

CITY OF JAMESTOWN
102 3rd Avenue SE
JAMESTOWN, NORTH DAKOTA

CITY ELECTION
JUNE 14, 2022

MAYOR:

(1 seat up for election)
Term Expiring: Dwaine Heinrich

CITY COUNCIL MEMBER:

(1 seat up for election)
Term Expiring: David Steele

MUNICIPAL JUDGE:

(1 seat up for election)
Term Expiring: Lawrence P. Kropp

CITY PARK BOARD COMMISSIONERS:

(3 seats up for election)
Terms Expiring: Mike Soulis
Mike Landscoot
Mindi Schmitz

Candidates may begin circulating petitions January 1, 2022.

Petitions for nomination can be obtained from the City Auditor's Office at City Hall, 102 3rd Avenue SE. Nominating petitions require a minimum of the following signatures of qualified electors from the City of Jamestown:

Mayor	279 signatures
City Council Member	258 signatures
Municipal Judge	199 signatures
City Park Board Commissioner	229 signatures

SIGNATURES ON PETITION:

1. Signers must be CITY RESIDENTS ONLY and 18 years of age or older.
2. Petitions must have name of voter and signature.
3. The addresses must be complete, full street addresses:
Example: 102 3rd Avenue SE, Jamestown, ND 58401
4. BOX NUMBERS ARE NOT ACCEPTABLE.

The filing deadline with the City Auditor is April 11, 2022. Complete filings must be in the physical possession of the City Auditor by 4:00 P.M. on the filing deadline.

(See attached sheets for qualifications and other pertinent information)



SECRETARY OF STATE

Alvin A Jaeger
State of North Dakota
600 E Boulevard Ave Dept 108
Bismarck ND 58505-0500
ELECTIONS UNIT
Telephone: (701) 328-4146
Fax: (707) 328-3413
soselect@nd.gov
Vote.ND.Gov



Running for City Office

Mayor Councilman Commissioner

Qualifications and Terms of Office

All City Officers: A person shall be eligible to hold an elective city office if that person is a qualified voter of the city and has been a resident of the city for at least 9 months preceding the election. A person shall be eligible to hold an appointive city office if he or she is a citizen of the United States. (NDCC § 40-13-01).

Mayor: The mayor must be a qualified voter within the city (NDCC § 40-08-14).

The 4-year term of office for mayor lasts until a successor is duly elected and qualified.

Councilman: A person is eligible to the office of council member if the person:

- Is a qualified voter and resident within the ward for which the person was elected except in cities where council members are elected at large and not required to be a resident of the ward for which the person is elected pursuant to NDCC § 40-08-04.2, yet they must be a qualified voter within the city

The 4-year term of office for a councilman lasts until a successor is duly elected and qualified.

Commissioners: The 4-year term of office for a commissioner lasts until a successor is duly elected and qualified.

Running in the Regularly Scheduled City Election

Candidates for city offices may file Petitions/Certificates of Nomination with the City Auditor containing the signatures of qualified electors equal to not less than 10% of the number of qualified voters who voted for that office in the last city election. However, not more than 300 signatures are required. If multiple candidates were elected to the office at the preceding city election at which the office was voted upon, the number of signatures must equal at least 10% of the total votes cast for all candidates divided by the number of candidates that were to be elected to that office at that election.

Nominating petitions may be signed by qualified voters who reside within a ward if elected by wards. Nominating petitions may be signed by qualified voters who reside within the corporate city limits if elected at large. In cities operating under the commission system of government the required petition may be signed by the qualified voters at large residing within the city (NDCC § 40-21-07).

A Complete Filing Must Include:

1. A Petition/Certificate of Nomination (SFN 2704) containing the required number of signatures of qualified electors; and
2. A Statement of Interests (SFN 10172)

Circulating and Signing a Petition/Certificate of Nomination

A Petition/Certificate of Nomination may not be circulated or signed prior to **January 1, 2022**.

When and Where to File

Candidates may not file earlier than January 3, 2022, nor later than 4:00 p.m. on the 64th day before the June 14, 2022 regularly scheduled city election.

The filing deadline with the **city auditor is 4:00 p.m. on April 11, 2022**. Filings must be in the physical possession of the city auditor's office by the filing deadline.

If a city election is not held in conjunction with a county election, the filing deadline with the **city auditor** is 4:00 p.m. on the 64th day before the scheduled city election.

Running as a Write-In Candidate in the Regularly Scheduled City Election

A write-in candidate for city office at the June 14, 2022 regularly scheduled city election is not required to file a certificate of write-in candidacy (NDCC Ch. 16.1-12-02.2).

Campaign Finance and Disclosure

Candidates for city office in cities with a population greater than 5,000 must file financial disclosure statements pursuant to subsections 5 and 6 of NDCC §16.1-08.1-02.3.

Candidates for city office in cities with a population equal to or less than 5,000 are not subject financial disclosure requirements.

Forms

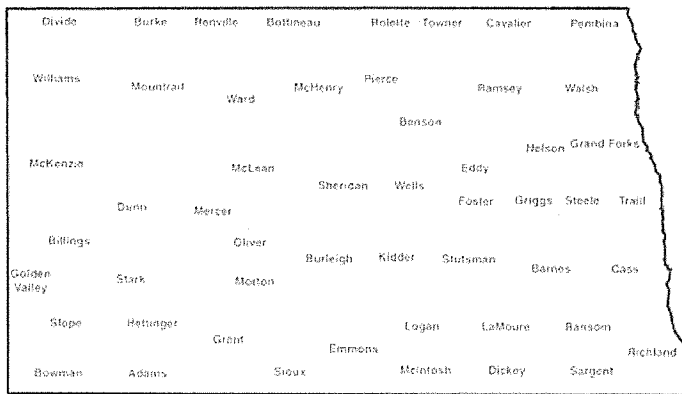
The state forms (SFNs) listed above are available from the Secretary of State's and city auditors' offices and may also be accessed from the Secretary of State's web site.

Secretary of State
State of North Dakota
600 E Boulevard Ave Dept 108
Bismarck ND 58505-0500

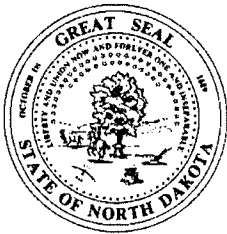
Phone	(701) 328-4146
Toll Free	800-352-0867
Fax	(701) 328-3413
Web Site	Vote.ND.Gov

Campaign Finance Disclosure Requirements for City and County Candidates

North Dakota



✓
votes
2022



SECRETARY OF STATE
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soselect@nd.gov
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FOREWORD

This pamphlet is intended as a reference source for city and county candidates and others with an interest in campaign finance laws and disclosure requirements pertaining to these candidates. Contained within is a summary of the laws found in the North Dakota Century Code (NDCC) relating to campaign finance and disclosure requirements for these candidates in the state of North Dakota. As an additional help, the entire Campaign Contribution Statements chapter of the NDCC has been included.

CONTACT

For more information about campaign finance reporting requirements:

Elections Unit
North Dakota Secretary of State
600 East Boulevard Avenue Dept 108
Bismarck ND 58505-0500

(701) 328-4146
Toll Free – (800) 352-0867, ext. 328-4146

Fax – (701) 328-3413

Email – soselect@nd.gov
Website – Vote.ND.Gov

The Campaign Finance Disclosure page contains election publications, connections to other helpful election websites, and state election forms that can be completed online before printing, signing and submitting.

DISCLAIMER

This pamphlet contains summaries of the campaign finance and disclosure laws found within the NDCC for city and county candidates. Although every attempt has been made for accuracy, the reprint of these laws does not carry the same authority as the actual NDCC and should not be equated with the official NDCC. This compilation is only intended as a resource and reference for campaign finance laws. For official and legal purposes, the official NDCC should be used.

In addition, the included excerpts of North Dakota law do not contain the material found in the legal notes following the various sections contained in the NDCC. Notes found in the NDCC may contain temporary provisions and effective dates along with valuable summaries of applicable court rulings.

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Disclosure Statement Filers

Candidates

Candidate for City* or County Offices

Identified and defined in NDCC § 16.1-08.1-01(3) as:

1. An individual who holds public office.
2. An individual who has publicly declared his or her candidacy for nomination for election or election to public office, or has filed or accepted a nomination for public office.
3. An individual who has formed a campaign or other committee for his or her candidacy for public office.
4. An individual who circulated a nominating petition to have his or her name placed on the ballot.
5. An individual who, in any manner, solicited or received a contribution for his or her candidacy for public office, whether before or after the election for that office.

* **Exception:** Does not apply to cities with a resident population of less than 5,000.

Contribution and Expenditure Defined

Contributions

“Contribution” as defined in NDCC § 16.1-08.1-01(4):

1. A gift, transfer, conveyance, provision, receipt, subscription, loan, advance, deposit of money, or anything of value*, made for the purpose of influencing the nomination for election, or election, of any person to public office or aiding or opposing the circulation or passage of a statewide initiative or referendum petition or measure.
2. A contract, promise, or agreement expressed or implied, whether or not legally enforceable, to make a contribution for the above purposes.

3. Funds received by a candidate for public office or a political party or committee, which are transferred or signed over to that candidate, party, or committee from another candidate, party, or political committee or other source including a conduit.

*The term "anything of value" includes any good or service of more than a nominal value**.

**The term "nominal value" means the cost, price, or worth of the good or service is trivial, token, or of no appreciable value.

"Contribution" does not include:

1. A loan of money from a bank or other lending institution made in the regular course of business.
2. Time spent by volunteer campaign or political party workers.
3. Money or anything of value received for commercial transactions, including rents, advertising, or sponsorships made as a part of a fair market value bargained-for exchange.
4. Money or anything of value received for anything other than a political purpose
5. Products or services for which the actual cost or fair market value are reimbursed by a payment of money.
6. An independent expenditure.
7. The value of advertising paid by a political party, multicandidate political committee, or caucus which is in support of a candidate.
8. In-kind contributions from a candidate to the candidate' campaign.

Prohibited Contributions

According to NDCC § 16.1-08.1-03.5(1), a corporation, cooperative corporation, limited liability company, affiliate, subsidiary, or association may not make a contribution for a political purpose. This means the entities named above may not make a contribution to any group organized or maintained to support any candidate for nomination or election to political office.

1. Corporations, cooperative corporations, and limited liability companies are as defined in the Century Code.
2. For purposes of campaign finance, corporation includes nonprofit corporations NDCC § 16.1-08.1-01(5)

Association, defined by NDCC § 16.1-08.1-01(2), is a group which is united for any purpose, business, or object and which assesses any dues, membership fees, or license fees in any amount, or which maintains a treasury fund in any amount. Associations include:

1. Brotherhoods
2. Clubs
3. Fraternities
4. Groups of two or more persons
5. Trade, professional, or governmental associations
6. Unions (including labor unions)

Candidate Disclosure Requirements

City Candidates – In Cities with a Population of 5,000 or More NDCC § 16.1-08.1-02.3(5)

1. **Pre-Election Statement:** Required of a candidate whose name appears on the ballot and candidates seeking election through write-in votes.

	Statement Coverage Dates	Statement Submission Window	
		Earliest day to file	Last day to file
Pre-Election Statement	January 1, 2022 – May 5, 2022	Friday, May 6, 2022	Friday, May 13, 2022

2. **Special Election Statement:** Candidates must file a statement covering the reporting period of January 1 through 40 days before the date of the special election. It must be filed no later than 32 days before the date of the election.
3. **Year-End Statements:** Required of all individuals seeking public office by election. Also required of an individual for any year in which a contribution was received.

	Statement Coverage Dates	Statement Submission Window	
		Earliest day to file	Last day to file
2021 Statement	January 1 – December 31	Monday, January 3, 2022*	Monday, January 31, 2022
2022 Statement	January 1 – December 31	Monday, January 2, 2023**	Tuesday, January 31, 2023

* Moved to Monday since the filing deadline falls on a holiday and also a weekend.

** Moved to Monday since the filing deadline falls on a holiday and also a weekend.

4. **Pre-Election Statements Must Include:**
 - a. The name and address of each contributor whose total contributions by the end of the reporting period were greater than \$200.
 - b. The total of the contributions received from each listed contributor.
 - c. The date the last contribution was received from each listed contributor.
 - d. The total of all aggregated contributions from contributors which total in excess of \$200 during the reporting period.
 - e. The total of all contributions received from contributors that contributed \$200 or less each during the reporting period.
5. **48-Hour Supplemental Statements:** (For the 39 days before any election)
 - a. Statements must include:
 - i. The name, address, and amount received from a contributor whose total of all contributions made in the 39 days prior to an election is greater than \$500.
 - ii. The date on which the total contribution from a contributor exceeded \$500.
 - b. The statement must be filed within 48 hours of receipt of a contribution in excess of \$500 or of the date on which the total contributions received from a contributor during the 39 days prior to an election exceeded \$500.
 - c. A subsequent 48-Hour statement is required when any additional contribution is received from a contributor previously named in a 48-Hour contribution statement filed by the candidate or committee within the same 39-day reporting period.

- d. **Note:** Contributions reported during the 39 days prior to an election are only for the contributions received from a contributor during that period of time. These 48-Hour statements are not to include contributions received from the same contributor in a prior reporting period during the election year.
 - e. 48-Hour contributions must be totaled with all other contributions from the same contributor and listed on the contribution statement for the next reporting period.
6. **Year-End Statements Must Include:**
- a. The name and address of each contributor whose total contributions by the end of the reporting period were greater than \$200.
 - b. The total of the contributions received from each listed contributor.
 - c. The date the last contribution was received from each listed contributor.
 - d. The total of all aggregated contributions from contributors which total in excess of \$200 during the reporting period.
 - e. The total of all contributions received from contributors that contributed \$200 or less each during the reporting period.
 - f. The total of all expenditures made during the previous year, separated into expenditure categories
7. **All Statements** are filed with the City Auditor.
8. **Late Filing Fees** may be found on page 7.

Form to File:

Campaign Contribution Disclosure Statement (SFN 53970)

County Candidate (Filing Requirements NDCC § 16.1-08.1-02.3(6))

9. **Pre-Election Statements Must Include:**

- a. The name and address of each contributor whose total contributions by the end of the reporting period were greater than \$200.
- b. The total of the contributions received from each listed contributor.
- c. The date the last contribution was received from each listed contributor.
- d. The total of all aggregated contributions from contributors which total in excess of \$200 during the reporting period.
- e. The total of all contributions received from contributors that contributed \$200 or less each during the reporting period.

10. **48-Hour Supplemental Statements:** (For the 39 days before any election)

- f. Statements must include:
 - i. The name, address, and amount received from a contributor whose total of all contributions made in the 39 days prior to an election is greater than \$500.
 - ii. The date on which the total contribution from a contributor exceeded \$500.
- g. The statement must be filed within 48 hours of receipt of a contribution in excess of \$500 or of the date on which the total contributions received from a contributor during the 39 days prior to an election exceeded \$500.
- h. A subsequent 48-Hour statement is required when any additional contribution is received from a contributor previously named in a 48-Hour contribution statement filed by the candidate or committee within the same 39-day reporting period.
- i. **Note:** Contributions reported during the 39 days prior to an election are only for the contributions received from a contributor during that period of time. These 48-Hour statements are not to include contributions received from the same contributor in a prior reporting period during the election year.
- j. 48-Hour contributions must be totaled with all other contributions from the same contributor and listed on the contribution statement for the next reporting period.

11. **Year-End Statements Must Include:**

- a. The name and address of each contributor whose total contributions by the end of the reporting period were greater than \$200.

- b. The total of the contributions received from each listed contributor.
 - c. The date the last contribution was received from each listed contributor.
 - d. The total of all aggregated contributions from contributors which total in excess of \$200 during the reporting period.
 - e. The total of all contributions received from contributors that contributed \$200 or less each during the reporting period.
 - f. The total of all expenditures made during the previous year, separated into expenditure categories
12. **All Statements** are filed with the County Auditor.
13. **Late Filing Fees** may be found on page 7.

Form to File:

Campaign Contribution Disclosure Statement (SFN 53970)

Statement Submission Methods and Deadlines

Submission Methods

All Statements may be submitted and filed by the following methods to the:

- City Auditor by:
 - Personal delivery before the office closes on the last filing day
 - Fax delivery provided it is sent before midnight of the last filing day
 - Mail delivery as long as it has a postmark of no later than the last filing day
- County Auditor by:
 - Personal delivery before the office closes on the last filing day
 - Fax delivery provided it is sent before midnight of the last filing day
 - Mail delivery as long as it has a postmark of no later than the last filing day

Submission Deadlines

Statements are timely when submitted no later than:

Filing Officer	Statement	Submitted No Later Than
City Auditor	2022 June Election Statement	Friday, May 6, 2022
	2022 Year-End Statement	Tuesday, January 31, 2023
County Auditor	2022 Pre-Primary Statement	Friday, May 6, 2022
	2022 Pre-General Statement	Friday, October 7, 2022
	2022 Year-End Statement	Tuesday, January 31, 2023

Late Fees and Amendments

Late Filing Fees

NDCC § 16.1-08.1-06.1

If the statement is not timely filed, a late filing fee may be charged.

1. If filed within **6** days after the due date, the late fee is **\$25**.
2. If filed within **11** days after the due date, the late fee is **\$50**.
3. If filed **12 or more** days after the due date, the late fee is **\$100**.

Amendments to Filed Reports

NDCC § 16.1-08.1-06.1

A filing officer may require an amendment to be filed for any statement that is incorrect or incomplete. The amendment must be filed with the filing officer within 10 business days after the amendment has been requested in writing. If an amendment is not filed within the prescribed time, the filing officer is authorized to charge and collect a late fee as follows:

1. If filed within **6** days after the amendment was due, the late fee is **\$50**.
2. If filed within **11** days after the amendment was due, the late fee is **\$100**.
3. If filed **12 or more** days after the amendment was due, the late fee is **\$200**.

Campaign Financial Disclosure and Related Forms

Fillable statement forms are available from the Secretary of State's website at Vote.ND.Gov. Select Campaign Finance Disclosure and look for City and County Candidates.

[City Candidates \(SFN 53970\)](#)

[County Candidates \(SFN 53970\)](#)