

Special District Candidate Filing Guidelines

May Election (odd-numbered year)

Districts scheduled to hold Candidate Elections:

- Auditorium
- Highway
- Hospital
- Library
- Recreational Water and Sewer (Conducted by the district)
- Water and Sewer
- Weather Modification

Filing Deadline:

Declarations and Petitions of Candidacy must be submitted to the Clerk or Secretary of the District no later than 5 pm on the 9th Friday before the Election (I.C. 34-1404).

Withdrawal Deadline:

Candidates may submit a Notarized Statement of Withdrawal to the Clerk or Secretary of the District no later than 5 pm on the 45th day before the Election (I.C. 34-1405A).

November Election (odd-numbered year)

Districts scheduled to hold Candidate Elections:

- Cemetery
- Cities
- Fire Protection
- Recreation
- School Board Trustees

Filing Deadline:

Declarations and Petitions of Candidacy must be submitted to the Clerk or Secretary of the District no later than 5 pm on the 9th Friday before the Election (I.C. 34-1404).

Withdrawal Deadline:

Candidates may submit a Notarized Statement of Withdrawal to the Clerk or Secretary of the District no later than 5 pm on the 45th day before the Election (I.C. 34-1404).

Required Forms for Filing for May or November Elections:

Declaration of Candidacy – Form EC-1A

1. Print name exactly as you wish it to appear on the ballot.
 - a. Enter the District Name, Office Title, Term of Office, Election and Date of Election, and Candidate Residence Address.
2. Signature of Candidate must be notarized.

Petition of Candidacy – Form EC-1B

1. Print name of Candidate.
 - a. Enter the Office Title, Filing Deadline, District or Zone Name or Designation, Candidate Name and Office Title, and Date of Election.
2. Circulator must collect signatures of at least 5 eligible voters within the Candidate's Zone or District.
3. Signature of Circulator must be notarized.

Candidate Filing Information - Special Districts

This information is subject to amendatory change during the session of the Idaho Legislature. If changes occur, an updated version will be made available.

Districts scheduled to hold Candidate Elections (odd-numbered year):

May Election

- Auditorium
- Highway
- Hospital
- Library
- Recreational Water and Sewer (Conducted by the district)
- Water and Sewer
- Weather Modification

November Election

- Cemetery
- Cities
- Fire Protection
- Recreation
- School Board Trustees

Filing Requirement

When filing for placement on the ballot, a candidate for a special district must:

1. File a Declaration of Candidacy, **AND**
2. File a Petition of Candidacy, containing the required five (5) signatures of qualified electors verified with the County Clerk's Office prior to submission.

Declaration of Candidacy - Form EC-1A

When completing the Declaration of Candidacy, be sure to complete all fields and questions. Also, please note:

1. For the question, "How you would like your name to appear on the ballot", please clearly print your name exactly as you wish it to appear on the ballot.
2. You must **be registered in the district, and if applicable, the sub-district or zone.** (Contact your County Clerk to verify that you are registered in the district, and if applicable, the sub-district or zone.)
3. The signature of the candidate must be notarized.

Any incomplete or missing information may void your filing.

Petition of Candidacy - Form EC-1B (may be reproduced)

5 signatures within the county

All petitions must be complete.

1. The top portion of each petition sheet must be filled in prior to circulation.
2. The circulator's signature must be notarized on the bottom portion of each petition page prior to being submitted and verified by the County Clerk.

Should you have additional questions, please do not hesitate to contact either the Clerk or Secretary of the District or the County Clerk's Office.

Campaign Finance?

Candidates should contact either the Clerk or Secretary of the District or the County Clerk's Office to verify if there are any campaign finance reporting requirements prior to announcing candidacy, accepting donations or spending money.

Completing Declaration of Candidacy Special Districts

Section 1: Office Information

1. Enter the name of the office that you will be a candidate for to the right of “Filing for the Office of”.
2. Enter the name of the District to the right of “District Name”.
3. Enter the name or number of the sub-district, zone, seat or position to the right of “Sub-district, zone, seat or position (if applicable)”.

Section 2: Candidate Information

1. Enter your First Name, Middle Initial, Last Name and Suffix, if applicable, as it appears on your voter registration record.
2. Enter your Residence Address (no PO Box address allowed), including the street number, street name, City, State, Zip Code and County, as it appears on your voter registration record.
3. Enter your Mailing Address if it is different than your Residence Address.

Section 3: Ballot Name

1. Enter your Name exactly as you would like it to appear on the ballot. (Please print clearly.)
 - a. Nicknames may be included if it is a name that is commonly known. Nicknames that promote a political platform or may be deemed offensive are not allowed.
 - b. Professional identifiers are also not allowed on the ballot (i.e. Dr., M.D., Ph.D., Esq., CPA, etc.).

Section 4: Certification

1. Carefully read the certification.
2. Enter the date of the election in the certification.
3. **In the presence of a notary**, sign and date the Declaration of Candidacy.
 - a. The notary will then complete the bottom portion of the Declaration of Candidacy.

Questions

1. Contact either the Clerk or Secretary of the District or the County Clerk’s Office.

Completing Petition of Candidacy Special Districts

Section 1: Office Information

1. Enter the name of the office that you will be a candidate for to the right of “Filing for the Office of”.
2. Enter the name of the District to the right of “District Name”.
3. Enter the name or number of the sub-district, zone, seat or position to the right of “Sub-district, Zone, seat or position (if applicable)”.

Section 2: Candidate Information

1. Enter your Name as it will appear on the ballot.
 - a. Nicknames may be included if it is a name that is commonly known. Nicknames that promote a political platform or may be deemed offensive are not allowed.
 - b. Professional identifiers are also not allowed on the ballot (i.e. Dr., M.D., PhD., Esq., CPA, etc.).

Section 3: Signers Section

1. Enter the date of the election in the Signers Statement.
2. Collect signatures of qualified electors (i.e. registered voters) of your district, or if required, your sub-district or zone.
2. Each individual participating in the petition must:
 - a. Sign their name.
 - b. Print their name.
 - c. Print their residence address. (**Note:** PO Boxes are not allowed. The listing of a PO Box will automatically invalidate the signature and it will not be counted in the number of required signatures.)
 - d. Enter the date that they signed the petition.

Section 4: Certification

1. Enter the County in which the circulator is having the notarization completed to the right of “County of”.
2. Enter the name of the circulator along with their county of residence in the Certification Statement.
3. **In the presence of a notary**, the circulator will sign and enter their address on the Petition of Candidacy.
 - a. The notary will then complete the bottom portion of the Petition of Candidacy.

Note: The candidate may have other individuals circulate petitions on their behalf. In this case, the individual circulating the petition will complete, sign and have notarized the Certification prior to returning the completed petition to the candidate.

Questions

1. Contact either the Clerk or Secretary of the District or the County Clerk’s Office.

Declaration of Candidacy - Special Districts

Office Information

Filing for the Office of:

District Name:

Sub-district, zone, seat or position (if applicable):

Candidate Information

Candidate Name (As it appears on your voter registration record)

First MI Last Suffix

Residence Address (As it appears on your voter registration record)

Street Address City State Zip Code County

Mailing Address

Street Address City State Zip Code County

How you would like your name to appear on the ballot:

Certification

I, the undersigned, being a resident of the State of Idaho and of the District and, if applicable, the sub-district or zone listed above, do hereby declare myself a candidate for the office entered above to be voted on at the Election to be held on the _____ day of _____, 20__ and I certify that the information on this Declaration is true and accurate.

I further certify that I possess the legal qualifications to hold said office. I submit herewith the nominating petition containing the five (5) signatures of qualified electors as statutorily required.

Dated: _____ Candidate Signature: _____

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

Signature: _____

Notary Public in and for the State of Idaho, residing at _____ (Notary Seal)

My Commission Expires: _____

IMPORTANT:

1. This Declaration must be accompanied by the Petition of Candidacy signed by not less than 5 electors of your specific district or, if required, sub-district or zone.
2. The Petition of Candidacy needs to be submitted to the County Clerk's Office for verification of signers prior to being submitted to the Clerk or Secretary of the District.
3. Both the Declaration of Candidacy and verified Petition of Candidacy must be submitted to the Clerk or Secretary of the District no later than 5 PM the last day of candidate filing.

Odd-Numbered Election Year Petition of Candidacy - Special Districts

Office Information

Filing for the Office of:

District Name:

Sub-district, zone, seat or position (if applicable):

Candidate Information

Candidate Name (As it will appear on the ballot)

This petition must be filed in the office of the appropriate political sub-division filing office with the Declaration of Candidacy on or before 5:00 p.m. on the last day of filing for the Election at which you are desiring to participate in. The submitted petition must have affixed thereto the names of at least five (5) qualified electors which reside within the appropriate district or zone.

Signers Statement

I, the undersigned, being a qualified elector of the district and if applicable the sub-district or zone listed above in the State of Idaho, do hereby certify and declare that I reside at the place set opposite my name, and that I join in the petition of the candidate for the office listed above, to be voted for at the election to be held on the ___ day of _____, 20___, and that each for himself says: I have personally signed this petition; I am a qualified elector of the State of Idaho and my residence address is correctly written after my name.

Signature of Petitioner	Printed Name	Residence Address	Date Signed
1 _____			
2 _____			
3 _____			
4 _____			
5 _____			
6 _____			
7 _____			

Certification

STATE OF IDAHO

ss.

County of _____

I, _____, being first duly sworn say: That I am a resident of the State of Idaho and at least eighteen (18) years of age: that every person who signed this sheet of the foregoing petition signed his or her name thereto in my presence: I believe that each has stated his or her name, residence address correctly, that each signer is a qualified elector of the State of Idaho, and a resident of the county of _____.

Circulator Signature: _____ Address: _____

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

Notary Signature: _____

Notary Public in and for the State of Idaho, residing at _____

(Notary Seal)

My Commission Expires: _____

Candidate Contact Information Form Taxing Districts

As a candidate in Kootenai County, your contact information will allow us to contact you with any important election information. Please include your name, address where you can be reached, phone number, etc.

Please provide the information that you would like to share with the public for purposes of your candidacy on the form below.

Candidate name

Address

City, State, Zip

Mailing Address

City, State, Zip

Phone

E-mail address

Candidate Signature

Special District Certification of Candidate Filing to County Clerk

Clerk of the District

Upon receipt of the Declaration of Candidacy along with the Petition of Candidacy:

1. Verify the qualifications of the Candidate.
2. Verify that the Petition of Candidacy is signed by not less than 5 electors and has been certified by the County Clerk's Office.
 - a. If the Petition of Candidacy was not verified by the County Clerk prior to submission to your office, deliver the original petition to the County Clerk's Election Office to have 5 electors verified that they are properly registered electors.
 - b. If the electors are required to be residents of the candidate's sub-district or zone, verify that the electors are in the correct sub-district or zone.
3. Stamp or write the date and time of receipt on the front of the Declaration of Candidacy and Petition of Candidacy.
4. Complete the fields and statement below.
5. Transmit a copy of this Certification along with a copy of the Declaration of Candidacy to the County Clerk for ballot preparation.

Candidate name being Certified to the County Clerk:

Office Information for Ballot Placement

Filing for the Office of:

District Name:

Sub-district, zone, seat or position (if applicable):

Certification

I, _____, certify that the qualifications of the candidate listed above have been verified, including the validity of the electors signing the Petition of Candidacy, and that the individual meets the requirements to run for the office indicated above and on the attached Declaration of Candidacy to be voted on at the Election to be held on the _____ day of _____, 20____.

Dated: _____

Signature of the Clerk or Representative of the District:

IMPORTANT:

1. Verification of the candidate's qualifications and the validity of the signers of the petition should occur immediately upon receipt of the filing. This allows the candidate time to correct any errors in the filing.
2. Certification to the County Clerk should occur upon the verification of the candidate's qualifications and the validation of the signers of the petition. To assist the County Clerk in ballot preparation, do not HOLD these until the last day of filing.

Special District Certification of Write-In Candidate to County Clerk

Clerk of the District

Upon receipt of the Declaration of Intent:

1. Stamp or write the date and time of receipt on the front of the Declaration of Intent.
3. Complete the fields and statement below.
4. Transmit a copy of this Certification along with a copy of the Declaration of Intent to the County Clerk for election preparation.

Candidate name being Certified to the County Clerk:

Office Information for Election Preparation

Filing for the Office of:

District Name:

Sub-district, zone, seat or position (if applicable):

Certification

I, _____, certify that the qualifications of the candidate listed above have been verified and that the individual meets the requirements to run for the office indicated above and on the attached Declaration of Intent to be voted on at the Election to be held on the _____ day of _____, 20____.

Dated: _____

Signature of the Clerk or Representative of the District:

IMPORTANT:

1. Verification of the candidate's qualifications should occur immediately upon receipt of the filing. This allows the candidate time to correct any errors in the filing.
2. Certification to the County Clerk should occur upon the verification of the candidate's qualifications. To assist the County Clerk in election preparation, do not HOLD these until the last day of filing.

Special District Write-In Candidate Filing Guidelines

May Election (odd-numbered year)

Districts scheduled to hold Candidate Elections:

- Auditorium
- Highway
- Hospital
- Library
- Recreational Water and Sewer (Conducted by the district)
- Water and Sewer School
- Weather Modification

Filing Deadline:

Declarations of Intent for Write-In candidates must be submitted to the Clerk or Secretary of the District no later than 5 pm on the 45th day before the Election (I.C. 34-1407).

Withdrawal Deadline:

Candidates may submit a Notarized Statement of Withdrawal to the Clerk or Secretary of the District no later than 5 pm on the 45th day before the Election (I.C. 34-1405A).

November Election (odd-numbered year)

Districts scheduled to hold Candidate Elections:

- Cemetery
- Cities
- Fire Protection
- Recreation
- School Board Trustees

Filing Deadline:

Declarations of Intent for Write-In candidates must be submitted to the Clerk or Secretary of the District no later than 5 pm on the 45th day before the Election (I.C. 34-1407).

Cities: Declarations of Intent for Write-In candidates for City elections must be submitted to the City Clerk no later than 5 pm on the 28th day before the Election (I.C. 50-410 and 34-702A). (**NOTE:** Cities have their own filing forms and petition sheets).

Withdrawal Deadline:

Candidates may submit a Notarized Statement of Withdrawal to the Clerk or Secretary of the District no later than 5 pm on the 45th day before the Election (I.C. 34-1405A).

Special Districts: Required Forms for Filing for May or November Elections:

Declaration of Intent – Form EC-2A

1. Print name of the Candidate.
 - a. Enter the Office Title, Election and Date of Election, and Candidate Residence Address.
2. Signature of Candidate must be notarized.

Candidate Filing Information Write-In Candidates Special Districts

This information is subject to amendatory change during the session of the Idaho Legislature. If changes occur, an updated version will be made available.

Districts scheduled to hold Candidate Elections (odd-numbered year):

May Election

- Auditorium
- Highway
- Hospital
- Library
- Recreational Water and Sewer (Conducted by the district)
- Water and Sewer
- Weather Modification

November Election

- Cemetery
- Cities
- Fire Protection
- Recreation
- School Board Trustees

Filing Requirements

For a candidate to have their name counted when written-in on the ballot, the candidate is required to:

1. File a Declaration of Intent with the Clerk or Secretary of the District no later than 5 pm on the last day to file.

Declaration of Intent - Form EC-2B

When completing the Declaration of Intent, be sure to complete all fields and questions. Also, please note:

1. You must **be registered in the district, and if applicable, the sub-district or zone.** (Contact your County Clerk to verify that you are registered in the district, and if applicable, the sub-district or zone.)
2. The signature of the candidate must be notarized.

Any incomplete or missing information may void your filing.

Should you have additional questions, please do not hesitate to contact either the Clerk or Secretary of the District or the County Clerk's Office.

Campaign Finance?

Candidates should contact either the Clerk or Secretary of the District or the County Clerk's Office to verify if there are any campaign finance reporting requirements prior to announcing candidacy, accepting donations or spending money.

Completing Declaration of Intent Special Districts

Section 1: Office Information

1. Enter the name of the office that you will be a candidate for to the right of “Write-in for the Office of”.
2. Enter the name of the District to the right of “District Name”.
3. Enter the name or number of the sub-district, zone, position or seat to the right of “Sub-district, zone, seat or position (if applicable)”.

Section 2: Candidate Information

1. Enter your First Name, Middle Initial, Last Name and Suffix, if applicable, as it appears on your voter registration record.
2. Enter your Residence Address (no PO Box address allowed), including the street number, street name, City, State, Zip Code and County, as it appears on your voter registration record.
3. Enter your Mailing Address if it is different than your Residence Address.

Section 3: Certification

1. Carefully read the certification.
2. Enter the date of the election in the certification.
3. **In the presence of a notary**, sign and date the Declaration of Intent.
 - a. The notary will then complete the bottom portion of the Declaration of Intent.

Questions

1. Contact either the Clerk or Secretary of the District or the County Clerk’s Office.

Declaration of Intent Write-In Candidate - Special Districts

Office Information

Write-in for the Office of:

District Name:

Sub-district, zone, seat or position (if applicable):

Candidate Information

Candidate Name (As it appears on your voter registration record)

First MI Last Suffix

Residence Address (As it appears on your voter registration record)

Street Address City State Zip Code County

Mailing Address

Street Address City State Zip Code County

Certification

I, the undersigned, being a resident of the State of Idaho and of the County listed above, do hereby declare my intent to be a write-in candidate for the office and, if applicable, the sub-district, zone, seat or position entered above to be voted on at the Election to be held on the _____ day of _____, 20__ and I certify that the information on this Declaration is true and accurate.

I further certify that I possess the legal qualifications to hold said office.

Dated: _____ Candidate Signature: _____

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

Signature: _____

Notary Public in and for the State of Idaho, residing at

(Notary Seal)

My Commission Expires: _____

Write-In Candidate Contact Information Form Taxing Districts

As a candidate in Kootenai County, your contact information will allow us to contact you with any important election information. Please include your name, address where you can be reached, phone number, etc.

Please provide the information that you would like to share with the public for purposes of your candidacy on the form below.

Candidate name

Address

City, State, Zip

Mailing Address

City, State, Zip

Phone

E-mail address

Candidate Signature

Acceptable Names for Write-In

Last

First

Special District Certification of Write-In Candidate to County Clerk

Clerk of the District

Upon receipt of the Declaration of Intent:

1. Stamp or write the date and time of receipt on the front of the Declaration of Intent.
3. Complete the fields and statement below.
4. Transmit a copy of this Certification along with a copy of the Declaration of Intent to the County Clerk for election preparation.

Candidate name being Certified to the County Clerk:

Office Information for Election Preparation

Filing for the Office of:

District Name:

Sub-district, zone, seat or position (if applicable):

Certification

I, _____, certify that the qualifications of the candidate listed above have been verified and that the individual meets the requirements to run for the office indicated above and on the attached Declaration of Intent to be voted on at the Election to be held on the _____ day of _____, 20____.

Dated: _____

Signature of the Clerk or Representative of the District:

IMPORTANT:

1. Verification of the candidate's qualifications should occur immediately upon receipt of the filing. This allows the candidate time to correct any errors in the filing.
2. Certification to the County Clerk should occur upon the verification of the candidate's qualifications. To assist the County Clerk in election preparation, do not HOLD these until the last day of filing.

Special District Certification of Candidate Filing to County Clerk

Clerk of the District

Upon receipt of the Declaration of Candidacy along with the Petition of Candidacy:

1. Verify the qualifications of the Candidate.
2. Verify that the Petition of Candidacy is signed by not less than 5 electors and has been certified by the County Clerk's Office.
 - a. If the Petition of Candidacy was not verified by the County Clerk prior to submission to your office, deliver the original petition to the County Clerk's Election Office to have 5 electors verified that they are properly registered electors.
 - b. If the electors are required to be residents of the candidate's sub-district or zone, verify that the electors are in the correct sub-district or zone.
3. Stamp or write the date and time of receipt on the front of the Declaration of Candidacy and Petition of Candidacy.
4. Complete the fields and statement below.
5. Transmit a copy of this Certification along with a copy of the Declaration of Candidacy to the County Clerk for ballot preparation.

Candidate name being Certified to the County Clerk:

Office Information for Ballot Placement

Filing for the Office of:

District Name:

Sub-district, zone, seat or position (if applicable):

Certification

I, _____, certify that the qualifications of the candidate listed above have been verified, including the validity of the electors signing the Petition of Candidacy, and that the individual meets the requirements to run for the office indicated above and on the attached Declaration of Candidacy to be voted on at the Election to be held on the _____ day of _____, 20____.

Dated: _____

Signature of the Clerk or Representative of the District:

IMPORTANT:

1. Verification of the candidate's qualifications and the validity of the signers of the petition should occur immediately upon receipt of the filing. This allows the candidate time to correct any errors in the filing.
2. Certification to the County Clerk should occur upon the verification of the candidate's qualifications and the validation of the signers of the petition. To assist the County Clerk in ballot preparation, do not HOLD these until the last day of filing.