

# Special District Write-In Candidate Filing Guidelines

## May Election (odd-numbered year)

### **Districts scheduled to hold Candidate Elections:**

- Auditorium
- Highway
- Hospital
- Library
- Recreational Water and Sewer (Conducted by the district)
- Water and Sewer School
- Weather Modification

### **Filing Deadline:**

Declarations of Intent for Write-In candidates must be submitted to the Clerk or Secretary of the District no later than 5 pm on the 45<sup>th</sup> day before the Election (I.C. 34-1407).

### **Withdrawal Deadline:**

Candidates may submit a Notarized Statement of Withdrawal to the Clerk or Secretary of the District no later than 5 pm on the 45<sup>th</sup> day before the Election (I.C. 34-1405A).

## November Election (odd-numbered year)

### **Districts scheduled to hold Candidate Elections:**

- Cemetery
- Cities
- Fire Protection
- Recreation
- School Board Trustees

### **Filing Deadline:**

Declarations of Intent for Write-In candidates must be submitted to the Clerk or Secretary of the District no later than 5 pm on the 45<sup>th</sup> day before the Election (I.C. 34-1407).

**Cities:** Declarations of Intent for Write-In candidates for City elections must be submitted to the City Clerk no later than 5 pm on the 28<sup>th</sup> day before the Election (I.C. 50-410 and 34-702A). (**NOTE:** Cities have their own filing forms and petition sheets).

### **Withdrawal Deadline:**

Candidates may submit a Notarized Statement of Withdrawal to the Clerk or Secretary of the District no later than 5 pm on the 45<sup>th</sup> day before the Election (I.C. 34-1405A).

## Special Districts: Required Forms for Filing for May or November Elections:

### Declaration of Intent – Form EC-2A

1. Print name of the Candidate.
  - a. Enter the Office Title, Election and Date of Election, and Candidate Residence Address.
2. Signature of Candidate must be notarized.

## Candidate Filing Information Write-In Candidates Special Districts

This information is subject to amendatory change during the session of the Idaho Legislature. If changes occur, an updated version will be made available.

### Districts scheduled to hold Candidate Elections (odd-numbered year):

#### May Election

- Auditorium
- Highway
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- Water and Sewer
- Weather Modification

#### November Election

- Cemetery
- Cities
- Fire Protection
- Recreation
- School Board Trustees

### Filing Requirements

For a candidate to have their name counted when written-in on the ballot, the candidate is required to:

1. File a Declaration of Intent with the Clerk or Secretary of the District no later than 5 pm on the last day to file.

### Declaration of Intent - Form EC-2B

When completing the Declaration of Intent, be sure to complete all fields and questions. Also, please note:

1. You must **be registered in the district, and if applicable, the sub-district or zone.** (Contact your County Clerk to verify that you are registered in the district, and if applicable, the sub-district or zone.)
2. The signature of the candidate must be notarized.

Any incomplete or missing information may void your filing.

Should you have additional questions, please do not hesitate to contact either the Clerk or Secretary of the District or the County Clerk's Office.

### Campaign Finance?

Candidates should contact either the Clerk or Secretary of the District or the County Clerk's Office to verify if there are any campaign finance reporting requirements prior to announcing candidacy, accepting donations or spending money.

# Completing Declaration of Intent Special Districts

## Section 1: Office Information

1. Enter the name of the office that you will be a candidate for to the right of “Write-in for the Office of”.
2. Enter the name of the District to the right of “District Name”.
3. Enter the name or number of the sub-district, zone, position or seat to the right of “Sub-district, zone, seat or position (if applicable)”.

## Section 2: Candidate Information

1. Enter your First Name, Middle Initial, Last Name and Suffix, if applicable, as it appears on your voter registration record.
2. Enter your Residence Address (no PO Box address allowed), including the street number, street name, City, State, Zip Code and County, as it appears on your voter registration record.
3. Enter your Mailing Address if it is different than your Residence Address.

## Section 3: Certification

1. Carefully read the certification.
2. Enter the date of the election in the certification.
3. **In the presence of a notary**, sign and date the Declaration of Intent.
  - a. The notary will then complete the bottom portion of the Declaration of Intent.

## Questions

1. Contact either the Clerk or Secretary of the District or the County Clerk’s Office.

# Declaration of Intent Write-In Candidate - Special Districts

## Office Information

Write-in for the Office of:

District Name:

Sub-district, zone, seat or position (if applicable):

## Candidate Information

Candidate Name (As it appears on your voter registration record)

First

MI

Last

Suffix

Residence Address (As it appears on your voter registration record)

Street Address

City

State

Zip Code

County

Mailing Address

Street Address

City

State

Zip Code

County

## Certification

I, the undersigned, being a resident of the State of Idaho and of the County listed above, do hereby declare my intent to be a write-in candidate for the office and, if applicable, the sub-district, zone, seat or position entered above to be voted on at the Election to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ and I certify that the information on this Declaration is true and accurate.

I further certify that I possess the legal qualifications to hold said office.

Dated: \_\_\_\_\_ Candidate Signature: \_\_\_\_\_

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

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

Notary Public in and for the State of Idaho, residing at

(Notary Seal)

My Commission Expires: \_\_\_\_\_

# Write-In Candidate Contact Information Form Taxing Districts

As a candidate in Kootenai County, your contact information will allow us to contact you with any important election information. Please include your name, address where you can be reached, phone number, etc.

Please provide the information that you would like to share with the public for purposes of your candidacy on the form below.

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Candidate name

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Address

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City, State, Zip

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Mailing Address

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City, State, Zip

---

Phone

---

E-mail address

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Candidate Signature

Acceptable Names for Write-In

Last

First

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# Special District Certification of Write-In Candidate to County Clerk

## Clerk of the District

Upon receipt of the Declaration of Intent:

1. Stamp or write the date and time of receipt on the front of the Declaration of Intent.
3. Complete the fields and statement below.
4. Transmit a copy of this Certification along with a copy of the Declaration of Intent to the County Clerk for election preparation.

## Candidate name being Certified to the County Clerk:

## Office Information for Election Preparation

Filing for the Office of:

District Name:

Sub-district, zone, seat or position (if applicable):

## Certification

I, \_\_\_\_\_, certify that the qualifications of the candidate listed above have been verified and that the individual meets the requirements to run for the office indicated above and on the attached Declaration of Intent to be voted on at the Election to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated: \_\_\_\_\_

Signature of the Clerk or Representative of the District:

\_\_\_\_\_

## IMPORTANT:

1. Verification of the candidate's qualifications should occur immediately upon receipt of the filing. This allows the candidate time to correct any errors in the filing.
2. Certification to the County Clerk should occur upon the verification of the candidate's qualifications. To assist the County Clerk in election preparation, do not HOLD these until the last day of filing.