

Chapter 11

City Elections

This chapter of the handbook applies only to city elections.

When planning for a city election, also refer to the other chapters of this handbook for information that applies to all elections, including city elections.



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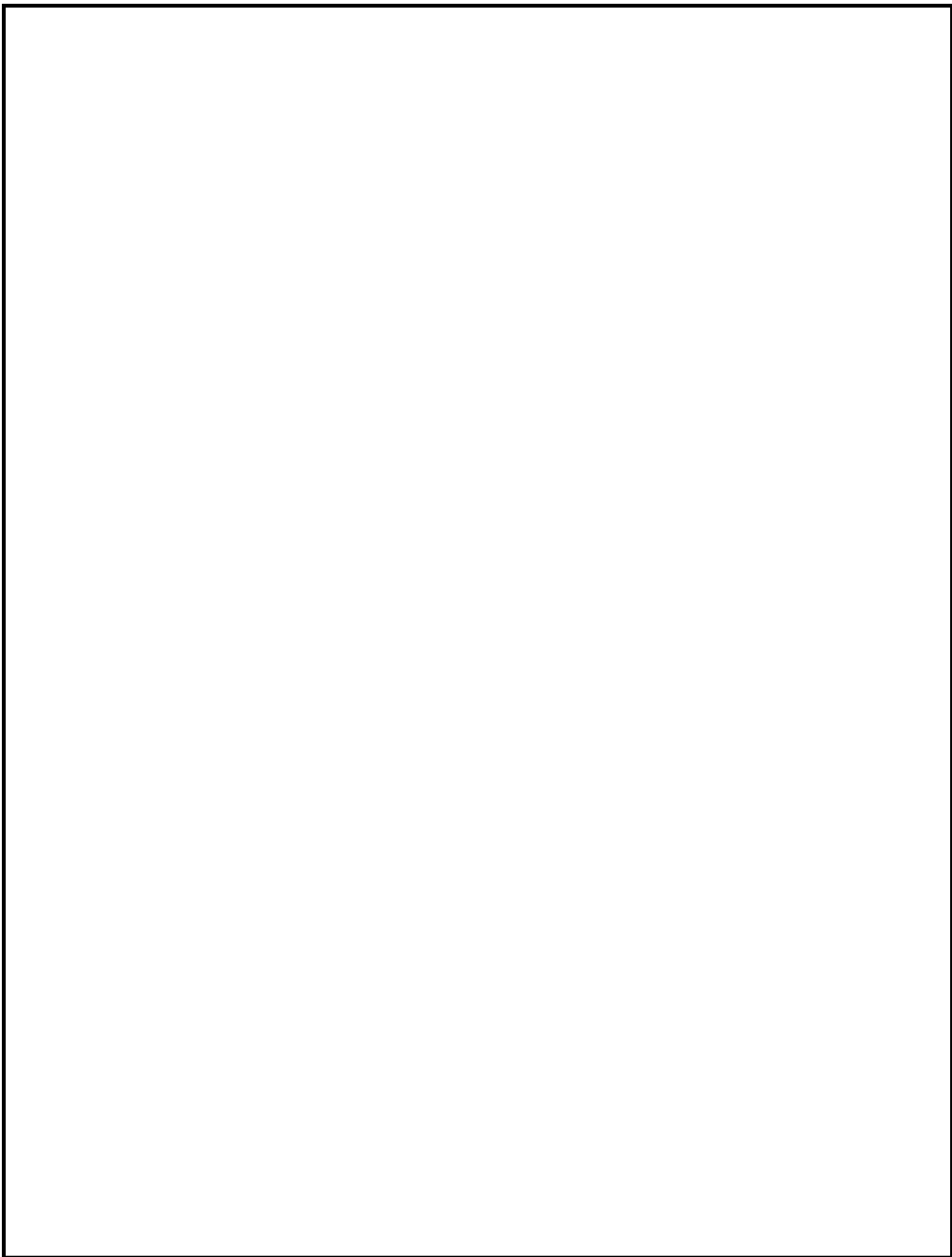
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City Elections

What is the City Election?

The city election is the election held in odd-numbered years to elect city officers and vote on public measures. As part of the election process, a city may hold a city primary election before the regular city election. In lieu of a primary, a city may hold a city runoff after the election. A city might also choose not to hold a primary or runoff. In all cases, all cities will hold a regular city election.

[§39.3(3)]

Date of City Election

The regular city election is held in all cities in Iowa on the first Tuesday after the first Monday in November of odd-numbered years.

[§376.1]

The city primary election, if necessary, is held on a Tuesday four weeks before the date of the regular city election.

[§376.7]

The city runoff election, if necessary, is held on a Tuesday four weeks after the date of the regular city election.

[§376.9]

Laws Related to City Elections

Chapter 376 of the *Iowa Code* is the main source of information for laws relating to city elections. §376.1 refers to other sections of the *Iowa Code* that apply whenever this chapter does not contain a specific requirement.

Control Counties

Some cities cross county lines. When that happens, the auditor whose county has the largest taxable base is given the responsibility of conducting the election for that city. This auditor is known as the “control county auditor.”

[§47.2(2)]

What is Different about City Elections?

Different Types of City Elections

City councils are allowed to choose the nomination method they think will be most beneficial to their cities by adopting ordinances. Depending on the nomination method in place, different types of elections might be required.

Different Types of Nomination Methods

One of the main differences between city elections and all other elections is that cities have different nomination methods that may cause different types of elections to be held.

There are five possible election/nomination method combinations. A city will have ONE of the following:

1. A city primary election (if necessary), followed by a regular city election.
2. A regular city election with candidates nominated either by petition **or** by convention (Chapter 44 and 45 cities).
3. A regular city election with the **only** candidate nomination method being nomination by petition (Chapter 45 cities).
4. A regular city election with the **only** candidate nomination method being nomination by convention (Chapter 44 cities).
5. A regular city election, followed by a city runoff (if necessary).

Important Note: By default, all cities operate under the first option listed above (a primary election, if necessary, followed by a regular city election). City councils must adopt ordinances to change the method of nomination to one of the other options or change it back to the first option.

How will I know what type of nomination method a city has?

The city clerk must certify the type of nomination method to the auditor no later than 90 days before the regular city election. After the certification is received, the nomination method cannot be changed for that year's city election. [§376.6]

Write-in votes in city elections:

Votes for write-in candidates at the city election are handled differently from write-in votes cast at other elections. Review the information about write-in votes carefully and make sure you understand how write-in votes need to be processed for each city under your control.

Pre-Election

Paying for the Election

Cities pay the election costs associated with conducting all city elections. See the Pre-Election Day chapter for a list of items that can be included in the bill.

[§47.3]

Satellite Voting Petitions

Residents of a city can petition for satellite voting for city elections. The minimum number of signatures required on a petition is 100. The petition must be delivered to the auditor no later than 30 days before a city primary or regular city election at 5 p.m.

For a city runoff, the petition must be delivered to the auditor no later than 21 days before the runoff election at 5 p.m.

[§53.11(2)(b-c)]

See the Absentee Voting chapter for more information on satellite voting.

City Runoff Elections Exception:

In the rare event that a special election to fill a vacancy is scheduled between the date of the regular city election and the date of a required city runoff election, the auditor can choose not to offer satellite voting for the city runoff election, even if a petition is received.

[§53.11(1)(a)]

Voter Pre-Registration Deadline

The pre-registration deadline is 11 days before any city election at 5 p.m. This is a Friday and the auditor's office must be open from 8 a.m. until 5 p.m. that day. After this deadline, voters can register to vote and cast an absentee ballot at the same time using EDR procedures at the auditor's office or at a satellite absentee voting station or they can use EDR procedures at their polling place on election day.

[§48A.7A, 48A.9]

Affidavit Review

All ballots that are received by 5 p.m. on the Friday before any city election must have their return envelopes opened and their affidavit envelopes reviewed for defects and completeness. If any problems are discovered, the voter must be notified immediately. See the Absentee Voting chapter for more information about reviewing affidavit envelopes.

[§53.18(2)]

Planning Worksheets

Planning worksheets are available on the SOS website to help auditors and city clerks. They will help to plan for polling place hours, estimate turnout, and determine the city's preferences about other details related to the election.

Polling Places

Consolidated/Merged Precincts

Consolidated/merged precincts are allowed for city elections.

[§49.11(3)]

See the Pre-Election Day chapter for more information.

Vote Centers

Vote centers are allowed for city elections.

[§49.11(3)]

See the Pre-Election Day chapter for more information.

Check Accessibility

Check to make sure that all polling places or vote centers are accessible to voters with disabilities. See the Polling Place Accessibility section of the Pre-Election Day chapter for more details.

Polling Place Hours

The auditor may open the polls at 7 a.m. or noon for any city (regardless of size), based on past turnout for similar elections and other factors that will affect turnout. The planning worksheet asks the city whether it would like to have the polls opened at 7 a.m. or noon. The decision, however, is made by the auditor based on the factors mentioned. See the Pre-Election Day chapter for more information about polling place hours.

[§49.73]

Nomination Period

Filing Officer

The city clerk, not the county auditor, is the filing officer for city elections. It is very important to make contact with all city clerks in the spring or summer of odd-numbered years and make sure they understand the responsibility they have as the filing officer for these elections.

[§376.4]

Best Practice: Send a copy of the City Clerk's Guide and a copy of the Filing Officer's Guide to each city clerk along with the planning worksheets available on the SOS website. Follow up with city clerks to make sure they understand their responsibilities.

Filing Period

The filing period varies by the type of election a city has authorized:

Cities with Primary Election Provisions:

The filing period begins 85 days before the regular city election and ends at 5 p.m. on the 68th day before the regular city election.

[§376.4(1)(a)]

All Other Cities (including cities with runoff provisions):

The filing period begins 71 days before the regular city election and ends at 5 p.m. on 47th day before the regular city election.

[§376.4(1)(a)]

City clerks' offices must be open until 5 p.m. on the final day for filing in all cases.

On the day after the filing deadline, city clerks must deliver all the nomination papers received and the text of any public measure(s) that must appear on the city election ballot to the auditor, no later than 5 p.m.

[§376.4(5)]

Any candidate whose nomination papers were accepted for filing by the city clerk has a right to have his or her name placed on the ballot, even if the auditor finds deficiencies in the nomination papers after they are delivered by the city clerk. The auditor's duty at that point is to place the name on the ballot and let the normal objection process run its course. The only exception to this is if the deficiency in the nomination papers makes it impossible to determine for what office the candidate's name should be placed on the ballot.

Number of Signatures Required

Non-Partisan Offices	Signatures Needed
City Offices	<p style="text-align: center;"><u>Primary or Runoff Provision Cities:</u> At least 10 or 2% of number of people who voted for the office at last regular city election [§376.4]</p> <p style="text-align: center;"><u>Chapter 45 Cities:</u></p> <ul style="list-style-type: none"> ▪ For cities with a population or 3,500 or greater, at least 25 eligible electors of city or ward. ▪ For cities with a population between 100 and 3,500, at least 10 eligible electors of city or ward. ▪ For cities with a population less than 100, at least 5 eligible electors of city or ward

Important Note for Cities with Primary or Runoff Provisions: If more than one person was elected to an office at the previous regular city election, divide the number of votes cast by the number of seats to be filled, then multiply that number by 0.02. If the result is a fraction, round up.

[IAC 721—21.401]

For example, Happytown had three at-large seats on the ballot at the last election. There were a total of 15,876 total votes cast.

1. Divide the total votes cast by the number of seats that were filled: $15,876 \div 3 = 5,292$.
2. Multiply 5,292 by 0.02 = 105.84.
3. Round up, so each candidate needs to collect at least 106 signatures.

Withdrawals and Objections

The withdrawal and objection deadline varies by the type of election a city has authorized:

Cities with primary election provisions:

63 days before the regular city election

All other cities, including cities with runoff provisions:

42 days before the regular city election

[§376.4(6), 44.4(2), 44.9(6)]

Withdrawals and objections must be submitted in writing to the city clerk. For objections, the deadline is by 5 p.m.

Best Practice: Ask the city clerk to notify you immediately if any withdrawals or objections are received in the city clerk’s office.

City Primary Elections

All cities have a primary provision unless the council has passed an ordinance specifying another type of nomination.

When Held

A city primary election must be held when the number of candidates who file nomination papers is more than twice the number of seats to be filled for a particular office. For example, if there are two at-large seats to be filled, there will only be a primary election if there are 5 or more candidates.

[§376.6]

If held, the city primary election is held on the Tuesday four weeks before the date of the regular city election.

[§376.7]

The candidates who receive the most votes (up to twice the number of seats to be filled for an office), are declared nominated and will have their names automatically placed on the ballot at the regular city election. For example, if three candidates are running for one office of mayor at the city primary election, the two candidates who receive the most votes will appear on the regular city election ballot.

[§376.7]

Vote for No More Than...

At city primary elections, the ballots should instruct the voters to choose up to the number of candidates who will ultimately be elected for that office at the regular city election. For example, if two at-large city council members will be elected and five candidates are seeking election, ballots should instruct voters to "Vote for no more than two" even though a total of four candidates will be nominated at the city primary election.

[§376.7(1)]

Who Wins?

Technically, no one is elected at the city primary. Candidates who receive the most votes are instead nominated to appear on the regular city election ballot, up to twice the number of seats to be filled. For example, if three candidates are running for mayor at a city primary election, the two highest vote-getting candidates will be nominated to appear on the regular city election ballot.

No Certificates of Election

Winners of the city primary election are nominated to appear on the regular city election ballot. No certificates of election are issued to winners of the city primary election.

Candidates whose names were on the ballot and win nomination at the city primary election will automatically have their names appear on the regular city election ballot. No additional paperwork must be filed. However, see the next page for information on what write-in candidates who win nomination at a city primary election must do in order to have their names appear on the regular city election ballot.

Write-In Votes

Any person who receives write-in votes at the city primary election and who wants to be eligible for the regular city election must file an affidavit of candidacy. The affidavit must be filed:

- By 5 p.m. on the day following the canvass
 - With the city clerk or with the auditor
1. The auditor must disregard the write-in votes for any write-in candidate who does not file an affidavit of candidacy.
 2. Notations must be made on the abstract showing which persons received write-in votes and filed affidavits of candidacy.
 3. The total number of votes cast for the office must be amended by subtracting the write-in votes of the candidate(s) who did not file the affidavit.

[§376.11(3)]

Regular City Elections (Without Runoff Provisions)

When Held

The regular city election is held on the first Tuesday after the first Monday in November of odd-numbered years. All cities hold a regular city election every two years, regardless of the nomination method in place in the city.

[§376.1]

Cities that have authorized nomination by petition (Chapter 45), nomination by convention (Chapter 44), or both will only hold a regular city election, regardless of how many candidates file nomination papers for any office.

This is the final election for cities with primary provisions and cities that have authorized nominations under Chapters 44, 45, or both. As a result of being the “final” election, the post election deadlines are not expedited. See page 15.

Who Wins?

Candidates who get the most votes, up to the number of seats to be filled, are declared elected. If there is a tie, the board of supervisors must draw lots.

[§376.11(1)]

Write-In Votes

Write-In Candidate Wins and Accepts

No affidavit of candidacy is required. The person is declared elected as if their name had been printed on the ballot.

Write-In Candidate Wins and Declines

When a write-in candidate wins an election and does not want the job, the winning candidate may submit a letter of resignation to the city clerk by 5 p.m. on the 10th day after the canvass.

[§376.11(1)]

The city clerk then notifies the person who received the next-highest number of votes. If there is a tie vote for the next highest number of votes, the board of supervisors draws lots to determine the person who received the next highest number of votes.

[§50.44, 376.11(2)]

If the next highest vote-getter accepts, the person is considered the duly elected officer.

Exception: A petition may be filed requesting a special election if the next highest vote-getter takes office. The petition must be signed by eligible electors of the city equal in number to 25% of the people who voted for the office in the election.

If the next highest vote-getter declines, the person must do so in writing within 10 days of the notice from the city clerk. If this occurs:

- The office is vacant at the end of the term
- The vacancy must be filled pursuant to §372.13
- If the council chooses to appoint, the appointment may be made before the end of the current term.

[§376.11(2)]

Regular City Elections (With Runoff Provisions)

When Held

The regular city election is held on the first Tuesday after the first Monday in November of odd-numbered years. All cities hold a regular city election every two years, regardless of the nomination method in place in the city.

[§376.1]

The regular city election in a city with a runoff provision is not considered the “final” election since a runoff election may be necessary.

Who Wins?

It depends. All candidates must receive a majority of the votes cast to be declared elected at the regular city election; however, there are two different definitions of “majority” in cities with runoff provisions.

Majorities in “vote for no more than one” races: A simple majority is needed to be declared elected at the regular city election. A simple majority is at least one vote more than 50% of the total votes cast. If no candidate receives a majority in this type of race, a runoff must be held between the two highest vote getters. For example, a runoff for the office of mayor will have two candidates on the runoff ballot.

Majorities in at-large multi-member body races: A majority is one vote more than half the quotient found by dividing the total number of votes cast for all candidates for that body by the number of positions to be filled.

For example, Happytown has a five member at-large city council. At the regular city election, three at-large seats are on the ballot. The ballot for this race reads “Vote for no more than three”. There were eight candidates on the ballot and there were 15,876 total votes cast (TVC).

To determine the majority:

1. Divide the TVC by the number of seats to be filled: $15,876 \div 3 = \mathbf{5,292}$
2. Divide 5,292 by 2 = 2,646
3. Add one to 2,646 = 2,647 (**always round up if necessary**)

The majority is 2,647. If no candidate receives a majority in this type of race or if not enough candidates received a majority to fill all the seats, a runoff will be held to fill the remaining seat(s).

The highest vote-getter, Tom, received 8,215 votes. Tom has won this council seat. A runoff is not necessary for this seat.

The second highest vote-getter, Nancy, received 2,488 votes. The third highest vote-getter, Mark, received 1,774 votes. Neither of these candidates received a majority (2,647) so two of

the three council seats require a runoff between the highest vote-getters. The number of candidates on the runoff ballot will equal twice the number of seats to be filled. There are two seats left to be filled in Happytown so the four highest vote-getters who did not receive a majority will appear on the runoff ballot.

[§376.8]

Expedited Canvass and Recount Timeline

In cities with runoff provisions, the canvass and recount timelines are expedited. The canvass of votes must take place no earlier than 1 p.m. on the Thursday following the election. Requests for recounts must be received no later than 5 p.m. on the third day following the canvass.

[§376.9(1), 50.48(7)]

Write-In Votes

Write-In Candidate Wins at Regular City Election and Declines

1. The winner must file a notice of resignation with the city clerk or with the auditor by 5 p.m. on the day following the canvass.
2. All remaining persons who received write-in votes and wish to be on the run-off ballot must file affidavits of candidacy with the city clerk or auditor by 5 p.m. on the fourth day following the canvass. The auditor should notify the write-in candidates of this requirement.
3. The abstract of votes must be amended to show that the person was declared elected declined the office and a notation must also be made next to the names of those persons who did not file an affidavit.
4. The runoff election must still be held even if one of the remaining candidates has a majority of the votes after the write-in votes of candidates that fail to file an affidavit are disregarded.

[§376.11(4)]

Runoff Election Necessary Because No Candidate(s) Received the Majority and Write-In Votes Were Cast for that Office

1. Everyone who received write-in votes and wants to appear on the runoff election ballot must file an affidavit of candidacy; the write-in votes received by a person who does not file an affidavit will be disregarded. The auditor should notify the write-in candidates of this requirement.
2. The abstract of votes must be amended to note which of the write-in candidates failed to file the affidavit.
3. The runoff election must still be held even if one of the remaining candidates has a majority of the votes after the write-in votes of candidates that file to file an affidavit are disregarded.

[§376.11(5)]

City Runoff Elections

When Held

City runoff elections are only held in cities that have authorized a runoff provision by ordinance. When required, the city runoff election is held on the Tuesday four weeks after the date of the regular city election.

[§376.9]

How will I know if a city runoff election is required?

If no candidates receive a majority of the votes cast for a particular office or if a write-in candidate who received a majority declines the office, a runoff election will be necessary.

[§376.8(2)]

Whose names go on the city runoff election ballot?

The names of all the highest vote-getting candidates from the regular city election will be placed on the city runoff election ballot, up to twice the number of seats to be filled. For example, if three at-large city council members will be elected, up to six candidates will be listed on the city runoff election ballot.

Final Election

A city runoff election is always the final election. No expedited timeline is required after election day.

Who Wins?

Candidates with the highest number of votes for an office win (even if no majority is obtained in the city runoff election.)

[§376.9(3)]

Write-In Votes

If a write-in candidate wins a majority at the runoff city election and wants the job, no affidavit of candidacy is needed. The person is declared elected, as if their name had been printed on the ballot.

[§376.11(1)]

Ballot Preparation

Voting Equipment

Voting equipment is required to be used in all cities with more than 3,500 residents.

The auditor can decide whether to use voting equipment or whether to have the ballots counted by hand for each city with 3,500 or fewer residents. If counting by hand will cause a significant savings in election costs, the auditor may order the ballots to be counted by hand. The decision about whether to use voting equipment is made on a city by city (not precinct by precinct) basis. Voters can petition to require the use of voting equipment in the city if the auditor decides not to use it. See §49.26 for more information.

[§49.26]

Non-Partisan Election

City elections are nonpartisan. Candidates' names appear on the ballot with no reference to political affiliation even if the candidate was nominated by a NPPO.

[§376.5]

When Ballots Must be Ready

Ballots must be ready as soon as practicable, but there is no date specifically set. As soon as ballots are ready, you must begin mailing out absentee ballots. In-person voting cannot begin more than 40 days before the election.

[§53.10(1)]

Public Measures

Cities and counties can include public measures on the regular city election ballot. The deadline to submit the full text is the day after the candidate filing deadline.

Important Note: Public measures are not allowed on city primary or city runoff ballots.

[§47.6(1)(a)(1)(b)]

Vacancies

See the Vacancies chapter for more information.

Rotation

Rotation is required if:

- Candidates are running opposed (e.g: three people seeking two at-large city council seats)

AND

- The office will appear on the ballot in more than one precinct.

[§49.31(3)]

Order of Offices

City Primary Elections:

1. Mayor (if any)
2. City Council Members (if any)
3. Other elected city officers (if any)

Important Notes: Public measures are not allowed on city primary election ballots.

If vacant offices must appear on the ballot, list them as the last office under the appropriate numbered heading unless the office is a part of a multimember body, in which case you will list the vacant office after the regularly scheduled offices.

Regular City Elections:

1. Mayor (if any)
2. City Council Members
3. Other elected city officers (if any)
4. City Public Measures (if any)
5. County Public Measures (if any)

Important Note: If vacant offices must appear on the ballot, list them as the last office under the appropriate numbered heading unless the office is a part of a multimember body, in which case you will list the vacant office after the regularly scheduled offices.

City Runoff Elections:

1. Mayor (if any)
2. City Council Members (if any)
3. Other elected city officers (if any)

Important Notes: Public measures are not allowed on city runoff election ballots.

If vacant offices must appear on the ballot, list them as the last office under the appropriate numbered heading unless the office is a part of a multimember body, in which case you will list the vacant office after the regularly scheduled offices.

Ballot Layout

All offices on the ballot are non-partisan offices. No reference to affiliation is listed with the candidates' names even if the candidate was nominated by a NPPO. List the names of the candidates in alphabetical order. Rotation is required if candidates are running opposed and the office appears on the ballot in more than one precinct.

Johnson County	State of Iowa	November 6, 2007
<p>County of Johnson, State of Iowa</p> <p>City Election held on the 6th day of November, 2007</p> <p><i>Tom Shobert</i></p> <p>County Auditor and Commissioner of Elections</p> <p>INSTRUCTIONS TO VOTERS:</p> <ol style="list-style-type: none"> 1. You must fill in the oval completely (●) next to your choice. 2. Use only the recommended marking device. 3. DO NOT CROSS OUT - if you change your mind, exchange your ballot for a new one. 4. Write-in votes. To vote for a person whose name is not on the ballot, write the name on the write-in line below the list of candidates and fill in the oval next to it. 5. Notice to voters. To vote to approve any question on this ballot, fill in the oval in front of the word "Yes". To vote against a question, fill in the oval in front of the word "No". 6. After voting, put the ballot into the Ballot Secrecy Folder. Take it to the voting machine and insert the ballot. <p>ROTATION A</p> <p>IC01 IC05 IC09 IC13 IC17 IC21 IC25 IC25 ANX</p>	<p>CITY OF IOWA CITY</p> <p>CITY OFFICES</p> <p>FOR CITY COUNCIL AT-LARGE (Vote for no more than TWO)</p> <p><input type="radio"/> MATT HAYEK</p> <p><input type="radio"/> TERRY SMITH</p> <p><input type="radio"/> DEE VANDERHOEF</p> <p><input type="radio"/> MIKE WRIGHT</p> <p><input type="radio"/> Write-in</p> <p><input type="radio"/> Write-in</p> <p>FOR CITY COUNCIL DISTRICT A (Vote for no more than ONE)</p> <p><input type="radio"/> ROSS WILBURN</p> <p><input type="radio"/> Write-in</p> <p>FOR CITY COUNCIL DISTRICT C (Vote for no more than ONE)</p> <p><input type="radio"/> REGENIA BAILEY</p> <p><input type="radio"/> Write-in</p>	<p>PUBLIC MEASURES</p> <p>C</p> <p>SHALL THE FOLLOWING PUBLIC MEASURE BE ADOPTED?</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p> <p>SUMMARY: Shall the City Code of Iowa City be modified to require that a person shall have attained legal age (currently 21 years of age or more) to lawfully be on the premises between the hours of 10:00 p.m. to closing of any Iowa City establishment holding a liquor control license, or a wine or beer permit, that authorizes on premises consumption?</p> <p>D</p> <p>SHALL THE FOLLOWING PUBLIC MEASURE BE ADOPTED?</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p> <p>That Article V (Boards, Commissions and Committees), Subsection 5.01 (Establishment) of the Home Rule Charter of Iowa City, Iowa be amended by adding the following underlined words:</p> <p><u>With the exception of the Police Citizens Review Board, the Council may establish Boards in addition to those required by State law and shall specify the title, duties, length of term, qualifications of members and other appropriate matters. The Council may reduce or increase a Board's duties, transfer duties from one Board to another or dissolve any Board, except as otherwise provided by State law or this Charter.</u></p> <p><u>A. There shall be a permanent Police Citizens Review Board, which shall have vested in it the following minimum powers:</u></p> <ol style="list-style-type: none"> 1. <u>To hold at least one community forum each year for the purpose of hearing citizens' views on the policies, practices, and procedures of the Iowa City Police Department, and to make recommendations regarding such policies, practices, and procedures to the City Council.</u> 2. <u>To investigate citizen claims of misconduct by sworn police officers and to issue independent reports of its findings to the City Council; and</u> 3. <u>The authority to subpoena witnesses.</u>

Rotation required if office appears on the ballot in more than one precinct and candidates are opposed.

Rotation not required because candidates are not opposed.

Example of a Premier City Election Ballot:

Official Ballot
City Election - November 3, 2009
City of Center Point
In the County of Linn, State of Iowa

ATTEST:
Joel D. Miller
JOEL D. MILLER
LINN COUNTY AUDITOR AND
COMMISSIONER OF ELECTIONS

Pct. Off. Initials

Instructions to the Voters: To vote, blacken the oval to the left of your choice completely.
To cast a write-in vote, you MUST blacken the oval completely AND write the name of your candidate on the line provided.
To vote to approve any question on this ballot, fill in the oval to the left of the word "YES", like this . To vote against a question, fill in the oval to the left of the word "NO", like this .

<p>For Mayor (Vote for no more than one)</p> <p><input type="radio"/> Mona J. Barz</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p>	} Rotation not required if candidates are unopposed.
<p>For Council Member (Vote for no more than three)</p> <p><input type="radio"/> Ted Callahan</p> <p><input type="radio"/> Robert Dillon</p> <p><input type="radio"/> Connie Robinson</p> <p><input type="radio"/> Mike Stanton</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p>	

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Post Election Day

“Final” Election?

The *Iowa Code* requires expedited post election day activities in the case of a city election that is not the final election for a city.

City Primary Election

This is not the final election. An expedited timeline will apply.

Regular City Election

This may or may not be the final election as follows:

Cities with primary provisions:

The regular city election is the final election.

Cities with runoff provisions:

The regular city election is not the final election (even if a runoff ends up not being necessary); an expedited timeline will apply.

All other cities:

The regular city election is the final election.

City Runoff Election

This is the final election.

Provisional Ballots

Timeline for “Final” City Elections

For the following election types, post a list of the number of provisional ballots cast in each precinct no later than 9 a.m. on the Thursday after the election:

- Regular city elections in cities without a runoff provision
- City runoff elections

Expedited Timeline for City Elections that are not “Final”

For the following election types, the ASVP board must meet on the day after the election (Wednesday) at noon, so the provisional ballot list must be posted as soon as possible and before they meet:

- Regular city elections in cities with runoff provisions
- City primary elections

[§50.20]

ASVP Board

Timeline for “Final” City Elections

For the following election types, the board must meet no earlier than noon on the Thursday after the election to consider any provisional ballots cast in the election and any absentee ballots that were received and postmarked on time:

- Regular city elections in cities without runoff provisions
- City runoff elections

Expedited Timeline for City Elections that are not “Final”

For the following election types, the board must meet the day after the election (Wednesday) at noon:

- Regular city elections in cities with runoff provisions
- City primary elections

[§50.21]

For additional information about ASVP board procedures, see the Absentee Voting chapter.

County Canvass

Timeline for “Final” City Elections

For the following election types, the county canvass is held on the Monday or Tuesday after the election.

- Regular city elections in cities without runoff provisions
- City runoff elections

[§50.24]

Expedited Timeline for City Elections that are not “Final”

For the following election types, the canvass must be held no earlier than 1:00 p.m. on the Thursday after the election:

- Regular city elections in cities with runoff provisions
- City primary elections

[§376.7, 376.9]

Required Percentage for Passage of Public Measures

Most public measures require a simple majority to pass. Check the *Iowa Code* section authorizing the election for applicable voter approval thresholds.

[§50.45]

Write-In Votes

Write-in votes in city elections are handled differently than in any other election. See the election specific pages in this chapter for information on how to handle write-in votes for the type of election you are conducting.

[§376.11]

Election Results

To generate abstracts and certificates of election, enter election results into I-VOTERS.

Abstracts

Two sets of each city's abstracts will need to be prepared and signed by the board of supervisors.

- Send one set of the abstracts to the city
- Keep one set for your files

[§50.24]

See the Post Election Day chapter for more information on preparing abstracts.

Certified Election Canvass Summary

A canvass summary must be prepared for each city and signed by a majority of the board of supervisors. See the Post Election Day chapter for more information.

[§50.24(3)]

Term Start Dates for Certificates of Election

The term for city officers begins the first day in January that is not a Sunday or legal holiday. The term of officers elected to fill vacancies begins within 10 days of the canvass. See the Vacancies chapter of this handbook for more information.

[§50.29, 63.8, 376.2(1)]

Recounts

Timeline for “Final” City Elections

For the following election types, requests for recounts must be filed within three days of the county canvass:

- Regular city elections in cities without runoff provisions
- City runoff elections

[§50.48(1)(a)]

Expedited Timeline for City Elections that are not “Final”

For the following election types, requests for recounts must be filed within three days of the election (the day after the canvass):

- Regular city elections in cities with runoff provisions
- City primary elections

[§50.48(7)]

See the Recounts chapter for more information.

Contests

A statement of intent to contest a city election must be filed within 10 days after the election with the city clerk.

[§376.10, 57.6, Ch. 62]

Best Practice: Remind city clerks to notify you immediately if anyone files for a contest.

See the Contests chapter for more information.

Record Retention

Keep records for six months unless a city election contest is pending since a city election does not contain federal offices on the ballot. Tally lists and abstracts must be kept forever.

See the election document retention record available in the Election Forms Library.

Exception to Six Month Rule: Unvoted ballots and programmed memory cards.

[§50.19, IAC 721—22.51(13-14)]