



FILING INSTRUCTIONS FOR THE OFFICE OF MAYOR AND COUNCILMEMBER AT LARGE

1. The Fridley City Charter, Chapter 4, requires a \$10 filing fee and Nomination petition signed by a minimum of ten registered voters during the filing period. Please see the Instructions for Circulating a Nominating Petition for additional details.
2. Please complete the Public Disclosure Statement and return it with the Nomination Petition and filing fee.
3. Filings for office open Tuesday, May 17, 2016 at 8:00 a.m.
4. The last day to file for office Tuesday, May 31, 2016, by 5:00 p.m.
5. City offices will be open Monday through Friday from 8:00 a.m. to 4:30 p.m., with the exception of May 30th, and open until 5:00 p.m. on May 31st.
6. The last day for a candidate to **withdraw** from this election is June 2, 2016 by 5:00 p.m.
7. Once a candidate spends or receives \$750, the candidate must file a Campaign Finance Report within 14 days with the Fridley City Clerk. See Chapter 211A of the Fair Campaign practices Act and the back of the Campaign Financial Reports for reporting dates required by law.

Required forms to complete and return to City Clerk at the time of filing:

1. 2016 Affidavit of Candidacy (Address of Residence Form if Needed for Privacy Purposes)
2. City of Fridley Nomination Petition
3. City of Fridley Public Disclosure Statement for City Council and Candidates
4. Anoka County 2016 AutoMark Pronunciation Form

Optional forms to complete and return to City Clerk

5. MN SOS Election Candidate Information (Voluntary Disclosure) Form
6. City of Fridley Candidate Withdrawal Form (only if candidate decides to withdraw)

Additional Candidate Information

7. Minnesota Campaign Manual
8. Campaign Financial Memo with Reports and Filing Requirements
9. City of Fridley Political Sign Placement/Information **PERMIT NO LONGER REQUIRED**
10. Anoka County Campaign Sign Fact Sheet and Sign Recycling Information
11. Department of Transportation Right-of-Way/Sign Placement
12. IRS Fact Sheet for Candidates
13. MN Attorney General Automatic Dialing-Announcing Device Law
14. MN SOS Accepted Absentee/Mail Ballot List Request
15. MN SOS Map Request Form
16. MN SOS Voter Information Request Form
17. MN SOS Precinct Finder Request Form
18. MN SOS Polling Place List Request Form
19. City of Fridley GIS Map Fees
20. Precinct Map of City of Fridley

For additional questions, please contact the Deb Skogen, City Clerk by phone at 763-572-3523 or e-mail at deb.skogend@fridleymn.gov



Office of the Minnesota Secretary of State
AFFIDAVIT OF CANDIDACY

Filing # _____
Cash/Check # _____
Amount \$ _____

Instructions

All information on this form is available to the public. Information provided will be published on the [Secretary of State's website](#). If filing for partisan office and not a major party candidate, you must file both an affidavit of candidacy and a nominating petition. (*Minn. Stat.* 204B.03)

Candidate Information

Name and Office

Candidate Name (as it will appear on the ballot)

Office Sought

District #

For Partisan Office, Provide Political Party or Principle

For Judicial Office, Provide Name of Incumbent

Residence Address

Do not complete if residence address is to be private and checkbox below is marked. All address and contact information is optional for federal, judicial, county attorney, and county sheriff office candidates.

Street Address

City

State

Zip Code

My residence address is to be classified as private data. I certify a police report has been submitted or I have an order for protection for my (or my family's) safety, or my address is otherwise private by Minnesota law. I have attached a separate form listing my residence address.

Campaign Address and Contact

Candidate Phone Number (Required)

Campaign Contact Address (Required for those who have checked the box above):

Street Address

City

State

Zip Code

Website

Email

Affirmation

For all offices, I swear (or affirm) that this is my true name or the name by which I am generally known in the community.

If filing for a state or local office, I also swear (or affirm) that:

- I am eligible to vote in Minnesota;
- I have not filed for the same or any other office at the upcoming primary or general election (except as provided in *M.S.* 204B.06, subd. 1 (2));
- I am, or will be on assuming office, 21 years of age or more;
- I will have maintained residence in this district for at least 30 days before the general election; and
- If a major political party candidate, I either participated in the party's most recent precinct caucuses or intend to vote for a majority of that party's candidates at the next general election.

If filing for one of the following offices, I also swear (or affirm) that I meet the requirements listed below:

- **United States Senator** – I will be an inhabitant of this state when elected and I will be at least 30 years old and a citizen of the United States for not less than nine years on the next January 3rd, or if filled at special election, within 21 days after the election.
- **United States Representative** – I will be an inhabitant of this state when elected and I will be at least 25 years old and a citizen of the United States for not less than seven years on the next January 3rd, or if filled at special election, within 21 days after the election.
- **Governor or Lieutenant Governor** – I will be at least 25 years old on the first Monday of the next January and a resident of Minnesota for not less than one year on election day. I am filing jointly with _____
- **Supreme Court Justice, Court of Appeals Judge, District Court Judge, or County Attorney** – I am learned in the law and licensed to practice law in Minnesota. My Minnesota attorney license number is _____ and a copy of my license is attached.
- **State Senator or State Representative** – I will be a resident of Minnesota not less than one year and of this district for six months on the day of the general or special election.
- **County Sheriff** – I am a licensed peace officer in Minnesota. My Board of Peace Officer Standards and Training license number is _____ and a copy of my license is attached.
- **School Board Member** – I have not been convicted of an offense for which registration is required under *Minn. Stat.* 243.166.
- **County, Municipal, School District, or Special District Office** – I meet any other qualifications for that office prescribed by law.

Candidate Signature _____ Date _____

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

 Notary public or other officer empowered to take and certify acknowledgement

(Notary stamp)

Office of the Minnesota Secretary of State

ELECTION CANDIDATE INFORMATION FORM (VOLUNTARY DISCLOSURE)

Instructions

Federal and State candidates are invited to complete this form in whole or in part. Submit it through the filing officer or by sending it to the Secretary of State via email (elections.dept@state.mn.us) or mail:

180 State Office Building, 100 Rev. Dr. Martin Luther King, Jr. Blvd., St. Paul, MN 55155-1299

Information submitted on this form will be published on the [Secretary of State's web site](#). The Office of the Secretary of State does not edit the information submitted. Additional sheets will not be published.

Candidate Information

Candidate Name

Office Sought

Political Party or Principle

Address

Preferred mailing address (if different)

Telephone

Fax

E-Mail

Web site

Occupation and Employer

Age

Current Office Held

First Year Elected or Appointed

Previous Elected or Appointed Public Offices

Endorsements

Comments or Filing Statement (use this space only)

I certify that the information provided on this form is true.

Candidate Signature

Date



INSTRUCTIONS FOR CIRCULATING A NOMINATION PETITION

The Fridley City Charter, Section 4.06 requires the candidate be nominated by a nomination petition. The candidate must circulate a nomination petition during the filing period to secure the signature of a minimum of ten registered voters living in the city, if it is a city-wide race, or living in the ward you reside in. It is always a good idea to secure more than ten signatures in the event some of the individuals signing the petition may not be registered voters. A Nomination Petition is included. Please feel free to make copies. In addition, please keep the following information in mind when circulating a petition.

- Only signatures of registered voters for the office in question can be counted.
- Each registered voter must print and sign their own name. Please have them sign their name the same way they signed their voter registration card (it is usually their legal signature).
- A person may not sign the petition for a spouse, daughter, son, etc.
- A person who signs a nomination petition is attesting to the fact that they have signed only one petition for the office in question.
- Signatures may only be gathered during the time when filings are open. (between May 17, 2016 through May 31, 2016) per Minnesota Statute 204B.09, subd. 2.
- **A person circulating or signing a nomination petition on behalf of a specific candidate may not serve as an election judge for this election period.**
- The person circulating the nomination petition must attest in front of a notary that they are the circulator and the notary public must sign and seal the petition. City Staff may serve as your notary public if you need one.

Again please contact City Clerk Deb Skogen by phone at 763-572-3523 or e-mail at deb.skogen@fridleymn.gov if you have any questions.



City of Fridley Public Disclosure Statement

By City Council Members or City Council Candidates

Name: _____ Date _____

Position Title: _____

In conformance with Section 5.04 of the Fridley City Code, I hereby make the following declarations regarding my financial and personal interests:

1. Names of all business corporations, partnerships, other business enterprises, or governmental agencies doing business with the City of Fridley or located within the City of Fridley.

a) With which I have a financial interest.

(As used in Chapter 5, the term financial interest shall be deemed to include ownership of more than 10% of: the outstanding stock in a corporation, an interest in a partnership, proprietorship, or other business entity, or an interest in real property. Financial interest shall apply to real or personal properties owned by one person making the disclosure and by said person's spouse.)

b) With which I have a personal interest.

(As used in Chapter 5, the term personal interest shall be deemed to apply whenever a person required to make a disclosure under this code of ethics shall be associated with a business as an employee, officer, director, trustee, partner, advisor or consultant.)

Name of Business, Partnership, Etc.	Address	Financial Interest	Personal Interest

(use additional paper if necessary)

2. A list of the non-homestead real property located within the City of Fridley in which I currently have a financial interest:

Non-Homestead Real Property Address

(use additional paper if necessary)

- 3. A list of the non-homestead real property located within the City of Fridley in which I have had a financial interest within the proceeding three years.

Non-Homestead Real Property Address

(use additional paper if necessary)

- 4. A list of names and nature of business of all corporations, partnerships, or other business enterprises with which I have a financial interest and in which I know one or more other persons covered by this code of ethics also having a financial interest in said enterprise. (This list shall indicate the name or names of such persons or persons having such interest in said enterprise.)

Names	Nature of Business – of All Corporations, Partnerships, or Other Business Enterprises

(Use additional paper if necessary)

I do swear (or affirm) that this report is a full and true statement pursuant to Section 5.04 of the Fridley City Code.

(Signature)

Note: This statement must be filed annually or when there is a material change in financial interest or in position held.



COUNTY OF ANOKA

OFFICE OF ELECTIONS & VOTER REGISTRATION

325 EAST MAIN STREET • ANOKA, MINNESOTA 55303
PHONE: (763) 323-5275 FAX: (763) 422-7526

2016 AutoMARK Pronunciation Form

In 2006, a second voting system was adopted which is specifically designed to assist voters with physical disabilities – the AutoMARK. The AutoMARK is a ballot marking device that individuals with physical disabilities may use to vote privately and independently. One of the unique characteristics of the AutoMARK is that it is programmed to speak each candidate's name. As a result, we are asking candidates to provide a phonetic spelling to ensure that the AutoMARK pronounces each candidate's name correctly.

Name of Candidate: _____

Phonetic Spelling: _____

Office sought: _____

Date: _____



City of Fridley
6431 University Avenue NE
Fridley, MN 55432

AFFIDAVIT OF WITHDRAWAL

I, _____, certify that I filed an affidavit of candidacy for the office of _____ on _____, 2016. I request that my name be withdrawn from the ballot pursuant to Minnesota Statutes, Section 204B.12, subd. 1.

Signature

Date

(Must be submitted no later than 5:00 p.m. June 2, 2016)