

# 2023 Candidate Information

## First Class Cities - Filing Requirements

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### 2023 Election Dates:

**Primary:** August 1, 2023 (if more than 3 times the number of candidates to be elected files for office)

**General:** November 7, 2023

### Filing Deadline:

June 1<sup>st</sup> by Noon. (K.S.A. 25-2109)

### Filing Location:

All Candidates must pay report fees, appoint treasurers and file periodic campaign finance reports (K.S.A. 25-2110a)

Candidates must file with the Lyon County Elections Office, 430 Commercial St., Emporia, KS (K.S.A. 25-2020)

### Filing by Fee:

\$70.00 Total

- Filing fee \$20.00 (K.S.A. 25-21a01(f))
- Governmental Ethics Commission Fee \$50.00

### Filing by Petition: (K.S.A. 25-2110b) **Emporia**- 50 Qualified Electors or not less than 1% of the ballots cast in the district

The number of qualified electors of the city which must sign a nomination petition shall be established by the city governing body by passage of an ordinance.

The Governmental Ethics Commission (GEC) Filing Fee is still required of \$50.

### Documents to be filed:

#### **Declaration of Intention (Filing Form)** (K.S.A. 25-2110a)

- County Clerk has forms available.
- Election Office sends a copy of the declaration to the Governmental Ethics Commission (GEC) for the purpose of campaign finance reporting.

#### **Nomination Petition (used if filing by petition)** (K.S.A.25-2110(c)(d))

- County Clerk has forms available.
- Completed form is filed with the County Clerk.

#### **Statement of Substantial Interests for Local Office** (K.S.A. 46-247 – 46-252)

- Completed form is due no later than ten (10) days after the filing deadline.

#### **Appointment of Treasurer Form**

- Candidates have ten (10) days after filing to file the Appointment of Treasurer Form.
- Election Office forwards a copy of the completed form to the GEC.
- Candidates may not take in or spend any campaign funds until the Appointment of Treasurer Form is filed.

#### **Affidavit of Exemption from Filing Receipts and Expenditures Reports** (K.S.A. 25-904a)

- Form is provided by the Governmental Ethics Commission and is mailed directly to First Class City candidates.
- Completed form is due nine (9) days prior to the primary election.
- Election Office forwards a copy of the completed form to the GEC.
- If a candidate anticipates receiving and spending less than \$1000.00 in the Primary Election and anticipates receiving and spending less than an additional \$1000.00 in the General Election, he/she can file an Affidavit of Exemption. This affidavit waives the need for a candidate to file campaign Receipts and Expenditures Reports.
- A First-Class City candidate must appoint a treasurer and file an Appointment of Treasurer Form even if an Affidavit of Exemption is filed.

#### **Receipts and Expenditures Report** (K.S.A. 25-904b)

- Form is provided by the GEC and is mailed directly to a candidate's treasurer.
- Completed reporting form is filed with the Election Office.
- Election Office forwards a copy of the report to the GEC.
- During an election cycle, three (3) Receipts and Expenditures Reports are required for First Class City candidates:  
(1) a pre-primary election report; (2) a pre-general election report; and (3) an early January wrap-up report.