This is an (Check one) Initial Appointment Amended Statement
(Please Type or Print)

CANDIDATE

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

TREASURER

Date Appointed		
Name		
Address		
City	Zip Code	
Home Telephone	Business Telephone	

OR CANDIDATE COMMITTEE

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

SIGNATURE

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

_____ (Date)

_____ (Signature of Candidate)

SEE REVERSE SIDE FOR INSTRUCTIONS

AFFIDAVIT OF EXEMPTION

K.S.A. 25-904(a)

- File this report with the Johnson County Election Office. This form may be mailed, emailed or faxed.
- Applicable to candidates for election in second and third class cities, school districts, community college, townships, water district and drainage district.
- Candidates who anticipate receiving or spending less than \$1,000 in each of the Primary and General elections, exclusive of any filing fees, may use this form to exempt themselves from filing reports of expenditures.
- For exemption, a candidate must complete this Affidavit of Exemption and file it with the Johnson County Election Office **nine (9) days before the primary election**. Even if the candidate anticipates not being in a Primary election, this form is due by the deadline to be valid.
- Once the form is filed it will exempt the candidate from filing the required Candidate's Itemized Statement of Personal Election Contributions and Expenditures, which is due thirty (30) days after each election for which the candidate would otherwise be required to file.

Name _____
(Please print)

Address _____

Home Phone _____ Business _____

Election Date _____ Candidate for _____

Ward _____ District: _____ Position: _____

Affidavit: State of Kansas, County of Johnson

I, _____, do swear (or affirm) that:

1. The information listed above is true and correct;
2. I intend to expend, contract to expend or have expended on my behalf an aggregate amount or value of less than one thousand dollars (\$1,000) in the **PRIMARY ELECTION** period; and
3. I intend to receive or have received on my behalf (including amounts contributed by myself) contributions of an aggregate amount or value of less than one thousand dollars (\$1,000) in the **PRIMARY ELECTION** period, and
4. I intend to expend, contract to expend or have expended on my behalf an aggregate amount or value of less than one thousand dollars (\$1,000) in the **GENERAL ELECTION** period; and
5. I intend to receive or have received on my behalf (including amounts contributed by myself) contributions of an aggregate amount or value of less than one thousand dollars (\$1,000) in the **GENERAL ELECTION** period; and
6. If contributions are received or expenditures made (actual or contractual) in excess of any of the amounts set out above, I shall within thirty days after the date of the election file the Candidate's Itemized Statement of Personal Election Contributions and Expenditures report required by K.S.A. 25-904(b).

Signature _____ Date _____

THIS FORM MUST BE NOTARIZED

Subscribed and sworn to before me, this _____ day of _____, 20_____.

SEAL

Notary Public

My appointment expires _____.

Form 109b/Rev 1/2017

**CANDIDATE'S ITEMIZED STATEMENT OF PERSONAL ELECTION
CONTRIBUTIONS AND EXPENDITURES**

- Candidates file this report with the Johnson County Election Office within 30 days after the primary, general or special election period in which they were a candidate or received or expended funds. (K.S.A. 25-904b).
- File this report if an Affidavit of Exemption was filed but the candidate exceeded the \$1,000 limit on contributions received or expenses incurred.
- Failure to file reports or reports received after the 30 days are delinquent and can be prosecuted as a Class A misdemeanor. (K.S.A. 25-905).
- If a committee was formed, the treasurer must complete the committee report.
- If no contributions or expenditures are made from personal funds, the total contributions and total expenditures on this form should show zero (\$0.00).
- Reports may be returned by mail, email or fax.

Name of Candidate _____

Address _____

Home Phone _____ Business Phone _____

_____ of _____
(Name of Office) (City, Drainage District, JCCC, School District, Township or Water District)

Election Date _____ Primary _____ General _____

Candidate: was a committee formed for your campaign? _____ Yes _____ No

Summary: (covering period from _____ to _____)

Cash on hand at beginning of period _____

Total Contributions and other Receipts _____

Total Expenditures and other Disbursements _____

Cash on hand at close of period _____

I do solemnly swear that the above is a true and correct account of all expenses incurred by me.

Signature _____

Date _____

THIS FORM MUST BE NOTARIZED

Subscribed and sworn to before me, this _____ day of _____, 20_____.

(SEAL)

Notary Public

My appointment expires _____

**CANDIDATE'S ITEMIZED STATEMENT OF PERSONAL ELECTION
 CONTRIBUTIONS AND EXPENDITURES**

- List any contributions over \$50.00 personally received by candidate, along with the name and address of the contributor.
- List the in-kind services and value of services.
- List total un-itemized receipts (\$50 or less)
- When contributions are received by a candidate and forwarded to the campaign committee, complete the "Committee Report."

<u>DATE</u>	<u>NAME AND ADDRESS OF CONTRIBUTOR OR IN-KIND SERVICE</u>	<u>AMOUNT</u>
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Total itemized receipts for period _____

Total un-itemized contributions (\$50 or less) _____

Total contributions from unknown contributors _____

Total Receipts this period _____

<u>DATE</u>	<u>LIST ITEMS PURCHASED, FROM WHOM, HOW THEY WERE USED</u>	<u>AMOUNT</u>
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Total _____

COMMITTEE REPORT

- Use this form if a committee is formed to promote or oppose a candidate or proposition in a 2nd or 3rd class city, school, township, drainage district or water district. Complete this report and file it with the Johnson County Election Office on or before December 31st. K.S.A. 25-901
- The annual statement shall cover the period ending on the preceding December 1st.
- An annual report is due from all committees having a balance.
- Reports received after that date will be delinquent.
- Delinquency is prosecutable as a Class A misdemeanor. (KSA 25-902)
- Reports may be returned by email, fax or mail.

Name of Committee _____

Treasurer _____ Phone _____

Address _____

Candidate for _____

Election Date _____

RECEIPTS

<u>DATE</u>	<u>NAME AND ADDRESS OF CONTRIBUTOR OR IN-KIND SERVICE</u>	<u>AMOUNT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
		Total _____

EXPENDITURES

<u>DATE</u>	<u>LIST ITEMS PURCHASED, FROM WHOM, HOW THEY WERE USED</u>	<u>AMOUNT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
		Total _____
		Balance _____

 Signature of Candidate or Treasurer

 Date