

SYRACUSE CITY



SYRACUSE
EST. CITY 1935

CANDIDATE GUIDE TO ELECTIONS

2017



June 1, 2017

Dear Candidate:

Congratulations on your decision to run for elected office in Syracuse City!

This Candidate Guide to Elections has been prepared to provide basic information you will need to know about the election process in Syracuse City. I hope you will find it helpful.

According to the State Election Code the City Recorder is responsible for supervising the candidate filing process for municipal elections as well as the elections themselves. If you have any questions or concerns or simply need more information regarding elections please feel free to contact me at 614-9633 or visit my office at City Hall, 1979 W. 1900 S.

Best wishes for a successful campaign.

Sincerely,

Cassie Z. Brown, MMC
Syracuse City Recorder

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SYRACUSE CITY FORM OF GOVERNMENT

Syracuse City is governed by the Six-Member Council Form of Government in accordance with Section 10-3b-301 et seq of Utah Code Annotated. The Governing Body consists of six members, of which one is the Mayor who exercises ceremonial and administrative function, and five Councilmembers. The Mayor votes only in the case of a tie, on an ordinance that enlarges or restricts the mayor's powers, or in the appointment or dismissal of a City Manager. The Governing Body is responsible for exercising the legislative and executive powers of the City.

The Mayor and all five Councilmembers are elected at-large by the voters of Syracuse City for a term of four years. Council terms are staggered so only three seats are up for election at one time, and the other two seats are up for election in conjunction with the Mayoral election. Three Council seats are open for election in 2015.

Syracuse Municipal Code, Title 2, Chapter 3 – Mayor (summarized)

- The Mayor is the Chief Executive Officer of Syracuse City.
- The Mayor is the Chairperson of the City Council and shall preside at all meetings of the Governing Body. The Mayor shall, from time to time, give the Council information concerning the affairs of the City and shall recommend for their consideration such measures as the Mayor may deem expedient.
- The Mayor, with advice and consent of the City Council, shall appoint a qualified person to each of the offices of City Recorder, City Treasurer, and City Police Chief. The Mayor, with advice and consent of the City Council, shall appoint all Department Heads.
- The Mayor may be the budget officer of the City, or he may appoint, with the approval of the City Council, some other person to exercise the functions of the budget officer position. On or before May 1 of each year, the budget officer shall prepare for the ensuing budget year and file with the City Council a tentative budget for each fund for which a budget may be required.
- The Mayor shall perform all other duties prescribed by law or ordinance and shall see that the laws and ordinances are faithfully executed.

The Mayor shall be paid a salary of \$837.00 per month and is eligible to be reimbursed for actual travel expenditures related to official duties conducted outside of the City, in addition to the above salary compensation.

Syracuse Municipal Code, Title 2, Chapter 2 – City Council (summarized)

- The City Council is the legislative body of the municipality and shall exercise the legislative powers and perform legislative duties and functions of the municipality.
- The City Council may adopt rules and regulations, not inconsistent with statute, for the efficient administration, organization, operation, conduct, and business of the municipality.
- The City Council may prescribe by resolution additional duties, powers, and responsibilities for any elected or appointed municipal official, unless prohibited by statute.
- The City Council may take any action allowed under Utah Code Ann. § 10-8-84, as amended. The City Council may enforce obedience to such ordinances with such fines or penalties as they may deem proper. The minimum number of “yes” votes required to pass any ordinance, resolution, or to take any action by the Governing Body, unless otherwise prescribed by law, shall be three (3). Any ordinance, resolution, or motion of the Governing Body having fewer favorable votes than required herein shall be deemed defeated and invalid; except in the following: fewer votes may compel attendance of absentees, may adjourn a meeting from time to time, and may fill a vacancy in the Governing Body.

- The City Council shall determine its own rules of proceedings, and may fine or expel any of its members for disorderly conduct upon an affirmative majority vote of those members present.
- The City Council shall appoint judges of election, designate the places of voting, canvass the result, and issue certificates of election to each person elected.
- On or before June 22 each year the City Council shall by resolution or ordinance adopt a budget for the ensuing fiscal year.
- Not later than June 22 of each year, or August 17 in the case of a property tax rate increase, the City Council shall levy taxes on the real and personal property within the City made taxable by law for the various municipal purposes.
- The City Council shall have the right to make improvements within the city, subject to the conditions established by law regulating such improvements. To defray the cost and expense of such improvements, the City Council may levy by ordinance special taxes and assessments upon property which may be affected or specially benefited by such improvements.

The City Council meets twice each month. On the second Tuesday of each month the Council meets in a Business Meeting at 6:00 p.m.; on the fourth Tuesday of each month the Council meets in an extended work session, which begins at 6:00 p.m. The Council also performs the role of the Redevelopment Agency Board and the Municipal Building Authority during specially called meetings of either entity. All meetings of the Council are held in compliance with the provisions of the Open and Public Meetings Act. The books, records and accounts of the Council are kept in the office of the City Recorder.

If the Mayor is absent, unable to act, or refuses to act, the City Council shall elect one of its number to preside over the meeting and to act as the Mayor Pro Tempore. During the Mayor's absence/inactivity, the Mayor Pro Tempore shall possess the powers and duties of Mayor, but shall retain his or her power and authority as a member of the City Council and shall be entitled to vote as a member of the City Council on all matters. The City Council may annually designate the Mayor Pro Tempore and two additional persons, in specific order of succession, as emergency interim successors to act in the absence/inactivity of the Mayor.

Each City Councilmember shall be paid a salary of \$382.50 per month and is eligible to be reimbursed for actual travel expenditures related to official duties conducted outside of the City, in addition to the above salary compensation.

HOW TO BECOME A CANDIDATE

Qualifications for Candidacy

Anyone wishing to file for candidacy must meet the following qualifications:

- Be a United States citizen at time of filing;
- Be a registered voter;
- Be a resident of Syracuse City or resident of a recently annexed area for a period of 12 consecutive months immediately preceding the date of election.

Declaration of Candidacy

Candidates must file a "***Declaration of Candidacy***" form with the City Recorder (see Page 6, Exhibit A). Candidates may file in the City Recorder's Office on any business day during the hours of 8:00 a.m. to 5:00 p.m., from June 1, 2017 to June 7, 2017. A filing fee of \$25 is required.

Any resident of Syracuse City may nominate a candidate by filing a "***Nominating Petition***" with the City Recorder (see Page 7, Exhibit B). The petition must be signed by 25 residents of Syracuse City who are at least 18 years old. Those who sign need not be registered voters.

Any candidate may withdraw candidacy by filing a "***Withdrawal of Candidacy***" affidavit with the City Recorder any time up to 23 days before the election (see Page 10, Exhibit C).

Immediately following the filing deadline, the City Recorder will publish the names of the candidates in the Standard-Examiner. Any ***Declaration of Candidacy*** or ***Nominating Petition*** is valid unless a written objection is filed with the City Recorder within five days after the last day for filing. If an objection is made, the City Recorder will immediately mail or personally deliver notice of the objection to the affected candidate, and decide on any objection within 48 hours after it is filed. If the City Recorder sustains the objection, the candidate may correct the problem by either amending the declaration/nominating petition or filing a new declaration within three days after the objection is sustained. Objections may be filed for such things as whether a candidate meets residency requirements or is a registered voter.

Exhibit A

DECLARATION OF CANDIDACY

I, _____, being first duly sworn, say that I reside at _____, City of Syracuse, County of Davis, State of Utah; and do hereby declare my intention of becoming a candidate for nomination to the office of:

- Mayor – (four year term)
 Councilmember – (four year term)
 Councilmember – (two year term)

to be voted upon at the Primary Election to be held in the City of Syracuse on Tuesday, **August 15, 2017** and I hereby request that my name be printed upon the official primary ballot for nomination by such primary election of such office.

I do solemnly swear that: I will meet the qualifications to hold the office, both legally and constitutionally, if selected; I reside at the address listed above; I will not knowingly violate any law governing campaigns and elections; I will file all campaign financial disclosure reports as required by law and or County Ordinance; and I understand that failure to do so will result in my disqualification as a candidate for this office and removal of my name from the ballot. I will qualify for the office if elected to it:

- U. S. Citizen at time of filing.
- A registered voter in the city/district.
- At least a one year resident of the city/district immediately before the date of the election.
- If ever been convicted of a felony:
 - All felony convictions have been expunged; or
 - 10 years have passed since the most recent felony conviction, and
 - All court-ordered fines and penalties have been paid
 - Probation is completed
 - Parole has been granted
 - Term of incarceration is completed

Print name exactly how it is to be printed on the official ballot.

First		Middle		Last		Suffix	
Phone			E-mail for Official Communication				
Website				Campaign E-mail			
Residence Address				Mailing Address	<input type="checkbox"/>	Same as Residence	
City	State	Zip	City	State	Zip		
	UT			UT			

Signature of filing candidate

Date

Subscribed and sworn to before me by _____

on this _____ day of _____, 2017.

NOTARY PUBLIC or RECORDER QUALIFIED TO
ADMINISTER OATH

Filing Fee of \$25 accepted by: _____

Please read and initial:

_____ The filing officer read the constitutional and statutory requirements as listed above to me, and I meet those qualifications.

_____ I understand that my name will appear on the ballot as it is printed on this declaration of candidacy, and that I may not make any amendments or modifications after the close of the filing period.

_____ I have provided a valid email and I understand this will be used for official communications and updates from election officials. If no email is available I have provided a valid physical address.

_____ I have received a copy of Section 20A-7-801 regarding the Statewide Electronic Voter Information Website Program and its applicable deadline.

_____ I have received a copy of the Pledge of Fair Campaign Practices, and I understand that signing this pledge is voluntary.

_____ I have received a copy of Syracuse City Ordinance Campaign Finance Disclosure Requirements and agree to read and follow its requirements.

_____ I agree to file all campaign financial disclosure reports, and I understand that failure to do so may result in my disqualification as a candidate for this office and removal of my name from the ballot as well as other penalties in accordance with Syracuse City Ordinance.

The undersigned person who is submitting this petition to the City Recorder further states the above named nominee is:

- A United States Citizen;
- A resident of Syracuse City and will have been such for a period of 12 consecutive months immediately preceding the date of the election.
- A registered voter.

Submitted by: _____

Name

Address

Phone

Received by: _____
City Recorder

Date

Exhibit C

WITHDRAWAL OF CANDIDACY

I _____, say that I have filed a declaration of candidacy or have been nominated as a candidate by a nominating petition.

I hereby request that my name be removed from the official primary/general ballot for nomination to the office of:

- Mayor – (four year term)
- Councilmember – (four year term)
- Councilmember – (two year term)

Pursuant to Utah Code Annotated §78B-5-705 (2008) I declare under criminal penalty of the State of Utah that the foregoing is true and correct.

Executed on _____, 2017

Signature

MUNICIPAL CAMPAIGN FINANCIAL REPORTING

Contributions

Section 10-3-208 of the Utah Code as well as Section 2.35.010 of the Syracuse City Code provide regulations for campaign and financial reporting. Please familiarize yourself with this information prior to commencing your campaign.

Financial Statements to be Filed

Candidates eliminated at a primary election must file a campaign financial statement, signed and verified by the candidate, not later than 30 days after the primary election (**September 14, 2017**).

Each candidate who is not eliminated at a primary election must file with the City Recorder a ***“Report of Contributions & Expenditures for Candidates”***, signed by the candidate, by 5:00 p.m., on the following dates:

- **October 31, 2017** - Seven days before the general election.
- **December 7, 2017** - Not later than 30 days after the date of the general election.

In the event a candidate has no contributions or expenditures during a reporting period, a financial statement **must still be filed** which states there were no contributions received or expenditures made.

Financial Statement Format

The campaign financial statement (***“Report of Contributions & Expenditures for Candidates”***) must include an itemized list and total of both expenditures made and contributions received through the close of each reporting date. Forms will be provided by the City Recorder. The reporting date for each statement shall be ten days before the general election, and the date of filing for a campaign finance statement required to be filed no later than 30 days after a primary or general election. Each financial statement shall report all of the candidate’s itemized and total:

- Campaign contributions, including in-kind and other nonmonetary contributions, received before the close of the reporting date; and
- Campaign expenditures made through the close of the reporting date; and
- Identify:
 - for each contribution that exceeds \$50 for each calendar year, the amount of the contribution and the name of the donor;
 - the aggregate total of all contributions that individually do not exceed the reporting limit; and
 - for each campaign expenditure, the amount of the expenditure and the name of the recipient of the expenditure; **OR**
- Report the total amount of all campaign contributions and expenditures if the candidate receives \$500 or less in campaign contributions and spends \$500 or less on the candidate's campaign.

All personal campaign statements will be open to public inspection and copying at the office of the City Recorder during normal business hours, and will be preserved by the City Recorder for a period of no less than five years from January 1st of the year following the election for which they are filed.

Financial Statement Review

The City Recorder will inspect all financial statements within two days after filing. If it either appears that a candidate has failed to file a statement as required by law, or if it appears the statement filed does not conform to law, or if a written complaint is filed by a candidate or voter that a filed statement does not conform to law, the City Recorder will notify the delinquent candidate in writing, requesting compliance with the law. Such notices may be delivered in person to the candidate or to a person of suitable age and discretion at the address of the candidate, or by certified mail to the candidate.

Failure to Comply - Penalties

Upon the failure of any candidate to file a financial statement no later than seven days before the date of the municipal general election, the City Recorder shall inform the appropriate election official who shall either remove the candidates' name from the ballot or inform voters that the candidate has been disqualified. In such case, the election official may not count any votes for that candidate.

A private party in interest may bring a civil action in district court to enforce the provisions of this law. In such a civil action, the court may award costs and attorney fees to the prevailing party.

Exhibit D

CANDIDATE ELIMINATION AT PRIMARY REPORT OF CONTRIBUTIONS AND EXPENDITURES

Name of Candidate

Candidate for:

- Mayor – (four year term)
- Councilmember – (four year term)
- Councilmember – (two year term)

Street Address

City & Zip

REPORT DUE DATE:

SEPTEMBER 14, 2017

REPORT VERIFICATION (Due with each report)

I, _____, as Candidate, being duly sworn, say the foregoing is a full and true statement or account of all contributions made or received by myself, and of the disposition thereof made and all liabilities incurred to my knowledge and that all contributions and expenditures not heretofore reported have been reported and that there are no bills or obligations outstanding and unpaid except as set forth in the report.

Signature of Candidate

Subscribed and sworn to before me by _____
this _____ day of _____, 2017.

NOTARY PUBLIC

Exhibit D continued

CANDIDATE CAMPAIGN FINANCIAL STATEMENT SUMMARY SHEET

For report due September 14, 2017

Name of Candidate

Candidate for:

Councilmember – (four year term)

Street Address

City & Zip

			TOTALS
1	Balance carried forward from last report (Summary of contributions, expenditures, loans & debts reported in previously filed financial statement)		\$
2	Aggregate total of all contributions of \$50 or less during this reporting period (From the table in Attachment A)	\$	
3	Total of contributions from donors who gave more than \$50 during this reporting period (From the table in Attachment A - names, addresses, dates & amounts need to be included on the attachment)	\$	
4	Total contributions as of this report (Add lines 2 and 3)		\$
5	Total expenditures made or obligations incurred during this reporting period (From the table in Attachment B - names, addresses, dates, amounts & purposes need to be included on the attachment)		\$
6	BALANCE AT THE END OF REPORTING PERIOD (Add lines 1 & 4, then deduct line 5 for the balance)		\$

Exhibit D Continued
Attachment A

CONTRIBUTIONS RECEIVED
For report due September 14, 2017

Name of Candidate

Contribution means:

1. A gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value.
2. A contract, promise or agreement express or implied whether or not legally enforceable to make a contribution.
3. A transfer of funds from a political committee, a party committee, another candidate, or an officeholder, to a candidate.
4. A payment for the personal services of another person by a person other than the candidate for services rendered to the candidate.
5. Goods or services provided at less than fair market value to or for the benefit of a candidate.

Contribution does not mean:

1. Personal services provided without compensation by individuals volunteering their time on behalf of a candidate.
2. A loan of money by a national or state bank made in accordance with the applicable banking laws and regulations and in the ordinary course of business.

Total of all contributions of \$50 or less received from any individual since the last report	\$
Total of all contributions in excess of \$50 including in-kind contributions (Please list the date received, name and address of the contributor, the amount received, and the purpose of the contribution on the reverse side of this form)	\$

Exhibit D Continued
Attachment B

CAMPAIGN EXPENDITURES
For report due September 14, 2017

Name of Candidate _____

Expenditure means:

1. A purchase, payment, donation, distribution, loan, advance, deposit, gift of money or anything of value made for the purpose of influencing the nomination or election of any candidate.
2. A contract, promise or agreement express or implied whether or not legally enforceable to make any expenditure.
3. A transfer of funds by a candidate to another candidate or a political committee.
4. Goods or services provided to or for the benefit of another candidate, or a political committee for political purposes at less than fair market value.

DATE OF EXPENDITURE	PERSON/ORGANIZATION TO WHOM DISBURSEMENT WAS MADE	ADDRESS	AMOUNT	PURPOSE OF DISBURSEMENT
TOTAL				

(Attach additional sheets if necessary)

Exhibit E

REPORT OF CONTRIBUTIONS & EXPENDITURES FOR CANDIDATES

Name of Candidate

Street Address

Street Address

City & Zip

Candidate for:

- Mayor – (four year term)
 Councilmember – (four year term)
 Councilmember – (two year term)

REPORT DUE DATE:

OCTOBER 31, 2017

REPORT VERIFICATION (Due with each report)

I, _____, as Candidate, being duly sworn, say the foregoing is a full and true statement or account of all contributions made or received by myself, and of the disposition thereof made and all liabilities incurred to my knowledge and that all contributions and expenditures not heretofore reported have been reported and that there are no bills or obligations outstanding and unpaid except as set forth in the report.

Signature of Candidate

Subscribed and sworn to before me by _____
this _____ day of _____, 2017.

NOTARY PUBLIC

Exhibit E Continued

CANDIDATE CAMPAIGN FINANCIAL STATEMENT SUMMARY SHEET

For report due October 31, 2017

Name of Candidate

Candidate for:

Councilmember – (four year term)

Street Address

City & Zip

			TOTALS
1	Balance carried forward from last report (Summary of contributions, expenditures, loans & debts reported in previously filed financial statement)		\$
2	Aggregate total of all contributions of \$50 or less during this reporting period (From the table in Attachment A)	\$	
3	Total of contributions from donors who gave more than \$50 during this reporting period (From the table in Attachment A - names, addresses, dates & amounts need to be included on the attachment)	\$	
4	Total contributions as of this report (Add lines 2 and 3)		\$
5	Total expenditures made or obligations incurred during this reporting period (From the table in Attachment B - names, addresses, dates, amounts & purposes need to be included on the attachment)		\$
6	BALANCE AT THE END OF REPORTING PERIOD (Add lines 1 & 4, then deduct line 5 for the balance)		\$

Exhibit E Continued
Attachment A

CONTRIBUTIONS RECEIVED
For report due October 31, 2017

Name of Candidate

Contribution means:

1. A gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value.
2. A contract, promise or agreement express or implied whether or not legally enforceable to make a contribution.
3. A transfer of funds from a political committee, a party committee, another candidate, or an officeholder, to a candidate.
4. A payment for the personal services of another person by a person other than the candidate for services rendered to the candidate.
5. Goods or services provided at less than fair market value to or for the benefit of a candidate.

Contribution does not mean:

1. Personal services provided without compensation by individuals volunteering their time on behalf of a.
2. A loan of money by a national or state bank made in accordance with the applicable banking laws and regulations and in the ordinary course of business.

Total of all contributions of \$50 or less received from any individual since the last report	\$
Total of all contributions in excess of \$50 including in-kind contributions (Please list the date received, name and address of the contributor, the amount received, and the purpose of the contribution on the reverse side of this form)	\$

Exhibit E Continued
Attachment B

CAMPAIGN EXPENDITURES
For report due October 31, 2017

Name of Candidate _____

Expenditure means:

1. A purchase, payment, donation, distribution, loan, advance, deposit, gift of money or anything of value made for the purpose of influencing the nomination or election of any candidate.
2. A contract, promise or agreement express or implied whether or not legally enforceable to make any expenditure.
3. A transfer of funds by a candidate or to another candidate or a political committee.
4. Goods or services provided to or for the benefit of another candidate, or a political committee for political purposes at less than fair market value.

DATE OF EXPENDITURE	PERSON/ORGANIZATION TO WHOM DISBURSEMENT WAS MADE	ADDRESS	AMOUNT	PURPOSE OF DISBURSEMENT
TOTAL				

(Attach additional sheets if necessary)

Exhibit F

FINAL REPORT OF CONTRIBUTIONS & EXPENDITURES FOR CANDIDATES

Name of Candidate

Street Address

City & Zip

Candidate for:

- Mayor – (four year term)
 Councilmember – (four year term)
 Councilmember – (two year term)

REPORT DUE DATE:

DECEMBER 7, 2017

REPORT VERIFICATION (Due with each report)

I, _____, as Candidate, being duly sworn, say the foregoing is a full and true statement or account of all contributions made or received by myself, and of the disposition thereof made and all liabilities incurred to my knowledge and that all contributions and expenditures not heretofore reported have been reported and that there are no bills or obligations outstanding and unpaid except as set forth in the report.

Signature of Candidate

Subscribed and sworn to before me by _____
this _____ day of _____, 2017.

NOTARY PUBLIC

Exhibit F Continued

CANDIDATE CAMPAIGN FINANCIAL STATEMENT SUMMARY SHEET

For report due December 7, 2017

Name of Candidate

Street Address

City & Zip

Candidate for:

- Mayor – (four year term)
 Councilmember – (four year term)
 Councilmember – (two year term)

			TOTALS
1	Balance carried forward from last report (Summary of contributions, expenditures, loans & debts reported in previously filed financial statement)		\$
2	Aggregate total of all contributions of \$50 or less during this reporting period (From the table in Attachment A)	\$	
3	Total of contributions from donors who gave more than \$50 during this reporting period (From the table in Attachment A - names, addresses, dates & amounts need to be included on the attachment)	\$	
4	Total contributions as of this report (Add lines 2 and 3)		\$
5	Total expenditures made or obligations incurred during this reporting period (From the table in Attachment B - names, addresses, dates, amounts & purposes need to be included on the attachment)		\$
6	BALANCE AT THE END OF REPORTING PERIOD (Add lines 1 & 4, then deduct line 5 for the balance)		\$

Exhibit F Continued
Attachment A

CONTRIBUTIONS RECEIVED
For report due December 7, 2017

Name of Candidate

Contribution means:

1. A gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value.
2. A contract, promise or agreement express or implied whether or not legally enforceable to make a contribution.
3. A transfer of funds from a political committee, a party committee, another candidate, or an officeholder to a candidate.
4. A payment for the personal services of another person by a person other than the candidate for services rendered to the candidate.
5. Goods or services provided at less than fair market value to or for the benefit of a candidate.

Contribution does not mean:

1. Personal services provided without compensation by individuals volunteering their time on behalf of a candidate.
2. A loan of money by a national or state bank made in accordance with the applicable banking laws and regulations and in the ordinary course of business.

Total of all contributions of \$50 or less received from any individual since the last report	\$
Total of all contributions in excess of \$50 including in-kind contributions (Please list the date received, name and address of the contributor, the amount received, and the purpose of the contribution on the reverse side of this form)	\$

Exhibit F Continued
Attachment B

CAMPAIGN EXPENDITURES
For report due December 7, 2017

Name of Candidate _____

Expenditure means:

1. A purchase, payment, donation, distribution, loan, advance, deposit, gift of money or anything of value made for the purpose of influencing the nomination or election of any candidate.
2. A contract, promise or agreement express or implied whether or not legally enforceable to make any expenditure.
3. A transfer of funds by a candidate to another candidate or a political committee.
4. Goods or services provided to or for the benefit of another candidate, or a political committee for political purposes at less than fair market value.

DATE OF EXPENDITURE	PERSON/ORGANIZATION TO WHOM DISBURSEMENT WAS MADE	ADDRESS	AMOUNT	PURPOSE OF DISBURSEMENT
TOTAL				

(Attach additional sheets if necessary)

CAMPAIGN REGULATIONS

Electioneering

"Electioneering" includes any oral, printed, or written attempt to persuade persons to refrain from voting or to vote for or vote against any candidate or issue.

The State Election Law prohibits "electioneering" on the day of any election within a polling place or in any public area within 150 feet of the building where a polling place is located. **This includes the display of political campaign signs.**

Posting of Political Signs on Public Property

Each candidate for elected office should be aware of the regulations in the Syracuse City Municipal Code regarding political signs and signposting on public property; these regulations can be found in the Syracuse City Code in Chapter 10.45 by using the following link: <http://www.codepublishing.com/ut/syracuse/>.

Political Activity by Syracuse City Employees

The City's Personnel Policy Manual includes provisions prohibiting certain political activities by its non-elected officers and employees. The provisions were adopted with the intent to avoid conflicts of interest and unreasonable disruption of City operations, and to maintain good working relationships, the undivided loyalty of officers and employees, and the integrity of public service. The political activity provisions of the Personnel Policy Manual are as follows:

- An employee shall not be coerced to support a political activity, whether funds or time are involved.
- An employee shall not engage in political activity during work hours, unless on approved leave.
- An employee shall not use Syracuse City owned equipment, supplies, resources, and other attendant expenses (discs, paper, computer online access, etc.) when engaged in political activity.
- An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
- An employee shall not use the employee's title or position while engaging in political activity.

It is unlawful to place any campaign posters, handbills, etc., in City buildings or on City property, or cause the same to be distributed through inter-office mailboxes to City employees.

GENERAL INFORMATION

Vote-By-Mail

State law allows municipalities to conduct their elections entirely by mail and Syracuse City has selected this option for 2017 elections. Ballots will be mailed to all registered voters 28 days before each Election Day. Voters have three easy ways to return their ballot: via mail; at a drop box at City Hall; or at a Vote Center on Election Day. The Syracuse City Community Center will be used as one Vote Center in Davis County Election Day and registered voters who choose not to participate in the Vote-By-Mail system will have the option of surrendering their by-mail ballot and vote on a voting machine. Other locations throughout the County have been designated as Vote Centers and addresses for these Vote Centers can be found online at the Syracuse City website (www.syracuseut.com) or at the Davis County website (www.davisvotes.gov). Vote Centers will be open on Primary and General Election Day from 7:00 a.m. to 8:00 p.m.

Tally Sheets

Tally sheets are compiled by the City Recorder for each election and indicate the number of votes received by candidates in each consolidated voting district. Copies of the tally sheets for previous elections are available upon request from the City Recorder.

Voter Registration

In order to vote, a person must be a registered voter. The requirements to become a registered voter are:

- Be a United States citizen;
- Be a resident of Utah for at least 30 days immediately before the next election;
- Be at least 18 years old by the next election;
- Currently reside within the voting district or precinct in which the person applies to register to vote.

Voter registration can be completed 30 days prior to election day via mail or online, or 15 days prior to Election Day in person in the office of the Davis County Clerk. Those that are not registered voters may visit the Davis County Website, <http://www.daviscountyutah.gov/clerk/auditor/elections>, or call or visit the City offices for a copy of the registration form. Mail in registration forms may also be obtained from public assistance offices. Qualified persons may also register to vote when making application for a driver's license.

Questions Regarding Municipal Elections

If citizens have any questions regarding any aspect of municipal elections they should call the City Recorder's Office at 614-9633, Monday through Friday, from 8:00 a.m. to 5:00 p.m.

DATES TO REMEMBER

Filing Time Frame

June 1 – June 7, 2017 - 8:00 a.m. - 5:00 p.m. - City Recorder's Office, 1979 West 1900 South, Syracuse.

Election Dates

Primary Election Day – August 15, 2017

Filings for each office must exceed twice the number of candidates to be elected in order to hold a primary election.

General Election Day - November 7, 2017

Campaign Financial Disclosure Reports Due

September 14, 2017 (by 5:00 p.m. or before)

Candidates eliminated in the primary election must file with the City Recorder a final "**Report of Contributions & Expenditures for Candidates**" signed and verified by the candidate, not later than 30 days after the primary election.

October 31, 2017 (by 5:00 p.m.)

All general election candidates are to file a "**Report of Contributions & Expenditures for Candidates**" with the City Recorder, which includes all contributions received and expenditures made during their campaign.

THE NAME OF ANY CANDIDATE WHO FAILS TO FILE CAMPAIGN FINANCIAL STATEMENTS AS REQUIRED WILL BE REMOVED FROM THE OFFICIAL BALLOT FOR THE GENERAL ELECTION.

December 7, 2017 (by 5:00 p.m.)

All candidates in the general election must file a final "**Report of Contributions & Expenditures for Candidates**", signed by the candidate, to include all contributions received and expenditures made from the closing date of the last statement (October 30, 2011) to December 6, 2011.

A CERTIFICATE OF ELECTION WILL NOT BE ISSUED NOR WILL THE OATH BE ADMINISTERED TO ANY CANDIDATE UNTIL HIS/HER CAMPAIGN FINANCIAL STATEMENT HAS BEEN FILED.

Swearing In

January 2, 2018

Successful candidates are sworn in at noon on the first Monday in January following the election, or as soon thereafter as practical. If the first Monday is an observed holiday, the swearing in ceremony is done the following day at noon. The City Recorder administers the "*Oath of Office*" to the successful candidates and issues the Certificates of Election.

Exhibit H

OATH OF OFFICE

STATE OF UTAH }
 } SS.
COUNTY OF DAVIS }

I, _____, do solemnly swear that I will support, obey and defend the Constitution of the United States and the Constitution of Utah, and that I will discharge the duties of the office of _____ with fidelity.

Signature
For the office of _____ of Syracuse City

Subscribed and sworn to before me this _____ day of _____, 2017.

Cassie Z. Brown, MMC
Syracuse City Recorder