

October 24, 2016

Dear Candidate:

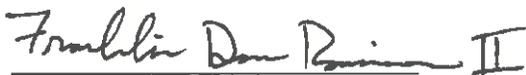
The City of Springfield would like to take this opportunity to welcome you as a potential candidate for City Council, and to inform you that in accordance with the Springfield City Charter Section 13.1, petitions for City Council candidates for the April 4, 2017, election must be filed in the Springfield City Clerk's office between December 5, 2016 and January 17, 2017. These dates are calculated based on Springfield City Charter provisions and the Greene County Clerk's notification deadline of January 24, 2017. The hours for filing are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding legal holidays.

Important information contained in Springfield City Code Chapter 46-1, 46-2, 46-3, 46-4 and 46-8, applicable to your candidacy as a City Councilperson, are attached for your information. Candidates should read and study these sections. Chapter 115, the election law of the State of Missouri, is available for copying at your local library or on the internet at <http://www.moga.mo.gov/mostatutes/chapters/chapttext115.html> Based on RSMo 115.306.1 (2) candidates are also required to complete the Missouri Department of Revenue Candidate's Affidavit of Tax Payments and Bonding Requirements Form 5120. This form can be found at <http://dor.mo.gov/forms/5120.pdf> and must be mailed to the Department of Revenue and a copy filed with the City Clerk's Office at the time you declare your candidacy. The Greene County Clerk, Shane Schoeller, is the chief local election law official and is available to help you and answer any questions you might have. He can be reached at 417-868-4055. The Secretary of State for the State of Missouri has published an Election Law Handout which can be obtained by calling 573-751-2301. The Law Department and the City Clerk's office will also endeavor to provide a candidate with information concerning how to comply with these laws. **However, it should be noted that the responsibility for compliance with the law rests upon the candidate.**

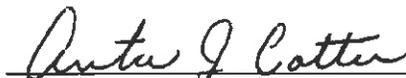
Also included in this packet are copies of the following:

- Section 19-16 of the Springfield City Charter
- Article 13 of the City Charter regarding Elections
- Section 36-454 (4) (a) of the Springfield Land Development Code as it pertains to political signs
- Financial Disclosure information provided by the Missouri Ethics Commission
- RSMo Chapter 105.487.1 regarding Financial Interest Statements
- Candidate Election Procedures
- City Council Application

If after you have reviewed this information you have any questions, please feel free to contact us.



Frank D. Romines  
City Attorney, City of Springfield



Anita J. Cotter, CMC/MRCC  
City Clerk, City of Springfield

Office of the City Clerk  
840 Boonville Avenue, P.O. Box 8368  
Springfield, Missouri 65801 • 417-864-1651 • [springfieldmo.gov](http://springfieldmo.gov)



Sec. 46-1. - Boundaries of wards, precincts and council zones.

The four (4) council zones required to be established by Section 1.4 of the Charter of the city of Springfield shall be and shall contain all that territory within the City described as follows:

*Zone One:* All of that part of the City contained within the present boundaries of precincts 7A, 7B, 7C, 16A, 16B, 16C, 20A, 20B, 22C, 26A, 26B, 26C, 27A, 27B, 27C, 29C, 35B, 36A.

*Zone Two:* All of that part of the City contained within the present boundaries of ward 11 and precincts 1A, 1B, 1C, 2A, 2B, 12A, 12B, 22A, 22B, 29A, 29B, 29C, 30A, 31A, 31B, 31C, 37A, 37B, 37C.

*Zone Three:* 3B, 4A, 4B, 5A, 5B, 6A, 6B, 9A, 9B, 34A, 34B, 34C, 35A, 42A, 42B, 42C.

*Zone Four:* All of that part of the city contained within the present boundaries of precincts 3A, 32A, 32B, 32C, 33A, 33B, 38A, 38B, 39A, 39B, 39C, 40A, 40B, 40C, 40BN, 44A, 44B, 44C, 45A, 45B.

(Code 1981, Ch. 11A; G.O. No. 5185, § 1, 5-20-2002; G.O. No. 5221, § 1, 9-23-2002)

Sec. 46-2. - Establishment of council zones.

The zone council districts shall be as established by the council from time to time pursuant to section 1.4 of the Charter, such district descriptions to be placed on file with the city clerk.

Sec. 46-3. - Designation of seats for general councilmembers.

Seats filled in the 1985 general city election for general councilmembers shall be designated as general councilmember A and general councilmember B. Seats for general councilmembers filled in the April 1987 municipal election shall be designated as general councilmember C and general councilmember D. Thereafter, such designations shall apply for purposes of appointment and election.

(Code 1981, § 11-8)

Sec. 46-4. - Nominating petitions.

A nominating petition for the city council shall include thereon, at the time the petition is signed, the office for which the person is being nominated. The city clerk shall provide forms for nominating candidates to a city council office.

(Code 1981, § 11-9)

Sec. 46-8. - Posting campaign literature or signs in city buildings.

It shall be unlawful for any person to post, place or affix any campaign literature, flyer, leaflet or sign for or against a candidate for a public office in or on a building or appurtenance thereto when the building is owned by the city, or for any person to permit such acts.

(Code 1981, § 11-6)

# Missouri Revised Statutes

## Chapter 115 Election Authorities and Conduct of Elections

←115.305

### Section 115.306.1

115.307→

August 28, 2016

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#### **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 or misdemeanor 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.

(L. 2015 S.B. 104, A.L. 2016 H.B. 1477 merged with S.B. 786)

Effective 7-07-16

2015

[Top](#)



Missouri General Assembly

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Section 19.16. - Officers and employees interested in contracts.

No member of the council and no salaried officer or employee of the City shall have a financial interest, direct or indirect, in any contract with the City, or be financially interested, directly or indirectly, in the sale to the City of any land, materials, supplies or services, except on behalf of the City as an officer or employee. This section shall not apply if the transaction involves the sale of City bonds made after public notice and competitive bidding, provided the bid accepted is the lowest qualified bid received.

No member of a board or commission shall have a financial interest, direct or indirect, in any contract with the department or administrative agency managed or operated by the board or commission on which he is serving, or be financially interested, directly or indirectly, in the sale to the board or commission of any land, materials, supplies, or services, except on behalf of the department or administrative agency.

Any violation of this Section renders the contract or sale void, and any council member, officer, employee, or board member violating the Section thereby forfeits his office or employment.

Notwithstanding any other provision of the Charter to the contrary, the City may acquire land from an employee of the City, other than a salaried officer, by purchasing the land from the employee or through the exercise of eminent domain; provided, however, such land shall not be purchased by the City at more than the fair market value as determined by an independent appraiser.

Approved by vote of the people November 5, 1985.

## ARTICLE XIII. - NOMINATIONS AND ELECTIONS

## Section 13.1. - Time of elections.

A regular election for the choice of elective municipal officials shall be held biennially on the first Tuesday in April in odd-numbered years. A person shall become a candidate for such office upon filing a statement of candidacy for the city council position and upon the city clerk's determining that the person meets the qualifications for the position. A statement of candidacy shall be filed with the city clerk not more than fifty (50) days prior to the deadline for notification to the county election authority before the primary election, and not later than seven (7) days prior to such deadline. The city council may establish by ordinance provisions for holding municipal elections as well as special elections consistent with the Charter and state law.

Approved by vote of the people August 7, 2012.

## Section 13.2. - Regulations of elections.

The council shall provide by ordinance all regulations which it considers needful or desirable, not inconsistent with this Charter or state laws, for the conduct of municipal elections, including notice, for the prevention of fraud in such elections, and for the recount of ballots in case of doubt or fraud. Municipal elections shall be conducted by the city clerk unless otherwise provided by law.

Approved by vote of the people August 8, 1978.

## Section 13.3. - When magistrate may conduct election.

If, at any time, by reason of nonacceptance, resignation, refusal to qualify, or for any other cause, there shall be no officers of the city to order and conduct an election, the senior judge of the Greene County Circuit Court having jurisdiction in the City of Springfield is empowered to order and conduct an election for city officers, declare the results thereof, and install the newly elected officials.

Approved by vote of the people August 8, 1978.

## Section 13.4. - Vacancies created by recall—Election.

A vacancy in the office of the mayor, general councilmember or zone councilmember following the filing of a sufficient petition for recall of such office holder as provided for in Sections 14.11 and 14.13 shall be filled for the unexpired term of such officer by the qualified voters of the City at large for general councilmember and the mayor or by the qualified voters of the zone for a zone councilmember. When such vacancy occurs, the council shall immediately fix a date for holding an election to fill such vacancy. The election to fill such vacancy shall be held at the earliest possible date or on any other election date established by state law provided such date falls within thirty (30) days of the earliest possible date permitted by law. The nomination of a qualified candidate to fill such vacancy shall be by petition for the unexpired term of a specific office. The petition for a zone councilmember shall be signed by not less than one hundred registered voters who are entitled to vote for the candidate so nominated. The petition for an official elected by the entire City shall be signed by not less than two hundred registered voters of the City. The city council shall establish the form for the nominating petition, procedures pertaining to the filing and verification of the same including the date for the filing of nominating petitions, provided the city council shall allow at least thirty (30) days for such nominations. A primary election shall not be held. The candidate receiving the highest number of votes for the office shall be declared elected and inducted into office at that time.

#### Section 13.4.1. - Nomination by petition.

Nominations of candidates for all elective offices shall be by petition. Petitions for zone councilmembers shall be signed by not less than one hundred (100) registered voters who are entitled to vote for the candidate so nominated. Petitions for officials elected by the entire city shall be signed by not less than two hundred (200) registered voters of the city.

No voter shall sign more than one nominating petition for the same office, and should a voter do so, his signature shall be void except as to the petition first filed. This provision shall not be construed as preventing a voter from signing both a petition for a councilmember from his own zone and also for as many general councilmembers as are to be elected. Each signer of a petition shall designate his residence by street and number, or by other description sufficient to identify his place of residence.

The signatures on the nominating petition need not all be appended to one paper, but each separate paper shall bear the statement setting forth the election date, the office to be filled, and the name of the candidate on whose behalf the petition is being filed. In addition there shall be attached to each such paper a signed statement of the circulator thereof, stating the number of

signers of such paper, that each signature appended thereto was made in his presence and is the genuine signature of the person whose name it purports to be, and that he believes each such signer to be a legal voter.

Nominating petitions shall be filed with the city clerk with the statement of candidacy, and shall be in substantially the following form:

We, the undersigned registered voters of the City of Springfield, Missouri, respectfully petition and request the name of \_\_\_\_\_ residing at \_\_\_\_\_, be placed upon the ballot as a candidate for the office of \_\_\_\_\_ to be voted for at the election to be held on the \_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, and we, individually, signify that our names have appeared on the roll of registered voters within the last year, and that we are qualified to vote for this candidate:

Name	Street and Number	Date of Signing
_____	_____	_____
_____	_____	_____

STATEMENT OF CIRCULATOR

The undersigned is the circulator of the foregoing paper containing \_\_\_\_ signatures. Each signature appended thereto was made in my presence and is the genuine signature of the person whose name it purports to be. I am a registered voter, qualified to vote for this candidate, and I believe each signer is a registered voter qualified to vote for this candidate.

\_\_\_\_\_(Signature of Circulator)

\_\_\_\_\_(Address)

ACCEPTANCE OF NOMINATION AND STATEMENT OF CANDIDACY

I hereby accept the nomination for the office of \_\_\_\_\_ and file this statement of candidacy. I declare that I meet all requirements to hold said office, and that I agree to serve if elected.

Signature of Candidate\_\_\_\_\_

Date and hour of filing\_\_\_\_\_

This petition is filed by \_\_\_\_\_ whose address is \_\_\_\_\_, Received by \_\_\_\_\_.

Signature of City Clerk\_\_\_\_\_

Within five (5) days after the filing of a nominating petition the city clerk shall notify the candidate and the person who filed the petition whether or not it is found to be sufficient. If a petition is found insufficient, the city clerk shall return it immediately to the person who filed it with a statement certifying wherein the petition is found insufficient. Within the regular time for filing petitions a new or supplemental petition may be filed for the same candidate. The petition of each candidate nominated shall be preserved by the city clerk until the expiration of the term of office for which he has been nominated.

Approved by vote of the people April 3, 1984.

Section 13.5. - Preparation of ballots.

The names of candidates for elective offices shall be printed on the ballots in rotation, without party designation as follows: The ballots shall be printed and distributed among the various voting places in as many series as there are candidates, so that the name of each candidate shall appear in each position on the ballots as printed and distributed substantially an equal number of times; except that such provision shall not apply to names of candidates when mechanical or other devices for voting or counting votes are used not inconsistent with state law. When mechanical or other devices for voting or counting votes are used, the names of the candidates for each office shall be listed on the ballot in the order in which they are filed and certified as sufficient by the city clerk. The names of candidates in election notices shall be printed in alphabetical order.

Approved by vote of the people April 5, 1977.

Section 13.6. - Voting machines.

The council shall have the power to provide for the use of mechanical or other devices for voting or counting the votes not inconsistent with state law.

Section 13.7. - Returns; Canvass.

Unless otherwise provided for by law, the council shall canvass the election returns and declare the results of any municipal election regular or special, at a meeting to be held not later than one week following such election. The candidate or candidates receiving the highest number of votes for each office shall be declared elected and inducted into office at that time.

Section 13.8. - Tie vote.

If at any municipal election there shall be no choice between candidates by reason of two or more having received an equal number of votes, the council shall proceed to determine the election by lot in a meeting open to the public and to which all candidates have been invited.

Section 13.9. - Voting precincts.

The wards of the city shall continue as now defined and may be divided into precincts when necessary subject to change by the council unless otherwise provided for by law.

## Excerpt from Section 36-454 of the Springfield Land Development Code

### Sec. 36-454. - Signs.

(4) *Exempt signs.* The following signs do not require a sign permit, but must conform to all other sign regulations and the building code. These signs are allowed in all zoning districts in addition to all other signs allowed under this article.

(a) *Political signs.*

1. The maximum effective area allowed in a non-business area shall be six square feet. For purposes of this section, non-business areas are properties zoned residential (R-SF, R-TH, R-LD, R-MD, R-HD, R-MHC WC3 or PD with areas designated as residential uses). A premises that has 250 feet or more frontage along one street or five acres or more, may have a sign up to 34 square feet in size.
2. The maximum effective area allowed in a business area shall be 34 square feet. Business areas are those properties with zoning other than residential.
3. Signs are prohibited in the city's right-of-way.
4. Sign illumination is prohibited.
5. Signs shall not be located within the required sight triangles.
6. Signs must be removed within 48 hours after the election to which they were directed.

(Zoning Ord., § 5-1400; G.O. 4592, 4-1-96; G.O. 6120, 5-12-14)



## 2016-2017 Personal Financial Disclosure Filing Deadlines

**Non-candidate filers:** Newly appointed or employed individuals are required to file a Personal Financial Disclosure (PFD) within 30 days of appointment or employment. All other annual filers are required to file a PFD by May 1.

Statutory Election Dates	Closing Date of Filing for Candidacy	Personal Financial Disclosure Statement Filing Deadline* (14 Days from the Closing Date of Filing for Candidacy)	Personal Financial Disclosure Statement Filing Deadline** (21 Days from the Closing Date of Filing for Candidacy)
February 7, 2017	November 22, 2016	December 6, 2016	December 13, 2016
March 7, 2017 (see charter)	December 20, 2016	January 3, 2017	January 10, 2017
April 4, 2017	January 17, 2017	January 31, 2017	February 7, 2017
August 8, 2017	May 23, 2017	June 6, 2017	June 13, 2017
November 7, 2017	August 22, 2017***	September 5, 2017	September 12, 2017

**\*Failure to file by fourteen day deadline shall result in a late filing fee of \$10 per day**  
**\*\*Failure to file by twenty-one day deadline shall result in removal from the ballot**

Personal Financial Disclosure statements may be obtained from your local election authority or by visiting the Missouri Ethics Commission website at [www.mec.mo.gov](http://www.mec.mo.gov). Personal Financial Disclosure Statements filed by mail **MUST** be postmarked no later than midnight of the day prior to the report deadline to be considered timely filed. Reports hand delivered on the deadline must be received by 5:00 p.m. to be considered timely. Section 105.487 (4) RSMo.

\*\*\*Close of filing for jurisdictions authorized to elect directors in November, such as 911 & Emergency Services directors.

**Did you  
know?**

***You can file this form online  
instead of on paper***

If you already have a MEC Online ID (ex: F#####) and Password from a previous PFD filing, simply log-in using that information.

If you are a new e-filer follow the steps below to create your filer account:

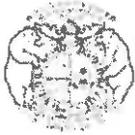
1. Go to our website at [www.mec.mo.gov](http://www.mec.mo.gov)
2. Select *LOGIN* on the top right.
3. Select *PFD E-Filer Account Request* from the drop down menu.
4. Complete the required information
5. Submit by selecting *Submit Account Information*
6. A MEC Online ID and Password will be sent to the email address provided. You will then be able to file your PFD online.

If you have questions, call 800-392-8660

OR

email [pfdonline@mec.mo.gov](mailto:pfdonline@mec.mo.gov)

07/2015



Office Use:

**Financial Disclosure Statement for Political Subdivisions - 105.485(4), RSMo**

**1. Statement Information (select one)**

Type:  New  Amended

**2. Filing Status & Time Period Covered (select one & insert time period)**

**A. Filing Status**

- Annual Filer:** file from Jan 1 to Dec 31 of prior year (if no longer serving, enter the time period served), due by May 1
- Newly Appointed/Employed:** file for calendar year before start date, due within 30 days
- Incumbent Candidate:** file from Jan 1 of prior year to closing date for candidacy (may be longer than 12-month period), due within 14 days of closing date for candidacy
- New Candidate:** file for the 12-month period before the closing date for candidacy, due within 14 days of closing date for candidacy

**B. Time Period Covered:** From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ (mm/dd/yyyy)

**3. Filer Information**

_____ Filer's name (First, Middle, Last)	_____ Spouse's name (First, Middle, Last)
_____ Mailing address	_____ City, State, Zip
_____ Dependent child's name* (First, Middle, Last)	_____ Dependent child's name* (First, Middle, Last)
_____ Political Subdivision or State Agency	_____ Title (Position/Office Seeking)

Check if spouse is filing separate from yourself (if your spouse is not required to file a PFD, this statement **MUST** disclose his/her information).  
 \*Includes all children, stepchildren, foster children and wards under the age of eighteen residing in the person's household and who receive in excess of 50% of their support from the person.

**4. Transaction Information**

**A. List the transactions, valued at more than \$500, you, your spouse, or any relative within the first degree of blood or marriage had with the political subdivision listed above. Do not include compensation received as an employee, payment of taxes, fees or penalties or transfers for no consideration.**

_____ Date (mm/dd/yyyy)	_____ Parties Involved in transaction
_____ Date (mm/dd/yyyy)	_____ Parties Involved in transaction

**B. List the transactions for any business entity, in which you, your spouse, or dependent child(ren) held a substantial interest, that conducted business with the political subdivision listed above valued at more than \$500. Do not include payments of taxes, fees or penalties due to the political subdivision or transactions involving payment for providing utility service to the political subdivision or transfers for no consideration. (NOTE: Substantial interest includes ownership of 10% of the business entity or interest valued at \$10,000 or more, or from which a salary, gratuity or other compensation of \$5,000 or more is paid per calendar year).**

_____ Date (mm/dd/yyyy)	_____ Name of Business	_____ Parties involved in transaction
_____ Date (mm/dd/yyyy)	_____ Name of Business	_____ Parties involved in transaction

**5. Signature (select one, sign & date)**

- I affirm and attest under penalty of perjury that information and facts in this report are complete, true, and accurate. I further acknowledge that I am aware that any false statement or declaration made herein is punishable under Ch. 575 RSMo.
- I affirm and attest under penalty of perjury that information and facts in this report are complete, true, and accurate and that my spouse has refused or failed to provide information concerning his or her financial interest and that I have no working knowledge of such interests. I further acknowledge that I am aware that any false statement or declaration made herein is punishable under Ch. 575 RSMo.

_____ Filer's Signature (Required)	_____ Date (mm/dd/yyyy)
---------------------------------------	----------------------------

**NOTE:** The following information is required from the **Chief Administrative Officer and Chief Purchasing Officer *only***. Include information for filer, spouse and dependent child(ren).

**6. Employment**  
 List the name and address of each employer from whom you, your spouse, or dependent child(ren) received income of \$1,000 or more during the time period covered by this statement.

Employer Name _____	Employer Address/City/State/Zip _____	Person's name whom received income _____
Employer Name _____	Employer Address/City/State/Zip _____	Person's name whom received income _____

**7. Sole Proprietorships**  
 List each sole proprietorship owned by you, your spouse or dependent child(ren) during the time period covered by this statement.

Sole Proprietorship Name _____	Sole Proprietorship Address/City/State/Zip _____
Sole Proprietorship Name _____	Sole Proprietorship Address/City/State/Zip _____

**8. General Partnerships, Joint Ventures**  
 List each general partnership and joint venture in which you, your spouse or dependent child(ren) were a partner or participant, and the names of partners or co-participants, unless such names and addresses are filed with the Secretary of State, during the time period covered by this statement.

General Partnership or Joint Venture Name _____	Address/City/State/Zip _____	Nature of Business _____	Partner/Coparticipant's Name & Address _____	Party Involved _____
General Partnership or Joint Venture Name _____	Address/City/State/Zip _____	Nature of Business _____	Partner/Coparticipant's Name & Address _____	Party Involved _____

**9. Stocks, Bond & Other holdings**  
 EXCEPTION: Interest in any qualified plan or annuity pursuant to the Employees Retirement Income Security Act (ERISA) is not required to be listed.

**A. Limited Partnerships, Closely-held Corporations:** List the name of any closely-held corporation/limited partnership in which you, your spouse, or dependent child(ren) own ten percent (10%) or more of any class of the outstanding stock or units during the time period covered by this statement.

Limited Partnership/Closely-held Corporation Name _____	Address/City/State/Zip _____	Nature of business _____	Party Involved _____
Limited Partnership/Closely-held Corporation Name _____	Address/City/State/Zip _____	Nature of business _____	Party Involved _____

**B. Publicly Traded Corporation or Limited Partnership:** List the name of any publicly traded corporation or limited partnership which is listed on a regulated stock exchange or automated quotation system in which you, your spouse or dependent child(ren) own two percent (2%) or more of any class of outstanding stock, units or other equity interests during the time period covered by this statement.

Corporation/Limited Partnership Name _____	Party Involved _____
Corporation/Limited Partnership Name _____	Party Involved _____

**10. Corporations**  
 List the name and address of each corporation for which you, your spouse, or dependent child(ren) served in the capacity of a director, officer or receiver during the time period covered by this statement.

Corporation Name _____	Corporation Address/City/State/Zip _____	Person's name who served in this capacity _____
Corporation Name _____	Corporation Address/City/State/Zip _____	Person's name who served in this capacity _____

This form is required to be filed with the Missouri Ethics Commission and with the governing body of your political subdivision. All elected and appointed officials as well as employees of a political subdivision must comply with §105.454 RSMo., on conflicts of interest and their own local code of ethics.

# Register for Candidate Training

As a candidate, there are many requirements you need to know for your campaign. The Missouri Ethics Commission is offering training to help you understand these requirements. Topics include campaign finance disclosure, personal financial disclosure (PFD), and campaign material identification (paid for by) requirements. Both candidates and treasurers are encouraged to attend.

## MEC Candidate Training provides answers to common questions, such as:

### Campaign Finance:

- How much cash can I receive from a person?
- What is an in-kind contribution?
- How much of my own money can I spend?

### Personal Financial Disclosure:

- When must I file this form?
- What if I don't file?
- Whose information do I include?

### Campaign Materials:

- What must I put on my signs and printed materials?
- What about campaign t-shirts?

## Types of Training Provided

### In Person



Regional and BOEC/county-hosted training presentations address proper campaign finance record-keeping and reporting compliance.

### Webinars



Convenient online training that covers campaign finance record-keeping, reporting, and personal financial disclosure for candidates.\*

## How to Register

Access the **MEC Training Schedule** from the **Educational Resources** link (located at the top of the MEC homepage [[mec.mo.gov](http://mec.mo.gov)]). From the schedule, choose from the available webinars, in-person events, or browse the *Guide to Training & Resources*.

## Additional Information

- MEC training information and resources can be found at: [www.mec.mo.gov/training](http://www.mec.mo.gov/training).
- A committee checklist, committee registration packet, deadline calendar, and printed material brochure can be accessed on the Candidate Central page; found via the Campaign Finance link at the top of the MEC homepage.
- Web Tutorials—Includes “*Campaign Material Identification Requirements*”, & many more. No registration needed, click the link and the tutorial will begin running in your browser window.

\*Attendees register online and must have a valid email address and internet access. Prior to the session, a confirmation email will be sent with a link to access the session as well as instructions for testing your internet connection. We do not recommend attending webinars through a dial-up connection.



## Missouri Ethics Commission

3411 A. Knipp Dr.

Jefferson City MO 65109

Phone (800) 392-8660 or (573) 751-2020

[www.mec.mo.gov](http://www.mec.mo.gov)

# Missouri Revised Statutes

## Chapter 105 Public Officers and Employees--Miscellaneous Provisions

←105.485

### Section 105.487.1

105.489→

August 28, 2016

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#### Financial interest statements--filed, when, exception.

105.487. The financial interest statements shall be filed at the following times, but no person is required to file more than one financial interest statement in any calendar year:

(1) Each candidate for elective office, except those candidates for county committee of a political party pursuant to section 115.609 or section 115.611, who is required to file a personal financial disclosure statement shall file a financial interest statement no later than fourteen days after the close of filing at which the candidate seeks nomination or election, and the statement shall be for the twelve months prior to the closing date, except that in the event an individual does not become a candidate until after the date of certification for candidates, the statement shall be filed within fourteen days of the individual's nomination by caucus. An individual required to file a financial interest statement because of the individual's candidacy for office prior to a primary election in accordance with this section is also required to amend such statement no later than the close of business on Monday prior to the general election to reflect any changes in financial interest during the interim. The appropriate election authority shall provide to the candidate at the time of filing for election written notice of the candidate's obligation to file pursuant to sections 105.483 to 105.492 and the candidate shall sign a statement acknowledging receipt of such notice;

(2) Each person appointed to office, except any person elected for county committee of a political party pursuant to section 115.617, and each official or employee described in section 105.483 who is not otherwise covered in this subsection shall file the statement within thirty days of such appointment or employment;

(3) Every other person required by sections 105.483 to 105.492 to file a financial interest statement shall file the statement annually not later than the first day of May and the statement shall cover the calendar year ending the immediately preceding December thirty-first; provided that the governor, lieutenant governor, any member of the general assembly or any member of the governing body of a political subdivision may supplement such person's financial interest statement to report additional interests acquired after December thirty-first of the covered year until the date of filing of the financial interest statement;

(4) The deadline for filing any statement required by sections 105.483 to 105.492 shall be 5:00 p.m. of the last day designated for filing the statement. When the last day of filing falls on a Saturday or Sunday or on an official state holiday, the deadline for filing is extended to 5:00 p.m.

on the next day which is not a Saturday or Sunday or official holiday. Any statement required within a specified time shall be deemed to be timely filed if it is postmarked not later than midnight of the day previous to the last day designated for filing the statement.

(L. 1990 H.B. 1650 & 1565 § 3, A.L. 1991 S.B. 262, A.L. 1996 H.B. 846, A.L. 1997 S.B. 16)

[Top](#)



Missouri General Assembly

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## **CANDIDATE ELECTION PROCEDURES**

A regular election for the choice of elective municipal officials shall be held biennially on the first Tuesday in April in odd-numbered years.

A statement of candidacy shall be filed with the City Clerk not more than fifty (50) days prior to the deadline for notification to the county election authority before the general election, and not later than seven (7) days prior to such deadline.

Nominations of candidates for all elective offices shall be by petition. Petitions for zone Councilmembers shall be signed by not less than one hundred (100) registered voters who are entitled to vote for the candidate so nominated. Petitions for officials elected by the entire city shall be signed by not less than two hundred (200) registered voters of the city. No voter shall sign more than one nominating petition for the same office. Nominating petitions shall be filed with the City Clerk with the statement of candidacy. Within five (5) days after the filing of a nominating petition the City Clerk shall notify the candidate and the person who filed the petition whether or not it is found to be sufficient.



# APPLICATION FOR CITY COUNCIL

Mr./Ms./Mrs. \_\_\_\_\_ Employer \_\_\_\_\_

Home Address \_\_\_\_\_ Business Address \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_ \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Do you live in the Springfield City Limits? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how long? \_\_\_\_\_

Previous employers and positions \_\_\_\_\_

\_\_\_\_\_

Special Qualifications \_\_\_\_\_

\_\_\_\_\_

Educational Background \_\_\_\_\_

\_\_\_\_\_

Community activities and offices held \_\_\_\_\_

\_\_\_\_\_

References \_\_\_\_\_

\_\_\_\_\_

**Please attach resume.**

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

Date: \_\_\_\_\_