

CANDIDATE MANUAL

2014

FLATHEAD COUNTY ELECTION DEPARTMENT



HIGHLIGHTS

- * CANDIDATE FILING INFORMATION
- * 2014 ELECTION CALENDAR
- * FORMS AND NOTICES

**FLATHEAD COUNTY
CANDIDATE MANUAL**

2014

ELECTION ADMINISTRATOR

PAULA ROBINSON

(406) 758-5530

robinson@flathead.mt.gov

ELECTION SERVICES MANAGER

MONICA EISENZIMER

(406) 758-2453

meisenzimer@flathead.mt.gov

MISSION STATEMENT

*Protect and promote accurate and impartial free and open elections while
encouraging active participation by all citizens of Flathead County*

CANDIDATE FILING INFORMATION

In a partisan election, an elector may not file a declaration for more than one party. A candidate may not file for more than one public office. This does not include precinct committeemen and committeewomen candidates.

CANDIDATES FOR FEDERAL AND STATE OFFICE

Contact the Secretary of State Office in order to determine eligibility and/or file for Federal and State offices.

OFFICES & FILING FEES FOR THE 2014 BALLOT TO BE FILED WITH THE SECRETARY OF STATE

1-800-884-8683 ~ <http://sos.mt.gov>

Anyone who wishes to run in the primary election as a member of a qualified political party, for any of the offices listed below, must file with the Secretary of State's Office anytime between 8 a.m. on January 9th and 5 p.m. on March 10, 2014. Filing forms and fee amounts are available from the Secretary of State's office.

- **United States Senator** – (6 year term) candidates must be at least 30 years old, a U.S. citizen for at least 9 years, and a resident of Montana.
- **United States Representative** – (2 year term), candidates must be at least 25 years old, a U.S. citizen for at least 7 years, and a resident of Montana.
- **Public Service Commissioner – District 5** (4 year term)
- **Supreme Court Justice #5** – (8 year term)

STATE SENATOR [FILING FEE - \$15] – 4 year terms, Candidates must be at least 18 years old, a resident of Montana for at least 1 year, and a resident of the county and/or district they seek to represent for at least 6 month preceding the election.

Flathead County Senate Districts on the 2014 ballot are:

District 4

District 5

STATE REPRESENTATIVE [FILING FEE - \$15] – 2 year term, seats are available in all 100 districts. Qualifications are the same as for State Senator. Flathead County has Representative Districts 3-13.

~~~~~

## GENERAL QUALIFICATIONS FOR COUNTY OFFICE

A person is not eligible for a county office who at the time of election is not:

- (1) of the voting age required by the Montana constitution;
- (2) a citizen of Montana; and
- (3) (a) an elector of the county in which the duties of the office are to be exercised; or  
(b) in the case of an office consolidated between two or more counties, an elector in one of the counties in which the duties of the office are to be exercised.

## FILING FEES

13-10-202 MCA: Filing fees are as follows:

1. For offices having an annual salary of \$2,500 or less and candidates for the legislature, \$15
2. For county offices having an annual salary of more than \$2,500, 0.5% of the total annual salary;
3. For other offices having an annual salary of more than \$2,500, 1% of the total annual salary;
4. For offices in which compensation is paid in fees, \$10
5. For officers of political parties, presidential electors, and officers who receive no salary or fees, no filing fee is required.

13-10-204(2), MCA: A write-in candidate who was exempt from filing a declaration of intent under [13-10-211](#) shall, at the time of filing the declaration of acceptance, pay the filing fee specified in [13-10-202](#) or, if indigent, file the appropriate documents described in [13-10-203](#).

## WRITE-IN CANDIDATES

Pursuant to 13-15-206, MCA, a write-in vote may only be counted if the oval, box, or other designated voting area on the ballot is marked.

For a primary election, declared write-in candidates for partisan offices file as party candidates by **April 25, 2014**; for a general election write-in candidates do not file with a partisan, nonpartisan or independent designation by **September 26, 2014**.

Under **13-10-211**, MCA, if there are declared candidates for a position, a write-in candidate running for an office must file a Declaration of Intent and pay the filing fee at the time of filing, in order for the candidate's write-in votes to be counted. However, if an election is held and a write-in candidate is qualified for and seeks the office for which the candidate is written in, and no candidate has filed for the office (including any declared write-in candidate), a Declaration of Intent does not have to be filed for the write-in votes to be counted.

Under **13-10-204**, MCA, in order to accept a primary nomination, a write-in nominee must file a written Declaration of Acceptance; have received at least 5% of the total votes cast for the successful candidate for the same office at the last general election; comply with 13-37-126, MCA; and have paid the filing fee at the time of filing, unless claiming indigence under 13-10-203, MCA, or if exempt from filing under 13-10-211(7), MCA (in which case the candidate shall pay the filing fee at the time of nomination).

Under **13-15-111**, MCA, a write-in candidate who receives the most votes in a general election must file a written Declaration of Acceptance; comply with the provisions of 13-37-126, MCA; and pay the filing fee if not already required to have paid it at the time of filing, or if claiming indigence comply with 13-10-203, MCA.

**FILING FEES FOR COUNTY OFFICES 2014**  
**13-10-202**

**FILING OPENS JANUARY 9, 2014 AND CLOSSES MARCH 10, 2014**

**PRECINCT COMMITTEE PEOPLE DO NOT PAY FILING FEES**

|                                                                                                                                                                                 |                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>COUNTY COMMISSIONER</b> – (6 year term) District #1, Northern part of County, residency within the district for 2 years preceding the election. Voted on countywide. . . . . | <b>Filing Fee: \$327.97</b> |
| <b>CLERK &amp; RECORDER</b> . . . . .                                                                                                                                           | <b>Filing Fee: \$327.97</b> |
| <b>SHERIFF/CORONER</b> . . . . .                                                                                                                                                | <b>Filing Fee: \$367.97</b> |
| <b>COUNTY ATTORNEY</b> . . . . .                                                                                                                                                | <b>Filing Fee: \$506.12</b> |
| <b>COUNTY TREASURER/PUBLIC ADMINISTRATOR</b> . . . . .                                                                                                                          | <b>Filing Fee: \$327.97</b> |
| <b>SUPERINTENDENT OF SCHOOLS</b> . . . . .                                                                                                                                      | <b>Filing Fee: \$319.67</b> |
| <b>JUSTICE OF THE PEACE, DEPT. 1</b> . . . . .                                                                                                                                  | <b>Filing Fee: \$375.26</b> |
| <b>JUSTICE OF THE PEACE, DEPT. 2</b> . . . . .                                                                                                                                  | <b>Filing Fee: \$375.26</b> |
| <b>PRECINCT COMMITTEE REPRESENTATIVES</b>                                                                                                                                       | <b>NO FEE</b>               |

~~~~~

HOW TO FILE

In order for a candidate's name to be placed on the ballot, the candidate must file a [DECLARATION OF NOMINATION](#). The forms are available:

1. At the Flathead County Election Department
2. By downloading a copy from the Flathead County Election Department website at <http://flathead.mt.gov/election>

If you are a candidate and are mailing the **Declaration of Nomination** we suggest that:

- * You make sure that your signature on the Declaration of Nomination is notarized.
- * You enclose the appropriate filing fee in a check or money order.
- * You make 2 copies of the Declaration of Nomination.

Every candidate (except precinct committeemen and women) must file with the Commissioner of Political Practices. <http://politicalpractices.mt.gov>

C1A is required within 5 days of filing for each candidate for a COUNTY office with filing fees



MONTANA 2014 PRIMARY AND GENERAL ELECTION CALENDAR

Secretary of State Linda McCulloch
 Elections and Government Services Division
sos.mt.gov • soselections@mt.gov

Deadline		Statute
January 1 - 31	Period for county election administrators to mail forwardable address confirmation cards to electors on the absentee list	13-13-212
January 9	First day for candidates to file for office	13-10-201
February 23	Deadline for county governing body to change precinct boundaries; must certify changes to election administrator within 3 days, and must deliver legal description and map showing borders of all precincts and districts in which elections are held within the county (election administrators submit copy of map to Secretary of State)	13-3-102 13-3-103
March 3	Deadline to submit new political party petitions to county election administrators	13-10-601
March 10	Deadline for candidates to file for office	13-10-201
	Deadline for candidates to withdraw primary election candidacy	13-10-325
	Deadline for county election administrators to file verified new political party petitions with the Secretary of State	13-10-601
	Deadline for governing bodies to call for local government review	7-3-173
Within 5 days of filing for office	Candidates must file appropriate paperwork with Commissioner of Political Practices in order for their names to appear on the ballot	13-37-201
March 10-18	Period for election administrators to certify to Commissioner of Political Practices the names of all <u>county</u> candidates who complied with MCA Title 13, Chapter 37	13-37-126(1) 13-37-225
March 10-20	Period for Secretary of State to certify names and designations of statewide and state district candidates to election administrators	13-10-208(1)
After March 10	Election administrators determine whether <u>local nonpartisan</u> primary elections and parties' precinct elections need to be held, then notify governing body	13-14-115
March 18	Deadline for Commissioner of Political Practices to notify Secretary of State and election administrators of the names of any candidates that have not complied with the provisions of MCA Title 13, Chapter 37 and therefore that the candidates' names may not appear on the official ballot	13-37-126(3)
March 20	Deadline for governing body to decide that a local nonpartisan primary must be held, if election administrator determines that the election need not be held	13-14-115
Starting not earlier than April 7	Election administrators must publish or broadcast notice specifying the day regular voter registration will close and the availability of late registration (three times in the four weeks preceding close of registration)	13-2-301
April 18	County central committees of parties eligible to nominate candidates in the primary election submit to election administrators lists of electors to serve as election judges	13-4-102
	Election administrators must send ballots to absent military and overseas electors as soon as the ballot is printed and by no later than this date	13-13-205
April 25	Deadline for write-in candidates to file a Declaration of Intent for the primary election	13-10-211
May 4	Date by which legislative candidates must live in appropriate county, if it contains one or more districts, or legislative district, if it contains all or parts of more than one county (for six months next preceding General Election)	Article V Section 4 MT Const

	Deadline for county governing body to designate the polling place for each precinct and to appoint election judges for each precinct	13-3-105(1) 13-4-101
May 5	Close of regular voter registration (registration cards postmarked by this date and received within 3 days are accepted for regular registration)	13-2-301
	Date by which primary election absentee ballots must be available for voting	13-13-205
	Date by which ballots are mailed to electors on the absentee list	13-13-212
	Beginning of period during which election administrators publicly test and certify that each type of voting system used in an election is performing properly	13-17-212
Prior to Primary Election	Any election judge serving in 2014 elections must attend a training and obtain a certificate of instruction prior to the primary election in even-numbered years	13-4-203
	County governing body appoints at least 3 individuals to serve on the county post-election audit committee	13-17-504
May 6	Beginning of late registration	13-2-304
May 8	Registration cards postmarked by May 5 and received by this date are accepted for regular registration	13-2-301(3)
May 15	Deadline for election administrators to enter into statewide voter registration system all voter registration applications received by regular registration deadline	13-2-115
After May 15	Secretary of State certifies the official statewide voter registration list	13-2-115
May 24 - June 1	Election administrators must publish or broadcast: a diagram showing a voting system used by voters and a sample of the ballot layout (in newspaper only), a statement of the locations where voting systems are on public exhibition, and instructions on how to vote	13-17-203
	Election administrators must publish or broadcast locations of the precinct polling places, including accessibility designations for each polling place	13-3-105(2) 13-3-207
May 27	Deadline for independent and minor party candidates to submit signed petitions to county election administrators	13-10-503
May 30	Beginning of period for printing of primary election precinct register	13-2-116
	After 5:00 p.m. - Beginning of period for qualified electors who are prevented from voting at the polls as a result of illness or health emergency, occurring between 5:00 p.m. of the Friday before the election and before the close of polls on election day, to request to vote by special absentee ballot	13-13-211(2) 13-13-212(2)
June 2	Noon - Deadline for election administrator to receive application for absentee ballot	13-13-211(1)
	Noon - Absentee ballots are issued to late registrants up until this time on the day before election day; late registrants who submit a registration card after noon must return to the election office on election day to receive an absentee ballot	13-2-304
	Noon - election administrators must pull supplemental precinct registers	Administrative Procedure
	Election administrators may, at their option, conduct early preparation of absentee ballots	13-13-241 44.3.2204 ARM
	Deadline for independent and minor party candidates to file Declaration of Intent for office; deadline for county election administrators to file independent and minor party candidate petitions with Secretary of State	13-10-503

JUNE 3	PRIMARY NOMINATING ELECTION	13-1-107(1)
	Election administrators must randomly test and certify 5% of each type of voting system (a minimum of one per county), to validate the accuracy of voted paper ballots with the voting system results	44.3.1713(1)(f) ARM
	8:00 p.m. - End of period for qualified electors who are prevented from voting at the polls as a result of illness or health emergency, occurring between 5:00 p.m. of the Friday before the election and before the close of polls on election day, to request to vote by special absentee ballot	13-13-211(2) 13-13-212(2)
	8:00 p.m. - End of late registration (or when all individuals in line at 8:00 p.m. have registered)	13-2-304
June 3 – 9	Period during which the election administrators may open a package containing a precinct register to resolve provisional ballots	13-15-301(2)
June 9	3:00 p.m. - Counting of provisional ballots that are not resolved by the end of election day may not begin prior to this date and time	13-15-107
	3:00 p.m. - Deadline for election administrators to receive Federal Write-In Absentee Ballots (FWABs) that were sent by absent military and overseas electors by 8:00 p.m. on election day	13-21-206
June 10 – 12	Period for State Board of Canvassers to randomly choose races, ballot issue and precincts to be audited for post-election audit	13-17-505
June 11-16	Post-election audits conducted by machine-tabulation counties (after notification by State Board of Canvassers of races, ballot issue and precincts chosen)	13-17-506
By June 17 (at least 1 day after post-election audit, if applicable)	County canvass completed - Board declares nominated the individuals having received the highest number of votes cast for each county-certified office and proclaims the adoption or rejection of county ballot issues	13-15-401 13-15-405 13-17-506
After county canvass is complete	Certificates of nomination may be issued to successful local candidates as soon as the notification of compliance is received from the Commissioner of Political Practices	13-37-127
June 20	Petition signatures due to election administrators for ballot issues; deadline for withdrawal of signatures	13-27-301
Within 5 days of official canvass	Deadline for candidates to initiate contest of primary election nomination (after county or state canvass, as applicable)	13-36-102(1)
	Deadline for unsuccessful primary election candidates to apply for a recount, if applicable (after county or state canvass, as applicable)	13-16-201 13-16-301
	Election administrators send official canvass results to Secretary of State by certified mail	13-15-501
Within 10 days of official canvass	Deadline for successful primary write-in nominees to file a written Declaration of Acceptance (after county or state canvass, as applicable)	13-10-204
June 30	State canvass must be completed – Canvass Board declares nominated the individuals having received the highest number of votes cast for each state-certified office	13-15-502 13-15-507
After state canvass is complete	Certificates of nomination may be issued to successful candidates as soon as the notification of compliance is received from the Commissioner of Political Practices	13-37-127
July 2	Deadline for local government review results to be delivered to the Secretary of State (within 15 days of the date that the results become official)	7-3-174
July 18	Deadline for election administrators to file certified ballot issue petitions in the Secretary of State's office – only signatures on petitions received by this deadline can be tabulated by the Secretary of State	13-27-104

August 11	Deadline for candidates to withdraw general election candidacy	13-10-325
	Last day for local government review commission candidates to file declaration of nomination by 5:00 p.m. (assuming vote is in favor of study commission). Filing fee is not required, all candidates are nonpartisan and there is no primary election.	7-3-176
August 21	Deadline for Secretary of State to certify for the ballot the names of statewide and state district candidates and ballot issues to election administrators; deadline for election administrators to certify for the ballot the names of local candidates and ballot issues	13-12-201
Starting not earlier than September 8	Election administrators must publish or broadcast notice specifying the day regular voter registration will close and the availability of late registration (three times in the four weeks preceding close of registration)	13-2-301
September 19	Election administrators must send ballots to absent military and overseas electors as soon as the ballot is printed and by no later than this date	13-13-205
September 26	Deadline for write-in candidates to file a Declaration of Intent for the general election	13-10-211
October 6	Close of regular voter registration (registration cards postmarked by this date and received within 3 days are accepted for regular registration)	13-2-301
	Date by which general election absentee ballots must be available for voting	13-13-205
	Date by which ballots are mailed to electors on the absentee list	13-13-212
	Beginning of period during which election administrators publicly test and certify that each type of voting system used in an election is performing properly	13-17-212
	Deadline for election administrators to mail a general election voter information pamphlet to voters on the active voter list	13-27-410(4)
Prior to General Election	County governing body appoints at least 3 individuals to serve on the county post-election audit committee (if not already appointed to serve for both the primary and general election)	13-17-504
October 7	Beginning of late registration	13-2-304
October 9	Registration cards postmarked by October 6 and received by this date are accepted for regular registration	13-2-301(3)
October 17	Deadline for election administrators to enter into statewide voter registration system all voter registration applications received by regular registration deadline	13-2-115
After October 17	Secretary of State certifies the official statewide voter registration list	13-2-115
October 25 – November 2	Election administrators must publish or broadcast: a diagram showing a voting system used by voters and a sample of the ballot layout (in newspaper only), a statement of the locations where voting systems are on public exhibition, and instructions on how to vote	13-17-203
	Election administrators must publish or broadcast locations of the precinct polling places, including accessibility designations for each polling place	13-3-105(2) 13-3-207
October 31	Beginning of period for printing of general election precinct register	13-2-116
	After 5:00 p.m. - Beginning of period for qualified electors who are prevented from voting at the polls as a result of illness or health emergency, occurring between 5:00 p.m. of the Friday before the election and before the close of polls on election day, to request to vote by special absentee ballot	13-13-211(2) 13-13-212(2)
November 3	Noon - Deadline for election administrator to receive application for absentee ballot	13-13-211(1)
	Noon - Absentee ballots are issued to late registrants up until this time on the day before election day; late registrants who submit a registration card after noon must return to the election office on election day to receive an absentee ballot	13-2-304

	Noon – election administrators must pull supplemental precinct registers	Administrative Procedure
	Election administrators may, at their option, conduct early preparation of absentee ballots	13-13-241 44.3.2204 ARM
NOVEMBER 4	FEDERAL GENERAL ELECTION	13-1-104(1)
	Election administrators must randomly test and certify 5% of each type of voting system (a minimum of one per county), to validate the accuracy of voted paper ballots with the voting system results	44.3.1713(1)(f) ARM
	8:00 p.m. End of period for qualified electors who are prevented from voting at the polls as a result of illness or health emergency, occurring between 5:00 p.m. of the Friday before the election and before the close of polls on election day, to request to vote by special absentee ballot	13-13-211(2) 13-13-212(2)
	8:00 p.m. - End of late registration (or when all individuals in line at 8:00 p.m. have registered)	13-2-304
November 4-10	Period during which the election administrators may open a package containing a precinct register to resolve provisional ballots	13-15-301(2)
November 10	3:00 p.m. - Counting of provisional ballots that are not resolved by the end of election day may not begin prior to this date and time	13-15-107
	3:00 p.m. - Deadline for election administrators to receive Federal Write-In Absentee Ballots (FWABs) that were sent by absent military and overseas electors by 8:00 p.m. on election day	13-21-206
November 12-13	Period for State Board of Canvassers to randomly choose races, ballot issue and precincts to be audited for post-election audit	13-17-505
November 13-17	Post-election audits conducted by machine-tabulation counties (after notification by State Board of Canvassers of races, ballot issue & precincts chosen)	13-17-506
By November 18 (at least 1 day after post-election audit, if applicable)	County canvass completed - Board declares elected the individuals having received the highest number of votes cast for each county-certified office and proclaims the adoption or rejection of county ballot issues	13-15-401 13-15-405 13-17-506
After county canvass is complete	Certificates of election may be issued to successful local candidates as soon as the notification of compliance is received from the Commissioner of Political Practices	13-37-127
Within 5 days of official canvass	Deadline for unsuccessful general election candidates to apply for a recount, if applicable (after county or state canvass, as applicable)	13-16-201 13-16-301
	Election administrators send official canvass results to Secretary of State by certified mail	13-15-501
Within 10 days of official canvass	Deadline for successful general write-in candidates to file a written Declaration of Acceptance (after county or state canvass, as applicable)	13-10-204
December 1	State canvass must be completed – Canvass Board declares elected the individuals having received the highest number of votes cast for each state-certified office and proclaims the adoption or rejection of state ballot issues	13-15-502 13-15-507
December 3	Deadline for local government review results to be delivered to the Secretary of State (within 15 days of the official canvass)	7-3-174
After state canvass is complete	Certificates of election may be issued to successful candidates as soon as the notification of compliance is received from the Commissioner of Political Practices	13-37-127
After certificates of election are issued	Secretary of State certifies legislative roster	5-2-211



2014 PRIMARY AND GENERAL ELECTION CALENDAR

Montana Secretary of State Linda McCulloch

Elections and Government Services

sos.mt.gov • soselections@mt.gov

Election Information

My Voter Page

Visit the Secretary of State's webpage at sos.mt.gov for the following services on My Voter Page:

- Check your registration status
- Find your polling place, including a map with directions to the polling place
- Check the status of your absentee ballot, if applicable
- See a sample ballot, when available

Filing for Office

Information on filing as a candidate for a statewide, state district, or legislative office can be found at <http://sos.mt.gov/Elections/Filing>.

Late Registration

An elector may register or change the elector's voter registration information after the close of regular registration specified in [13-2-301](#), MCA, and vote in the election if the election administrator in the county where the elector resides receives and verifies the elector's voter registration information prior to the close of polls on election day.

A late registrant may vote in an election only if the elector obtains the ballot in person from the election administrator and returns it to the location designated by the election administrator, either in person or by mail, subject to applicable deadlines.

Pursuant to [13-2-304](#), MCA, election administrators close late registration at noon on the day before election day and reopen late registration on election day. Any elector wishing to register after noon on the day before the election may do so by submitting a voter registration application at the election office the day before election day or on election day during polling hours, and appearing at the election office on election day in order to vote.

Absent military and overseas electors are eligible for late registration, although they are not required to appear at the county election office in order to late register.

Opening and Closing of Polling Places

According to [13-1-106](#), MCA, polls must open from 7:00 a.m. to 8:00 p.m., except that polling places having fewer than 400 registered electors must be open from at least noon to 8:00 p.m. (or until all registered electors in any precinct have voted). Contact your county election office for your polling place hours.

ID for Voting

All voters must present ID when voting at the polling place. ID can be a current photo ID with the voter's name, or if photo ID is not available, a current utility bill, bank statement, paycheck, notice of confirmation of voter registration, government check or other government document that shows the voter's name and current address.

Provisional Ballots

Pursuant to [13-15-107](#), MCA, counting of provisional ballots that are not resolved by the end of election day may not begin prior to 3:00 p.m. the sixth day after the election. Proof of registration or required identification must be provided to the county election office by 5:00 p.m. the day after the election, or mailed to the county election office by the day after the election. Election officials or election workers shall notify each elector who cast a provisional ballot, by the most expedient means possible, whether or not the elector's ballot was counted, and the reason(s) why or why not.

Voter Info

Contact your [Election Administrator](#) at your county election office. Contact the Secretary of State at soselections@mt.gov or at 1-888-884-8683 (VOTE). Mailing address: PO Box 202801, Helena, MT 59620-2801.



Declaration for Nomination and Oath of Candidacy

FOR FILING
OFFICE ONLY

DECLARATION AND OATH OF CANDIDACY TO BE FILED WITH SECRETARY OF STATE OR COUNTY ELECTION ADMINISTRATOR AS APPLICABLE

Filing for office of: _____ _____ Nonpartisan
Full name of office including district and/or department numbers if applicable Name of Political Party

Candidate Name (printed exactly as it should appear on the ballot): _____

Mailing Address: _____
Street or PO Box City Zip

Residence Address: _____
Street City Zip

County of Residence: _____ Home Phone: _____ Work Phone: _____

Email Address: _____ Website Address: _____

FILING FEE – FEE MUST BE PAID BEFORE FILING IS VALID:

Candidate Filing Fee, if applicable, in the amount of \$ _____ is hereby submitted with this Declaration and Oath of Candidacy.

OATH OF CANDIDACY - CANDIDATE MUST SIGN IN THE PRESENCE OF A NOTARY PUBLIC OR AN OFFICER OF THE OFFICE WHERE THIS FORM IS FILED:

I hereby affirm that I possess, or will possess within constitutional and statutory deadlines, the qualifications prescribed by the Constitution and laws of the United States and the State of Montana.

Signature of Candidate Date

NOTARY PUBLIC OR AUTHORIZED OFFICER

State of Montana
County of _____

Signed and sworn to before me this _____ day of _____, 20____ by _____
Printed Name of Candidate

Signature of Notary or Public Official

Printed Name of Notary Public

Notary Public for the State of _____

Residing at: _____

My commission expires: _____, 20____

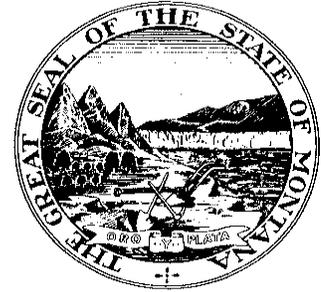
[SEAL/STAMP]

Where to file for Federal, Statewide, State District and Legislative offices:
Montana Secretary of State
State Capitol, 2nd Floor, Room 260
PO Box 202801
Helena, MT 59620-2801
Online: candidates.mt.gov
By Fax: 406-444-2023

Where to file for County, City and most Local District offices:
County Election Office
Flathead County Election Department
800 S Main St. – Room 115
Kalispell, MT 59901

THE STATE OF MONTANA

COMMISSIONER OF POLITICAL PRACTICES
1205 Eighth Avenue
Post Office Box 202401
Helena, MT 59620-2401
TELEPHONE: 406-444-2942
FAX NUMBER: 406-444-1643
WEBSITE: www.politicalpractices.mt.gov



E-MAIL ADDRESS REQUEST

FORM C-1-A STATEMENT OF CANDIDATE

We are continuing to make efforts to reduce agency operating costs. To complement these efforts, I am requesting that each candidate filing a form C-1-A Statement of Candidate provide, if available, their e-mail address and their treasurer's e-mail address. Thereafter, communications from this office will be electronic. To go completely paperless, simply navigate to our Featured Online Services from our homepage, and use our new on-line candidate filing forms.

Thank you for your assistance.

Jonathan Motl
Commissioner

June, 2013

COMMISSIONER OF POLITICAL PRACTICES
1205 Eighth Avenue
Post Office Box 202401
Helena, MT 59620-2401
TELEPHONE: 406-444-2942
FAX NUMBER: 406-444-1643
WEBSITE: www.politicalpractices.mt.gov



INSTRUCTIONS (Revised 11/11) FORM C-1-A STATEMENT OF CANDIDATE

WHO IS REQUIRED TO FILE A FORM C-1-A?

- All candidates campaigning for county and municipal offices must file a Form C-1-A.
- All candidates campaigning for school trustee offices in first-class districts located in counties with populations of 15,000 and more or in county high school districts having student enrollments of 2,000 or more must file a Form C-1-A.

WHAT INFORMATION IS TO BE REPORTED?

Pursuant to Montana Code Annotated §§§ 13-37-201, 13-37-202, and 13-37-205, the following information is required to be reported:

- full name, complete mailing address, and complete street address of the treasurer;
- full name, complete mailing address, and complete street address of any deputy treasurer; and
- full name and complete address of the depository in which the campaign account is located.

Please note:

- *A candidate may appoint himself or herself as the campaign treasurer or deputy treasurer. Such an appointment subsequently may be changed by filing an amended Form C-1-A.*
- *The treasurer of a candidate's campaign is responsible for keeping detailed accounts of all contributions received and expenditures made by the campaign.*
- *The treasurer of a candidate's campaign is the individual to whom correspondence and notices will be sent unless the Commissioner's office is otherwise directed.*
- *A separate bank account must be established for a campaign in which any funds, including the candidate's personal funds, will be received or spent, that is, if Box B or C is checked on the Affidavit of Reporting Status on Form C-1-A.*

In accordance with 44.10.407 Administrative Rules of Montana, if Box B has been checked and more than \$500 subsequently is received and/or expended, an initial financial report (Form C-5) must be filed within five (5) days of exceeding \$500 and financial reports must be filed according to schedule.

WHEN MUST A FORM C-1-A BE FILED?

A Form C-1-A must be filed within five (5) days after receiving or spending money, appointing a campaign treasurer, or filing for office, whichever occurs first.

WHERE MUST A FORM C-1-A BE FILED?

- One copy is to be filed with the Commissioner of Political Practices at the address above. The report may be faxed provided the original report is submitted to the Commissioner immediately thereafter. The Commissioner's fax number and mailing address are provided above.
- One copy is to be filed with the Election Administrator of the candidate's resident county or, in the case of a school election, with the district clerk.
- One copy is to be retained for the candidate's records.

COMMISSIONER OF POLITICAL PRACTICES
1205 Eighth Avenue
Post Office Box 202401
Helena, MT 59620-2401
TELEPHONE: 406-444-2942
FAX NUMBER: 406-444-1643
WEBSITE: www.politicalpractices.mt.gov

Form C-1-A (Revised 11/11)

Statement of Candidate

TO BE FILED by CANDIDATE for COUNTY, MUNICIPAL or SCHOOL OFFICE
ORIGINAL FILING **AMENDED FILING**

TYPE OR PRINT IN INK ALL INFORMATION WITH EXCEPTION OF SIGNATURE

FOR OFFICE USE ONLY
Date Received and Postmark Date

FULL NAME OF CANDIDATE _____
COMPLETE DESCRIPTION OF OFFICE SOUGHT _____
PARTY AFFILIATION, if any _____ **COUNTY OF RESIDENCE** _____
COMPLETE MAILING ADDRESS _____
(Including City, State, Zip Code)
COMPLETE STREET ADDRESS _____
(Including City, State, Zip Code)
E-Mail Address (Please Print) _____ **Home Telephone Number** _____ **Work Telephone Number** _____ **Facsimile Number** _____

FULL NAME OF CAMPAIGN TREASURER _____
(Must be registered to vote in Montana)
COMPLETE MAILING ADDRESS _____
(Including City, State, Zip Code)
COMPLETE STREET ADDRESS _____
(Including City, State, Zip Code)
E-Mail Address (Please Print) _____ **Home Telephone Number** _____ **Work Telephone Number** _____ **Facsimile Number** _____

FULL NAME OF DEPUTY TREASURER, if any _____
(Must be registered to vote in Montana)
COMPLETE MAILING ADDRESS _____
(Including City, State, Zip Code)
E-Mail Address (Please Print) _____ **Home Telephone Number** _____ **Work Telephone Number** _____ **Facsimile Number** _____

CAMPAIGN ACCOUNT INFORMATION
FULL NAME OF BANK _____
COMPLETE ADDRESS _____
(Including City, State, Zip Code)

AFFIDAVIT OF REPORTING STATUS (Check one) *If B or C box is checked, a treasurer and bank must be designated.*
A I certify that I will not receive or expend any funds (including personal funds) in support of my candidacy for above office.
B I certify that I expect the total amount of contributions or expenditures will not exceed \$500 (including personal funds); however, if more than \$500 is received and/or expended, within 5 days of reaching this threshold I will file an initial financial report (form C-5) and I will file additional financial reports according to schedule.
C I expect to receive contributions and/or make expenditures exceeding \$500 (including personal funds). I will file financial reports (form C-5) according to schedule.

CERTIFICATION: I hereby verify that the foregoing statements are true and correct.
Candidate's Signature _____ Date _____