

TRUDI MCCOLLUM FOUSHEE
Secretary

MATTHEW W. POTTER
Commissioner

ERIC FEY
Director of Elections



SHARON BUCHANAN-MCCLURE
Chair

PEGGY BARNHART
Commissioner

RICK STREAM
Director of Elections

TO: Municipal City Clerks, School Districts, Fire Districts, and Special Districts
FROM: Rick Stream and Eric Fey
Directors of Elections
DATE: November 2020
RE: 2021 Elections

Enclosed are the materials for your use during the upcoming 2021 elections. These guidelines are driven by the ballot tabulation software that runs our voting equipment. Also, in order to bring more consistency to our ballot styles and more structure to our election night reports, we must limit the naming conventions that you certify to us. The certification process must be followed **exactly**.

Should you have any questions or desire additional information, please contact Hannah Talley at (314) 615-1851 or Peggy Kochner at (314) 615-1854, or email at BOECBallot@stlouisco.com. As always, we look forward to your cooperation and working with you during the 2021 election year.

- Legislative changes: www.mo.gov
- Board Policy regarding request for ballot changes (enclosed)

BOE office hours: 8:00AM-4:30PM; office open until 5:00PM on day of certification deadline.

BOARD OF ELECTION COMMISSIONERS

725 Northwest Plaza Drive • St. Ann, MO 63074 • PH 314/615-1800 • FAX 314/615-1999
Relay MO 711 or 800-735-2966 • web <http://www.stlouisco.com/elections>

Important Statutes Relating to Candidate Filings for ALL Elections

◇ RSMo 115.127.5

- publish the filing notice to the general public

RSMo 115.306.1

- Candidates for any public office cannot have been found guilty or pled guilty to a felony under U.S. law, a felony under Missouri law, or an offense in another state that would be considered a felony in Missouri.

RSMo 115.306.2

- Candidates for any public office cannot be delinquent in payment of taxes (**no exceptions**).
 - state income taxes
 - personal property taxes
 - municipal taxes
 - real property taxes on the place of residence as stated on the declaration of candidacy
 - person is a past or present officer of a fee office that owes any taxes to the state
- Candidates for election to a public office shall file an affidavit with the DOR and include a copy of the affidavit with the declaration of candidacy.

Note: Delinquency in state or municipal user fees or other non-tax obligations is not a disqualification as it had been under Section 115.346.

◇ RSMo 130.071.2

- In addition to any other penalties provided by law, no person may file for any office in a subsequent election until he or the treasurer of his existing candidate committee has filed all required campaign disclosure reports for all prior elections.

RSMo 115.308

- Candidates for special district, township, city, and town or village office are exempt from Sections 115.307 – 115.405 RSMo, which address candidate filing and primary elections.

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RICK STREAM
Director of Elections

TO: Municipal City Clerks, School Districts, Fire Districts, and Special Districts
FROM: Rick Stream and Eric Fey
Directors of Elections
DATE: October 1, 2020
RE: Candidate Filing Cooperation Agreement

The St. Louis County Board of Election Commissioners voted to establish a process through which municipalities and other special districts may enter into a cooperation agreement with the Election Board to conduct candidate filing. In recent years, several St. Louis County municipalities and special districts have encountered challenges surrounding candidate filing. Issues that have arisen in recent years include, but are not limited to, inconsistent office hours during the filing period, arguments and confusion over ballot placement, and the failure to post the statutorily required notice of filing. These issues often lead to costly litigation and delays for the Election Board and the entities involved.

The issues described above are certainly not unique to St. Louis County. As a result, the election authorities of several counties across Missouri have begun entering into filing agreements with various cities and special districts. These filing agreements are voluntary arrangements and no city or special district is required to enter into one. If, however, your city or special district has encountered challenges with candidate filing this agreement may be of mutual benefit.

A sample cooperation agreement is included with this letter. Important points to know about this agreement include:

- All candidates will file their declarations at the Election Board rather than the city or district office.
- For the first day of filing a lottery will be conducted to determine ballot placement.
- The Election Board will make notice of the filing period per 115.127.5.
- The agreement may be made for one election or multiple elections.
- The agreement must be adopted by ordinance or resolution of the city or special district.
- The agreement must be executed at least three weeks prior to the opening of filing. This would be November 24th, 2020 for the April 6th, 2021 election.

Please do not hesitate to contact us should you have any questions.

Rick Stream
314-615-1955
rstream@stlouisco.com

Eric Fey
314-615-1950
efey@stlouisco.com

BOARD OF ELECTION COMMISSIONERS

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Relay MO 711 or 800-735-2966 • web <http://www.stlouisco.com/elections>

**COOPERATION AGREEMENT
BETWEEN THE ST. LOUIS COUNTY BOARD OF ELECTION COMMISSIONERS
AND _____**

THIS AGREEMENT, is made and entered into this ____ day of _____, 20__
between the St. Louis County Board of Election Commissioners (the “BOARD”), a public entity
established and existing pursuant to Section 115.017 RSMo, and
_____, a Local Government Entity (“ENTITY”) established
pursuant to the statutes of the State of Missouri.

WHEREAS, the BOARD and the ENTITY wish to enter into a Cooperation Agreement
to allow the ENTITY to transfer certain responsibilities relating to candidate filings in elections.

NOW WHEREFORE, the parties hereby agree as follows:

1. **OBLIGATIONS OF THE ENTITY**: In order to effectuate this agreement, the
ENTITY will do the following:

- a. Pass a resolution or ordinance authorized by all parties necessary to create a
binding obligation of the ENTITY which requests and authorizes the BOARD to
process candidate filings beginning with the _____ election and ending with the
_____ election.
- b. Execute this AGREEMENT by and through its authorized representatives at
least three (3) weeks prior to the first day of candidate filings in the _____
election.
- c. Reimburse the BOARD for the cost of publication as provided in Section 2.0
below. Publication expenses will be billed to the ENTITY pursuant to Section
115.065.1 RSMo.

2. **OBLIGATIONS OF THE BOARD**: The BOARD will cause notice of all elections pursuant to Section 115.127.5 RSMo. The ENTITY may designate which publications to be used by the BOARD at the time of execution of this agreement. Failure to so designate will permit the BOARD to choose the publications to be used.

3. **Filing Deadlines**: The BOARD will accept filings pursuant to state law and will define the filing period and hours of filing pursuant to the election laws.

4. **Final Ballot**: At the close of filing, the BOARD will provide a list of declared candidates and their ballot order as determined by lottery to the municipal clerk, secretary or other official designated to receive such information. At that point, the responsible official is required to prepare and to file the certificate of election pursuant to the statutory deadlines provided by Missouri law.

NOW WHEREFORE, the parties agree to and adopt the terms of this COOPERATION AGREEMENT between the ST. LOUIS COUNTY BOARD OF ELECTION COMMISSIONERS and the ENTITY. The ENTITY warrants and declares that the persons signing on its behalf have been duly authorized by the legislative body of the ENTITY and conforms to the ordinances of the ENTITY.

ST. LOUIS COUNTY BOARD
OF ELECTION COMMISSIONERS

ENTITY: _____

BY: _____
Director of Elections

Official

Attest: _____
Title

DATE: _____

AUTHORIZED OFFICIAL SIGNATURE FORM – 2020-2021

(Return by November 27, 2020)

Please type or print all information on this form, sign, and return it to the Board of Election Commissioners or bring it to the Election Certification Seminar.

Political Subdivision _____
(Municipality, School,
Fire, or Special
District) _____

Mailing Address _____

Telephone Number _____

Alternate Phone
Number _____

Fax Number _____

Email Address _____

Authorized Official _____
(Type or Print)

Title _____
(Type or Print)

Signature of Official _____

Date _____

If authorized official is someone other than the City/Village/Town Clerk or the Secretary of the Board of a Special District, please complete the following:

I hereby certify that the above named individual has been authorized by said political subdivision to act as its authorized election official.

Print Name _____

Signature _____

Title _____

Candidate's Affidavit of Tax Payments and Bonding Requirements

[Home](#) » [Personal Tax](#) » candidates

If you desire to file as a candidate for election to a public office in Missouri, you must file a Candidate's Affidavit of Tax Payments (Form 5120) with the Missouri Department of Revenue in addition to other required documents filed to the Secretary of State or local election official.

In the Affidavit, you will state that you are not delinquent in the payment of any state income taxes, personal property taxes, municipal taxes, real property taxes on the place of residence as stated in the declaration of candidacy.

Is not a past or present corporate officer of any fee office that owes any taxes to the state.

Has not been found guilty of or pled guilty to a felony under the federal Laws of the United States of America.

Has not been found guilty of or pled guilty to a felony under the laws of this state or an offense committed in another state that would be considered a felony in this state

You must complete all information requested on the Affidavit, **sign the Affidavit before a notary, and have the Affidavit notarized**. The original Affidavit must be filed with the Missouri Department of Revenue. A copy of the Affidavit must be attached to your declaration of candidacy filed with the **Secretary of State** or local election official, if applicable. You may obscure or remove your Social Security number from the copy of the Affidavit attached to your declaration of candidacy.

Complaints pursuant to Section 115.306, RSMO (Form 5121) against candidates believed to be delinquent of state income taxes, personal property taxes, municipal taxes, real property taxes on the place of residence stated on the declaration of candidacy, or if the person is a past or present corporate officer of any motor vehicle and driver license office that owes any taxes to the state, must be submitted to the Department. Once the complaint is received by the Department, the allegations against a candidate will be investigated. Tax information is confidential, and those filing the complaint will not receive confidential information regarding the candidate.

Forms

- [Candidate's Affidavit of Tax Payments and Bonding Requirements \(Form 5120\) - FillablePDF Document](#)
- [Complaint Pursuant to Section 115.306, RSMo \(Form 5121\) - FillablePDF Document](#)

Missouri Revised Statutes

- [Section 115.306, RSMo - Filing Requirement](#)
- [Resources](#)
- [Property Taxes and Tax Receipts Directories](#)
- [Missouri Secretary of State Candidate Information](#)

Missouri Revised Statutes

Chapter 115 Election Authorities and Conduct of Elections

Section 115.306

August 28, 2017

Disqualification as candidate for elective public office, when--filing of affidavit, contents--tax delinquency, effect of.

115.306. 1. No person shall qualify as a candidate for elective public office in the state of Missouri who has been found guilty of or pled guilty to a felony under the federal laws of the United States of America or to a felony under the laws of this state or an offense committed in another state that would be considered a felony in this state.

2. (1) Any person who files as a candidate for election to a public office shall be disqualified from participation in the election for which the candidate has filed if such person is delinquent in the payment of any state income taxes, personal property taxes, municipal taxes, real property taxes on the place of residence, as stated on the declaration of candidacy, or if the person is a past or present corporate officer of any fee office that owes any taxes to the state.

(2) Each potential candidate for election to a public office, except candidates for a county or city committee of a political party, shall file an affidavit with the department of revenue and include a copy of the affidavit with the declaration of candidacy required under section 115.349. Such affidavit shall be in substantially the following form:

AFFIRMATION OF TAX PAYMENTS AND BONDING REQUIREMENTS:

I hereby declare under penalties of perjury that I am not currently aware of any delinquency in the filing or payment of any state income taxes, personal property taxes, municipal taxes, real property taxes on the place of residence, as stated on the declaration of candidacy, or that I am a past or present corporate officer of any fee office that owes any taxes to the state, other than those taxes which may be in dispute. I declare under penalties of perjury that I am not aware of any information that would prohibit me from fulfilling any bonding requirements for the office for which I am filing.

..... Candidate's Signature
..... Printed Name of Candidate

(3) Upon receipt of a complaint alleging a delinquency of the candidate in the filing or payment of any state income taxes, personal property taxes, municipal taxes, real property taxes on the place of residence, as stated on the declaration of candidacy, or if the person is a past or present corporate officer of any fee office that owes any taxes to the state, the department of revenue shall investigate such potential candidate to verify the claim contained in the complaint. If the department of revenue finds a positive affirmation to be false, the department shall contact the secretary of state, or the election official who accepted such candidate's declaration of candidacy, and the potential candidate. The department shall notify the candidate of the outstanding tax owed and give the candidate thirty days to remit any such outstanding taxes owed which are not the subject of dispute between the department and the candidate. If the candidate fails to remit such amounts in full within thirty days, the candidate shall be disqualified from participating in the current election and barred from refiling for an entire election cycle even if the individual pays all of the outstanding taxes that were the subject of the complaint.

<http://revisor.mo.gov/main/OneSection.aspx?section=115.306&bid=34682&hl=>

DECLARATION OF CANDIDACY

I, _____, a resident and registered voter of the county of St. Louis and the state of Missouri, residing at _____, do announce myself a candidate for the office of _____, to be voted on at the election to be held on the ___ day of _____ 20____, and I further declare that if nominated and/or elected to such office I will qualify and serve.

Signature of Candidate

Residence Address

E-Mail (Optional)

Phone Number (Optional)

NAME AS TO APPEAR ON BALLOT (Please Print)

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

Signature of election official or other officer authorized to administer oaths

I, _____ hereby acknowledge that:

(Print)

(Initial) I have obscured my social security number and attached a copy of the completed, notarized MO DOR Form 5120.

(Initial) It is my responsibility to send the original MO DOR Form 5120 to the Missouri Department of Revenue.

DECLARATION OF CANDIDACY, ALTERNATIVE VERSION

I, John Doe, a resident and registered voter of the county of St. Louis and the state of Missouri, residing at 1313 Mocking Bird Lane, do announce myself a candidate for the office of Grand Poohbah, to be voted on at the election to be held on the 12th day of Never, 2099.

Please circle the correct response to the following questions:

Are you a US citizen? YES NO

Are you a registered voter? YES NO

Are you at least 21 years of age? YES NO

Are you an inhabitant of the municipality you are filing for office for? YES NO

Have you lived in this municipality for at least one year by the date of the election? YES NO

Have you made all payments of any state income taxes, personal property taxes, municipal taxes, real property taxes on the place of residence as stated in the declaration of candidacy?
YES NO

As a past or present corporate officer of any fee office, have you paid all taxes due to the state?
YES NO

Have you or the treasurer of your existing candidate committee filed all required campaign disclosure reports for all prior elections? YES NO

Have you truthfully and completely filled out and filed MO DOR Form 5120? YES NO

Please check here if you have been found guilty of or pled guilty to a felony under the federal laws of the United States of America or if you have been found guilty of or pled guilty to a felony under the laws of this state or an offense committed in another state that would be considered a felony in this state.

If you answered "NO" to any of the above questions or checked the box above, do not complete this form.

I further declare that I am now fully qualified to be a candidate for the above office and if nominated and/or elected to such office I will remain qualified and I will demean myself faithfully in such office.

Signature of Candidate

Date _____

WITHDRAWAL OF CANDIDACY

I, _____, a candidate for the office
of _____, to be voted for at the
General Municipal Election to be held on the _____ day of _____,
20 _____, having filed for said office on the _____ day of _____,
20 _____,

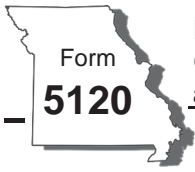
DO HEREBY SWEAR THAT I have withdrawn as a candidate from said office.

Signature of Candidate Withdrawing

Subscribed and sworn before me this ____ day of _____, 20 _____

Signature of Election Official

(seal)



Missouri Department of Revenue
**Candidate's Affidavit of Tax Payments
and Bonding Requirements**

Reset Form **Print Form**

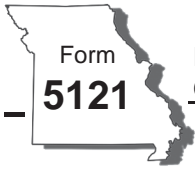
Candidate Information	First Name		Middle Name		Last Name	
	Social Security Number		County of Residence		Telephone Number* () -	
	Street Address*		City		State	Zip Code
	Elected Office Candidate is Seeking		E-mail Address			

* Please update the Department should any information change

Signature	Declaration under <u>115.306, RSMo</u> : I hereby declare under penalties of perjury that I am not currently aware of any delinquency in the filing or payment of any state income taxes, personal property taxes, municipal taxes, real property taxes on the place of residence, as stated on my declaration of candidacy, or that I am not a past or present corporate officer of any fee office that owes any taxes to the state, other than those taxes which may be in dispute. I declare under penalties of perjury that I am not aware of any information that would prohibit me from fulfilling any bonding requirements for the office for which I am filing.	
	Signature	Date (MM/DD/YYYY) / /

Notary Information	Embossed or black ink rubber stamp seal	Subscribed and sworn before me, this		
			day of	year
		State	County (or City of St. Louis)	My Commission Expires (MM/DD/YYYY) / /
		Notary Public Signature		
	Notary Public Name (Typed or Printed)			

Please review 115.306, RSMo. A failure to comply may disqualify you from the ballot. Upon request by the Department of Revenue, the candidate shall provide a copy of tax receipts for the candidate's personal property, municipal, and real property taxes, and any other information necessary to demonstrate compliance with 115.306, RSMo.



Missouri Department of Revenue
Complaint Pursuant to Section 115.306, RSMo

Reset Form

Print Form

Candidate

Name (Last, First, Middle)			
Address	City	State	Zip Code
Elected Office of Candidate			

Complaint

I have probable cause to believe that the above candidate has failed to file and pay the following taxes that are due and owing and to my knowledge are not in dispute. Select all that apply.

- State Income Taxes
- Personal Property Taxes
- Municipal Taxes
- Real Property Taxes on the Place of Residence
- Candidate is or was a corporate officer of a fee office that owes taxes to the state.

The facts upon which I have probable cause to believe a tax or taxes are owed are as follows:

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Complainant

Signature		Printed Name (Last, First, Middle)	
Address	City	State	Zip Code
Daytime Telephone Number () -	E-mail Address		

Notary Information

Embossed or black ink rubber stamp seal	Subscribed and sworn before me, this		
	day of		year
	State	County (or City of St. Louis)	My Commission Expires (MM/DD/YYYY) / /
	Notary Public Signature		
Notary Public Name (Typed or Printed)			

Send Form 5121 and any attachments to:

Jefferson City, MO 65105

Missouri Department of Revenue **Phone:** (573) 751-4450
 General Counsel's Office **TTY:** (800) 735-2966
 P.O. Box 475 **Fax:** (573) 751-7151

**GENERAL QUESTIONS AND ANSWERS
FOR
CERTIFICATION OF ELECTIONS**

Q. HOW DO I NOTIFY YOU THAT MY ENTITY WISHES TO HOLD AN ELECTION?

A. The “Certification of Election” form is used by each entity/political subdivision to submit the names of candidates and the exact wording of propositions to the Election Board. A “Certification of Election” form is provided for your information in this packet. You can make as many copies of the “Certification of Election” form as you need for the coming year. This form is also available on our website: <http://www.stlouisco.com/YourGovernment/elections>.

Q. ARE THERE DEADLINES WITH WHICH I HAVE TO COMPLY?

A. Certification of Election forms **must** be submitted to the Election Board no later than 5:00 p.m. on the **tenth** Tuesday prior to any of the five statutory election dates.

In the event that your entity calls a special election to fill a vacancy, a notice of election **must** be received before 5:00 p.m. on the **tenth** Tuesday prior to the date chosen. This notice must be an ordinance, resolution or letter, which informs the Election Board that a special election to fill a vacancy will be held. It must include the date, month, year, time and place of filing for the office, the title of the office, the expiration date of the office and the number of officials to be elected. We suggest that you check with your entity’s attorney as to the statutes or ordinances governing special elections for your entity.

NOTE: Please refer to the BOE website for Election specifics.
www.stlouisco.com/YourGovernment/elections

Q. ARE THERE ANY RESTRICTIONS AS TO HOW I DELIVER DOCUMENTS TO THE ELECTION OFFICE?

A. Yes. “Certification of Election” forms **must be hand delivered or sent by courier or received by certified mail.** Redistricted boundaries, wards, etc. must also be hand delivered or sent by certified mail. These requirements assure receipt of the documents in the Election Board office.

Q. IS THERE EVER AN OCCASION WHEN A CANDIDATE ELECTION DOES NOT HAVE TO BE HELD?

A. Yes. Section 115.124 states:

115.124. 1. Notwithstanding any other law to the contrary, in a nonpartisan election in any political subdivision or special district including municipal elections in any city, town, or village with two thousand or fewer inhabitants that have adopted a proposal pursuant to subsection 3 of this section but excluding municipal elections in any city, town, or village with more than two thousand inhabitants, if the notice provided for in subsection 5 of section 115.127 has been published in at least one newspaper of general circulation as defined in section 493.050 in the district, and if the number of candidates for each office in a particular political subdivision,

special district, or municipality is equal to the number of positions for each office within the political subdivision, special district, or municipality to be filled by the election and no ballot measure is placed on the ballot such that a particular political subdivision will owe no proportional elections costs if an election is not held, no election shall be held, and the candidates shall assume the responsibilities of their offices at the same time and in the same manner as if they had been elected. If no election is held for a particular political subdivision, special district, or municipality as provided in this section, the election authority shall publish a notice containing the names of the candidates that shall assume the responsibilities of office under this section. Such notice shall be published in at least one newspaper of general circulation as defined in section 493.050 in such political subdivision or district by the first of the month in which the election would have occurred, had it been contested. Notwithstanding any other provision of law to the contrary, if at any election the number of candidates filing for a particular office exceeds the number of positions to be filled at such election, the election authority shall hold the election as scheduled, even if a sufficient number of candidates withdraw from such contest for that office so that the number of candidates remaining after the filing deadline is equal to the number of positions to be filled.

***3. The governing body of any city, town, or village with one thousand or fewer inhabitants may submit to the voters at any available election, a question to adopt the provisions of subsection 1 of this section for municipal elections. If a majority of the votes cast by the qualified voters voting thereon are in favor of the question, then the city, town, or village shall conduct nonpartisan municipal elections as provided in subsection 1 of this section for all nonpartisan elections remaining in the year in which the proposal was adopted and for the six calendar years immediately following such approval. At the end of such six-year period, each such city, town, or village shall be prohibited from conducting such elections in such a manner unless such a question is again adopted by the majority of qualified voters as provided in this subsection.*

Q. IF WE QUALIFY FOR A 115.124 RSMo. "NON-ELECTION," MUST I FILE ANYTHING WITH YOUR OFFICE BY THE CERTIFICATION DEADLINE?

A. Yes. The following must be submitted:

1. **A letter** from your entity stating that it has published the required notice under Section 115.127.5 RSMo, the number of candidates equals the number of positions to be filled, and no election need be held. You must also list the candidate names and office titles.
2. An **Affidavit of Publication** from the publisher or editor of the newspaper that was used for the notice under Section 115.127.5 RSMo. This affidavit **must have a copy of the newspaper** containing the notice. This will provide proof of compliance with the provisions of 115.124 RSMo.
3. The **Publication of Legal Notices** (page 3 of the certification forms) must be completed and submitted by the certification deadline. The Election Authority shall publish a notice containing candidate names and office titles that shall assume the responsibilities of office in at least one newspaper of general circulation. The entity will receive an invoice for the cost of publication.

Q. WHO IS THE “AUTHORIZED OFFICIAL” AND WHY IS THAT SIGNATURE NEEDED?

A. The “authorized official” signature needed on the Attestation form (page 4 of the certification forms) is the official authorized by the political subdivision, whose name and signature has been filed with the Election Board. This person is the only one authorized to submit election related material to the Election Board. In most cases, the authorized official for school, fire protection and special districts is the Secretary of the Board. The authorized official for municipalities is the City /Village/Town Clerk. Please notify the election office immediately, in writing, if there is a change in the designation of your authorized official or any of your contact information.

Q. WHAT INFORMATION IS NEEDED FOR CANDIDATES BESIDES THEIR NAME, ADDRESS AND EXACT DATE AND TIME OF FILING?

A. If a lottery was used to certify the candidates, the number chosen for each candidate should be included on the certification form next to the candidate’s name.

Q. WHEN IS AN AUDIO PRONUNCIATION GUIDE NEEDED?

A. **An Audio Ballot will be used for all elections now.**

Q. WHAT IS A BALLOT CONTENT REPORT?

A. The authorized official will be emailed a Ballot Content Report, which lists all certified candidates and propositions as they will appear on the ballot. You will be asked to proof your entity’s ballot content by using each Declaration of Candidacy and email or fax your signed Ballot approval form. A timely response is critical.

Q. WHAT HAPPENS IF A MISTAKE IS FOUND ON THE CERTIFICATION?

A. If there are minor typographical errors that do not affect the purpose of what was certified and it is prior to preparing the ballot styles, we will make every effort to work with you to make corrections. A follow-up amended certification with the authorized official’s signature confirming the change is required. The amendment may be returned to us via fax or email. Any major changes would require a court order. Additional costs, if any, will be the responsibility of the entity. (Refer to Board Policy regarding request for ballot changes.)

Q. WHAT HAPPENS IF SOMEONE IN MY ENTITY WANTS TO BE A WRITE-IN CANDIDATE?

A. Write-in votes will be counted only for candidates for election to offices who have filed a “Declaration of Intent” to be a write-in candidate with the Election Board before 5:00 p.m. on the second Friday immediately preceding the election. In the event there is an office in which there is no filed candidate, or the number of candidates is less than the number to be elected, on the ballot, it is not necessary to file a “Declaration of Intent” to be a write-in candidate and the above provision shall not apply. If someone files to be a write-in candidate in your entity, you will be notified by the Election Board. A list of valid write-in candidates is provided to each polling place.

Q. WHAT IS THE COOPERATION AGREEMENT?

A. A cooperation agreement gives the Election Board the authority to take candidate filings for your entity. Candidates would come to the Election Board office and we will take care of all the paperwork with the exception of your certification forms. After the filing deadline closes the candidate filing forms will be forwarded to the entity. Although we take your candidate filings, we do not prepare your certification forms. This is the responsibility of the entity and **all** certification forms must be received by 5:00 pm on the certification deadline date.

GUIDELINES FOR PREPARATION OF CERTIFICATION FORMS

I. CERTIFICATION OF CANDIDATES (PAGE 1)

Your District name and Office title **must** coincide with what we have on file. If the name has changed, the entity must notify the Election Board and provide a copy of the ordinance or resolution of the name change.

- A. Show the district name (City, Village, School, Fire or Special District).
- B. Show the type of election that is being certified (General, Primary, General Municipal or Special Election).
- C. Show the date of the election.
- D. Select the title of the office being sought.
- E. Check the Ward, District or Sub-District. Check the Ward, District or Sub-District number.
- F. Select term of office.
- G. Select number to be elected.
- H. Type the name of candidates in the order they are to appear on the ballot. The exact filing date and time must be listed under each candidate's name. Their names shall be placed on the ballot in date and time order. If a lottery was used, include the lottery number for each candidate. Candidates' names must be in all CAPITAL LETTERS and exclusive of titles and/or degrees. (Dr., PhD, etc. are not permissible. ED M. MEYER, JR. is permissible.) An appropriate nickname based on a name, not a word or phrase that refers to any skills, attributes or characterizations, may be included within parentheses or quotation marks, i.e. JOHN (JACK) JONES or PATRICIA "PATTY" PRENTICE. When using middle initials, please place a period after the initial, i.e. JOHN D. JONES. List each candidate's home address and zip code for proper identification and (optional) email address.

Note: Do not list more than one office per page.

II. CERTIFICATION OF PROPOSITIONS (PAGE 2)

- A. Show the district name (City, Village, School, Fire or Special District).
- B. Show the type of election that is being certified (General, Primary, General Municipal, Special, Bond Election, Charter Amendment Election, Annexation, etc.).
- C. Show the date of the election.
- D. Select the majority required for passage of the proposition.
- E. Type all propositions exactly as they are to appear on the ballot. Refer to the Ballot Wording Memo for additional guidance. The **title** of the proposition must be in all CAPITAL LETTERS and should consist of one alpha or numeric character (i.e. PROPOSITION B). Underlining will not be used. The text of the proposition must be in mixed case, not all capital letters. The response to each proposition must be YES or NO unless state law or a charter provision specifically provides otherwise. Attach copy of such provision.
- F. For an Annexation election, as much advance notice as possible is required, which **must** include the metes and bounds description and an accurate map no smaller than 8" x 10" in size.

III. AUDIO BALLOT PRONUNCIATION GUIDE FOR ALL ELECTIONS NOW

The April General Municipal Election **will** have an audio ballot.

IV. PUBLICATION OF ELECTION NOTICES (PAGE 3)

- A. This page must exhibit confirmation by the authorized official with the understanding that this office will comply with all requirements for legal publications of election notices according to Chapter 115 RSMo. (See Note on Certification)
- B. Complete if additional legal publications of election notices are required beyond the requirements of Chapter 115 RSMo. This office will comply with any specific requests for such, if requests involve additional legal publications within certified legal newspapers of St. Louis County. The two certified legal newspapers in which such publications can be made are the ***St. Louis Countian and Legal Ledger***.
- C. Consult the Attorney for your Political Subdivision if there are questions regarding additional legal publications of election notices beyond the requirements of Chapter 115 RSMo.
- D. If no election is to be held, the Election Authority shall publish a notice containing the names of the candidates that shall assume the responsibilities of office in at least one newspaper of general circulation. The publication of Legal Notices (page 3 of the certification forms) must be completed and submitted by the certification deadline. The entity will receive an invoice for the cost of publication.

V. ATTESTATION (PAGE 4)

This page must contain the signature and title of the official authorized to certify election materials, the email address, if applicable and the seal of the political subdivision.

For every municipality, the authorized official must be the City/Village/Town Clerk. For every special district the authorized official must be the Secretary of the Board, unless otherwise specified in writing by district.

Note: Certification forms must be hand-delivered, sent by courier or received by Certified Mail.

CERTIFICATION CHECKLIST

- Authorized Official Form
 - Including signature and seal

- Publications RSMo 115.127.5
 - Entity to publish filing notice to the General Public

- Declaration of Candidacy RSMo 115.306
 - Form 5120
 - Campaign Disclosure Reports (RSMo 130.071.2)

- Certification Forms
 - Candidate name, address, date and time filed
 - Lottery number (if applicable) (RSMo 115.124.2)
 - Propositions
 - Use Ballot Wording Memo for guidance
 - Email wording, please!
 - Pronunciation Guide (if applicable)

- Publication of Legal Notice Form
 - Submitted by Authorized Official

- Attestation
 - Signed by Authorized Official
 - Seal

- Ballot Content Report
 - List of offices and candidates
 - Ballot Approval Form



CERTIFICATION OF CANDIDATES

District: _____

Type of Election: _____ Date of Election: _____

It is hereby certified that the following persons have filed their Declaration for Candidacy documents on the date and the time indicated for the respective office listed below. Their names shall be placed on the ballot in date and time order. If a lottery was used, include the lottery number for each candidate.

- Office: Mayor Marshal Collector Treasurer Municipal Judge
- City Attorney Director Alderperson Council Member Trustee
- Other (per ordinance): _____

(Check one) Ward District Sub-District

(Check one) 1 2 3 4 5 6 7 8 9

Term: Unexpired Term Ending: Month: _____ Year: _____

1 year 2 years 3 years 4 years 5 years 6 years

Number to be Elected: One Two Three Four Five Other _____

TYPE THE CANDIDATES IN THE ORDER THAT THEY ARE TO BE PLACED ON THE BALLOT. THE INFORMATION FOR EACH CANDIDATE MUST BE EXACTLY AS IT IS TO APPEAR ON THE BALLOT.

CANDIDATE'S NAME AND EXACT FILING DATE AND TIME

CANDIDATE'S ADDRESS/ZIP EMAIL (OPTIONAL)

AUDIO BALLOT PRONUNCIATION

District: _____

Type of Election: _____ Date of Election: _____

It is hereby certified that the following given pronunciations will be used to produce the audio ballot in this election. Please refer to the Pronunciation Guide provided.

APPEARS ON BALLOT	PRONOUNCED AS



CERTIFICATION OF PROPOSITIONS

District: _____

Type of Election: _____ Date of Election: _____

Majority Required: Simple Two-Thirds Four-Sevenths

It is hereby certified that the following propositions are to be placed on the ballot for this election.

TYPE PROPOSITIONS EXACTLY AS THEY ARE TO APPEAR ON THE BALLOT.
INCLUDE TITLE, QUESTION AND RESPONSE. Refer to Ballot Wording Memo for additional guidance.

PUBLICATION OF LEGAL NOTICES

District: _____

Type of Election: _____ Date of Election: _____

It is hereby certified that the following legal publication of election notices are to be caused by the election authority for this election.

Please check:

- Legal publication of election notices will be made in the St. Louis Countian or Legal Ledger and as required under Chapter 115.RSMo.

Note: Designation of publication dates and certified newspapers to be made by Election Board office upon receipt of Certification of Election. Copies of affidavits of publication will be forwarded to the political subdivision after the election date.

- If additional publications of election notices are required by the political subdivision, please specify the dates for publication below.

Date: _____

Date: _____

Other Special Instructions:



ATTESTATION

District: _____

Type of Election: _____ Date of Election: _____

It is hereby certified that the forgoing is a complete and correct listing of all candidates (including pronunciation if applicable), candidate offices and/or propositions to be placed on the ballot in this election.

For every municipality the authorized official must be the City/Village/Town Clerk. For every special district the authorized official must be the Secretary of the Board, unless otherwise specified in writing.

Signed this _____ day of _____, 20_____

PRINT NAME

SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF OFFICIAL

EMAIL ADDRESS

(SEAL)

**ADA Audio Pronunciation Guide
Optional Format**

1. In the “Name On Ballot” column, enter the name as it appears on your ballot (First, Middle, Last).
2. In the “Pronounced As” column, enter the breakdown using the PRONUNCIATION KEY below. Capitalize STRESSED syllables, use lower case for unstressed syllables.
3. You should also add any notes such as rhyming examples, silent letters etc. Also provide pronunciations for ambiguous place names, first names and surnames. Use dashes (-) to separate syllables.

NAME ON BALLOT	PRONOUNCED AS
William Mishaud	MEE-sho (“d” is silent)
Sue Jahn	HAWN (rhyme: fawn)
Tim Beauprez	bo-PRAI (rhyme: moray)
Robert Maniscalco	man-uh-SKAL-ko
Tangipahoa	TAN-ji-pah-HO-uh
Monte Anthony	MAHN tee
Tanya Smither	TAHN-yuh

PRONUNCIATION KEY – Optional Format

Stressed Vowel Sounds

EE(FEET) *feet*
I (FIT) *fit*
E (BED) *bed*
A (KAT) *cat* (KAD) *cad*
AH (FAH-thur) *father* (PAHR) *pair*
AH (HAHT) *hot* (TAH-dee) *toddy*
UH (FUHJ) *fudge* (FLUHD) *flood*
UH (CHUHRCH) *church*
AW (FAWN) *fawn*
U (FUL) *full*
OO (FOOD) *food*
OU (FOUND) *found*
O (FO) *foe*
EI (FEIT) *fight*
AI (FAIT) *fate*
OI(FOIL) *foil*
YOO (FYOOR-ee-uhs) *furious*

Unstressed Vowel Sounds

uh (So-fuh) *sofa* (FING-guhr) *finger*

Certain Vowel Sounds with R

AHR (PAHR) *par*
ER (PER) *pair*
IR (PIR) *peer*
OR (POR) *pour*
OOR (POOR) *poor*
UHR (PUHR) *purr*

Revised 10/07

Consonant Sounds

B	(BED) <i>bed</i>	
D	(DET) <i>debt</i>	
F	(FED) <i>fed</i>	
G	(GET) <i>get</i>	
H	(HED) <i>head</i>	
HW	(HWICH) <i>which</i>	
J	(JUHG) <i>jug</i>	
K	(KAD) <i>cad</i>	
L	(LAIM) <i>lame</i>	
M	(MAT) <i>mat</i>	
N	(NET) <i>net</i>	
NG	(SING- <i>uhr</i>	<i>singer</i>
P	(PET) <i>pet</i>	
R	(RED) <i>red</i>	
S	(SET) <i>set</i>	
T	(TEN) <i>ten</i>	
V	(VET) <i>vet</i>	
Y	(YET) <i>yet</i>	
W	(WICH) <i>witch</i>	
CH	(CHUCRCH) <i>church</i>	
SH	(SHEEP) <i>sheep</i>	
TS(ITS)	<i>its</i> (PITS- <i>feeld</i>	<i>Pittsfield</i>
TH	(THEI) <i>Thigh</i>	
TH	(THEI) <i>Thy</i>	
ZH	(A- <i>zuhr</i>) <i>azure</i>	(VI- <i>zhuhn</i>) <i>vision</i>
Z	(GOODZ) <i>goods</i>	(HUH- <i>buhz-tuhn</i>) <i>Hubbardston</i>

BALLOT WORDING

A proposed ballot issue should be limited to **50 words**, excluding articles. Bond issues that have statutorily mandated wording may exceed the limit as necessary. The wording on the ballot may reference other official documents if necessary. If requested we can post copies of the official document at the polling places and/or on our web site. Below are three examples of wording for ballot issues.

Example 1

PROPOSITION 1

Shall the following Sections of the City of x Charter be amended as proposed by the Charter Review Committee: 3.3, 3.10(a), 3.10(d), 3.10(g), 4.4(a), 4.8, 5.1, 5.2(f), 7.1, 7.2(b), 9.3(b), 10.3(b), 13.8, 15.1, 15.2, 15.3 and 15.4?

[In example 1 the City did not ask that anything be posted at the polling place to further explain the proposition. The City had posted on its website the Report of the Charter Review Committee.]

Example 2

PROPOSITION N

Shall the Ordinances of the City of x be amended by enacting and adding thereto a prohibition of smoking, all as set forth in Exhibit A of Ordinance #5432 on file with the City Clerk and the Board of Election Commissioners?

[In example 2 the City did not ask that anything be posted at the polling place to further explain the proposition but the ordinance was posted on the City's and Board of Election's websites.]

Example 3

PROPOSITION A

Shall the City of x increase the annual license fees for various commercial businesses for doing business in the City of x, as contained in Exhibit A of Ordinance #1234?

PROPOSITION 1

Shall selected sections of the City Charter of the City of x pertaining to elected officials be amended as outlined in City Ordinance #4054?

PROPOSITION 2

Shall selected sections of the City Charter of the City of x pertaining to enactment of ordinances be amended as outlined in City Ordinance #4055?

[The City requested and paid the cost to post copies of the listed exhibit/ordinance at each of the polling places. Additionally, the City posted copies of the ordinances on its website.]

The ballot wording limitation, and the number of propositions placed on the ballot, is most critical during the November General election when the ballot always contains multiple questions including judge retention elections and State initiative petitions. We have a maximum capacity as to how much we can fit on the two sides of a 19" ballot and that maximum was reached in the November 2018 General Election. During other elections, we generally have the flexibility to more easily accommodate multiple ballot issues and issues with additional wording.

TRUDI MCCOLLUM FOUSHEE
Secretary

MATTHEW W. POTTER
Commissioner

ERIC FEY
Director of Elections



SHARON BUCHANAN-MCCLURE
Chair

PEGGY BARNHART
Commissioner

RICK STREAM
Director of Elections

Board Policy Regarding Request for Printing and Reprinting Ballots

Because of a substantial increase in requests for court orders to change ballots and because many of these requests could be rectified by a more careful procedure by the political subdivisions and special districts in St. Louis County, the Board hereby adopts this policy effective April 15, 2014 which defines "printing or reprinting costs." The Board directs the staff and counsel to consent to such late filings only upon agreement that the political subdivisions agree to the following schedule of costs.

Section 115.125.2 RSMo. allows political subdivisions or special districts to file late certification, either because the original certification was not timely filed or because the political subdivision or special district wants to change the certification of one or more candidates.

Section 115.127.6 RSMo. allows candidates to withdraw after the certification deadline. Both sections require a court order and payment of costs for "printing or reprinting." The reprinting of ballots involves substantial expenditures because the computerized program used to prepare ballots involves reprogramming of the entire election format for all jurisdictions.

This Board will calculate "printing or reprinting costs" to include the following items:

- a) Salaries of personnel to perform reformatting of the computer program;
- b) All materials used in the process of reprinting;
- c) All incidental costs including but not limited to tapes, files, ink, costs charged by printing company and legal fees incurred by the Election Board occasioned by requests filed by candidates or a political subdivision.

Hello,

Please review the attached ballot content report for the April 6, 2021 election to ensure that the information printed for your entity is correct (scroll through the document to find your entity). The ballot approval form (also attached) must be received in our office no later than Wednesday, February 3, 2021 at 12PM.

Please note: if there are any discrepancies with the printed information, contact us immediately, make the noted corrections on the approval form where indicated, and send it in via email or fax. The approval form must be signed by the authorized official and returned by the deadline.

After the deadline, any discrepancies reported may not be able to be corrected. Refer to our policy on printing and reprinting ballots.

The completed form may either be emailed or faxed to:

Email: BOECBallot@stlouisco.com

Fax: (314) 615-1999

Thank you!

CITY OF PINEVILLE

SIMPLE MAJORITY REQUIRED

PROPOSITION 1

Shall the Charter of the City of Pineville be amended to provide for staggered, four-year terms of office for the Mayor and all Members of the City Council, with such terms being implemented as provided in City Ordinance No. 7129?

YES NO

ALDERPERSON - CITY OF DURAN - WARD 1

Vote For: 1 2 year term

JOHN R. DOE

208 WALNUT DEN
ST LOUIS, MO 63199

ALDERPERSON - CITY OF DURAN - WARD 2

Vote For: 1 2 year term

KEVEN JONES

75 AUGUSTA RD
ST LOUIS, MO 63199

ALDERPERSON - CITY OF DURAN - WARD 3

Vote For: 1 2 year term

DEBBIE F. BECK

225 EAGLES DR
ST LOUIS, MO 63199

MARGARET (MAGGIE) COOPER

420 WEB DR
ST LOUIS, MO 63199

MAYOR - CITY OF WILLOW CREEK

Vote For: 1 2 year term

DOROTHY RILEY

2953 GALAXY PL
WILLOW CREEK, MO 63148

MARLEY WATERS

5233 SATURN DR
WILLOW CREEK, MO 63148

THOMAS C. DAILEY

1852 MARS AVE
WILLOW CREEK, MO 63148

SAMPLE

BALLOT APPROVAL FORM

Each Entity must complete and email or fax this form to BOECBallot@stlouisco.com or (314) 615-1999.

Board of Election Commissioners of St. Louis County

District: _____

Type of Election: _____ Date of Election: _____

- The information provided in the Ballot Content Report has been reviewed and contains no errors.
- The information provided in the Ballot Content Report has been reviewed. If possible, please make the following correction(s).

Spelling/Punctuation: _____

Proposition Title or Majority Required: _____

Candidate Name, Filing Date/Time, Ballot Order: _____

Other: _____

Print Name

Signature of Authorized Official

Phone Number

2020-2021 ELECTION CALENDAR

November 3, 2020 General Election

4/7 bond majority approval needed at this election

** Saturday absentee voting times vary. Check the website for each election.

August 25	Closing (5:00 p.m.) for receiving certification of election forms for the November 3rd General Election. See 115.125
September 22	Absentee opens for the November 3rd General Election. See 115.279(3)
October 7	Last day to register for the November 3rd General Election. See 115.135(1)
October 21	Last day (5:00 p.m.) absentee applications will be accepted through the mail or in person from a guardian or relative of the applicant for the November 3rd General Election. See 115.279(3)
October 23	Last day to file as a write-in candidate for the November 3rd General Election. Write-in candidates must file at the St. Louis County Election Board at 725 Northwest Plaza, St. Ann, by 5:00 p.m. See 115.453(4)
October 31	**Office open (times optional) for absentee voting in the November 3rd General Election.
November 2	Last day (5:00 p.m.) for voting an absentee ballot in person at the Election Board office for the November 3rd General Election.
November 3	ELECTION DAY , Polls open from 6:00 a.m. - 7:00 p.m.

February 2, 2021 Special Election

2/3 bond majority approval needed at this election

** Saturday absentee voting times vary. Check the website for each election.

<u>November 24</u>	Closing (5:00 p.m.) for receiving certification of election forms for the February 2nd Bond Election. See 115.125
<u>December 22</u>	Absentee opens for the February 2nd Bond Election. See 115.279(3)
<u>January 6</u>	Last day to register for the February 2nd Bond Election. See 115.135(1)
<u>January 20</u>	Last day (5:00 p.m.) absentee applications will be accepted through the mail or in person from a guardian or relative of the applicant for the February 2nd Bond Election. See 115.279(3)
<u>January 22</u>	Last day to file as a write-in candidate for the February 2nd Bond Election. Write-in candidates must file at the St. Louis County Election Board at 725 Northwest Plaza, St. Ann, by 5:00 p.m. See 115.453(4)
<u>January 30</u>	**Office open (times optional) for absentee voting for the February 2nd Bond Election.
<u>February 1</u>	Last day (5:00 p.m.) for voting an absentee ballot in person at the Election Board office for the February 2nd Bond Election.
<u>February 2</u>	ELECTION DAY , Polls open from 6:00 a.m. - 7:00 p.m.

April 6, 2021 General Municipal Election

4/7 bond majority approval needed at this election

** Saturday absentee voting times vary. Check the website for each election.

- December 15** Opening of candidate filing (8:00 a.m.) for the April 6th General Municipal Election (exception with chartered cities).
- January 19** Closing of candidate filings (5:00 p.m.) for the April 6th General Municipal Election (exception with chartered cities).
- January 26** Closing (5:00 p.m.) for receiving certification of election forms for the April 6th General Municipal Election. [See 115.125](#)
- February 23** Absentee opens for the April 6th General Municipal Election. [See 115.279\(3\)](#)
- March 10** Last day to register for the April 6th General Municipal Election. [See 115.135\(1\)](#)
- March 24** Last day (5:00 p.m.) absentee applications will be accepted through the mail or in person from a guardian or relative of the applicant for the April 6th General Municipal Election. [See 115.279\(3\)](#)
- March 26** Last day to file as a write-in candidate for the April 6th General Municipal Election. Write-in candidates must file at the St. Louis County Election Board at 725 Northwest Plaza, St. Ann, by 5:00 p.m. [See 115.453\(4\)](#)
- April 3** **Office open (times optional) for absentee voting in the April 6th General Municipal Election.
- April 5** Last day (5:00 p.m.) for voting an absentee ballot in person at the Election Board office for the April 6th General Municipal Election.
- April 6** **ELECTION DAY**, Polls open from 6:00 a.m. - 7:00 p.m.

August 3, 2021 Special Election

2/3 bond majority approval needed at this election

** Saturday absentee voting times vary. Check the website for each election.

- May 25** Closing (5:00 p.m.) for receiving certification of election forms for the August 3rd Special Election. [See 115.125](#)
- June 22** Absentee opens for the August 3rd Special Election. [See 115.279\(3\)](#)
- July 7** Last day to register for the August 3rd Special Election. [See 115.135\(1\)](#)
- July 21** Last day (5:00 p.m.) absentee applications will be accepted through the mail or in person from a guardian or relative of the applicant for the August 3rd Special Election. [See 115.279\(3\)](#)
- July 23** Last day to file as a write-in candidate for the August 3rd Special Election. Write-in candidates must file at the St. Louis County Election Board at 725 Northwest Plaza, St. Ann, by 5:00 p.m. [See 115.453\(4\)](#)
- July 31** **Office open (times optional) for absentee voting for the August 3rd Special Election.
- August 2** Last day (5:00 p.m.) for voting an absentee ballot in person at the Election Board office for the August 3rd Special Election.
- August 3** **ELECTION DAY**, Polls open from 6:00 a.m. - 7:00 p.m.

November 2, 2021 Special Election

2/3 bond majority approval needed at this election

** Saturday absentee voting times vary. Check the website for each election.

August 24

Closing (5:00 p.m.) for receiving certification of election forms for the November 2nd Special Election. See 115.125

September 21

Absentee opens for the November 2nd Special Election. See 115.279(3)

October 6

Last day to register for the November 2nd Special Election. See 115.135(1)

October 20

Last day (5:00 p.m.) absentee applications will be accepted through the mail or in person from a guardian or relative of the applicant for the November 2nd Special Election. See 115.279(3)

October 22

Last day to file as a write-in candidate for the November 2nd Special Election. Write-in candidates must file at the St. Louis County Election Board at 725 Northwest Plaza, St. Ann, by 5:00 p.m. See 115.453(4)

October 30

**Office open (times optional) for absentee voting in the November 2nd Special Election.

November 1

Last day (5:00 p.m.) for voting an absentee ballot in person at the Election Board office for the November 2nd Special Election.

November 2

ELECTION DAY, Polls open from 6:00 a.m. - 7:00 p.m.