

June 2014 Handbook Changed Pages

Pre-Election Day – Chapter 2

Page	Change	Bill Sec. # Code Cite
43-43a	Revised reference to candidates nominated by petition.	N/A
47-48	Revised the language describing how candidates who were nominated by petition without any affiliation to a political party or NPPO should be listed on the ballot for partisan offices.	N/A
49-50	Revised the language describing how candidates who were nominated by petition without any affiliation to a political party or NPPO should be listed on the ballot for partisan offices.	N/A

General Election – Chapter 9

Page	Change	Bill Sec. # Code Cite
11-12	Revised the language describing how candidates who were nominated by petition without any affiliation to a political party or NPPO should be listed on the general election ballot.	N/A
13-14	Revised the language describing how candidates who were nominated by petition without any affiliation to a political party or NPPO should be listed on the general election ballot.	N/A
17-18	Updated the note on when U.S. senate race will not appear on a general election ballot.	N/A
19-20	Revised the language describing how candidates who were nominated by petition without any affiliation to a political party or NPPO should be listed on the general election ballot.	N/A
21-22	Revised language on when to rotate names of candidates.	N/A
23-27a	Revised the language describing how candidates who were nominated by petition without any affiliation to a political party or NPPO should be listed on the general election ballot. Revised the sample ballots to show how to list candidates who were nominated by petition with any affiliation to a political party or NPPO. Revised language on when to rotate names of candidates.	N/A

Candidate's Guide to the General Election

Page	Change	Bill Sec. # Code Cite
1-2	Revised the language describing how candidates who were nominated by petition without any affiliation to a political party or NPPO should be listed on the general election ballot.	N/A
5-6	Revised the language describing how candidates who were nominated by petition without any affiliation to a political party or NPPO should be listed on the general election ballot.	N/A
7-8	Revised the language describing how candidates who were nominated by petition without any affiliation to a political party or NPPO should be listed on the general election ballot.	N/A

Filing Officer's Guide

Page	Change	Bill Sec. # Code Cite
13-14	Revised the language describing how candidates who were nominated by petition without any affiliation to a political party or NPPO should be listed on the ballot for partisan offices.	N/A
17-18	Revised the language describing how candidates who were nominated by petition without any affiliation to a political party or NPPO should be listed on the ballot for partisan offices.	N/A
41-42	Revised questions 4 and 5 related to candidates nominated by petition without any affiliation to a political party or NPPO.	N/A
45-47	Revised definition of "Nominated by Petition."	N/A

Election Administrator's Dictionary

Page	Change	Bill Sec. # Code Cite
11-12	Revised definition of "Competing nominations by non-party political organizations."	N/A
25-26	Revised definition of "Nominated by Petition."	N/A

More than One Office Prohibited

If candidates file nomination papers for more than one office on the ballot, the candidate must file an affidavit on or before the last day to file candidate nomination papers declaring the **one** office the candidate wants to run for. If the affidavit is not filed, the candidate's name cannot appear on the ballot for any of the offices for which the person filed nomination papers.

Exception: This prohibition against seeking more than one office does not apply to:

- Agricultural extension council members, or
- Soil and water conservation district commissioners.

[§39.11, 49.41]

Dual Affiliation Nominations Prohibited

A person cannot run for an office as a candidate of more than one political party or organization.

If two or more political parties or organizations nominate the same person for the same office, the nominee must designate with which party or organization the nominee wants to be listed on the ballot. This designation must be filed with the auditor for county and township offices.

If the nominee does not file this designation, the name will appear on the ballot with the name of the political party or organization that filed the earliest set of nomination papers.

[§49.38 - 49.40]

Candidate Deaths

Before Withdrawal Deadline

1. Primary Election Nominations

If a candidate nominated for the Primary Election dies before the withdrawal deadline, the candidate's political party may hold a nominating convention to nominate another candidate. See §43.23 for the candidate nomination paper filing deadline.

[§43.23]

2. Chapter 44 Nominations

If a candidate nominated by a non-party political organization (NPPO) convention dies before the withdrawal deadline, the NPPO may hold a nominating convention to nominate another candidate. See §44.11 for the candidate nomination paper filing deadline.

[§44.11]

After Withdrawal Deadline

In general, if a candidate dies after the withdrawal deadline for an election, the candidate's name must remain on the ballot. The votes for that canvass must be canvassed. If the candidate is found to be declared elected, a vacancy will exist and must be filled following the appropriate vacancy procedures.

[§43.79]

Certain Federal and State Offices and County Supervisor at General Election

If a candidate for U.S. senator, U.S. representative, governor, attorney general, state senator, or state representative dies 88 days or less before the general election or if a candidate for county board of supervisors dies 73 days or less before the general election, the votes for that office must not be canvassed.

A special election must be held to fill the seat on the first Tuesday after the second Monday in December. Candidates whose names were listed on the general election ballot are also candidates for the special election. The deceased candidate's political party may nominate another candidate by holding a nominating convention. A political party which did not have a candidate on the general election ballot for that office may also hold a nominating convention to nominate a candidate. No other NPPO candidate or candidate who was nominated by petition whose name was not listed for that office on the general election ballot may run in the special election.

[§43.78, 49.58]

Step 6: Rotation Proof Chart

Make a rotation proof chart for all precincts where rotation is necessary. List your precincts in alphabetical order.

Across the top of the chart, list each office for which you have determined that rotation will be necessary.

Underneath the heading for each office, list which rotation that precinct will have for each office.

	Supervisor	Auditor	Recorder
Apple Township	1	1	1
Banana Township	2	2	2
Banana City 1	3	1	3
Banana City 2	1	2	1
Banana City 3	2	1	2
Cantaloupe Township	3	2	3
Date City	1	1	1
Fig Township 1	2	2	2
Fig Township 2	3	1	3
Grape City	1	2	1

Important Note: In this example, “Absentee” is not being listed as a separate precinct because the auditor has chosen to report absentee results by the voter’s residence precincts.

Once you have gone through every office on the ballot, you can look at the chart you made to see if any precincts will have the same ballot style.

In the example above, the following precincts would have the same ballot style:

- Apple Township and Date City
- Banana Township and Fig Township 1
- Banana City 1 and Fig Township 2
- **Banana City 2 and Grape City**

These two do not have the same ballot style. That’s because on the X-chart the auditor indicated that Grape City would have a public measure on the ballot.

Once the rotation chart is complete and has been proofed, the auditor has to make some decisions regarding ballot styles depending on the type of election:

- **General elections:** Ballots have to be programmed by precinct, so you are not allowed to combine ballot styles for precincts with the same offices and rotation.
- **Primary, school, city and special elections:** The auditor can decide whether to make a different ballot style for each precinct or whether to combine ballot styles for precincts with the same offices and rotation.

Step 7: Know the Ballot Order

Know the order in which offices and measures will be listed on the ballot. Office order varies by each type of election and depends on whether an office is partisan or non-partisan. See the election-specific chapters to determine the order that offices must be listed on the ballot for each election.

Partisan vs. Non-Partisan Offices

Partisan offices are any offices for which the name of a political party or nonparty political organization (NPPO) appears on the ballot along with the candidates' names.

Non-partisan offices are offices in which political party or NPPO names are prohibited from appearing on the ballot along with the candidate's name and include:

- City offices
- School offices
- Other benefitted district offices (e.g. drainage district trustee)
- Offices specifically listed in §39.21:
 - County public hospital trustees
 - Soil and water conservation district commissioners
 - County agricultural extension council members
- Township officers
- Judges standing for retention

[§46.21]

Partisan vs. Non-Partisan Candidates

A partisan candidate is any candidate running as a member of a political party (Democratic or Republican) or as a member of a NPPO, such as the Green Party or Libertarian Party.

Important Note: City election candidates who are nominated by NPPO convention under Ch. 44 are partisan candidates but the name of the NPPO is not listed with the candidates' names on the ballot because the city election is a nonpartisan election.

Non-partisan candidates are not running as members of any parties or organizations. That does not mean the candidates cannot belong to or be affiliated with a party or organization. It just means they are not running for office as a member of any group.

Important Note: Non-partisan candidates can run for partisan offices. If they do, the candidates' names will appear on the ballot without any reference to a party affiliation.

[§49.57]

“Independent” Candidates

The term “independent” is used by candidates and the general public to refer to candidates who are not running under any party or NPPO’s ticket. In Iowa, if a candidate writes the word “Independent” on nomination papers, that candidate is indicating membership in the “Independent” NPPO and will be listed on the ballot that way. If a candidate intends to run without any party or NPPO affiliation, the box next to “Not affiliated with any organization” on the nomination petition and affidavit of candidacy should be checked. The candidate’s name will appear on the ballot without any reference to a party affiliation.

Party Affiliation not Listed for Non-Partisan Offices

If any candidate files an affidavit of candidacy or a nomination petition for a non-partisan office that lists a party affiliation, that information will be ignored and only the candidate’s name will appear on the ballot. No reference to affiliation will be listed with the candidate’s name.

Conventions not Allowed for Non-Partisan Offices

Political parties and NPPOs are not allowed to nominate candidates by convention for non-partisan offices.

City election exception:

NPPOs are allowed to nominate candidates by convention for city offices in cities that have adopted the provisions of Chapter 44 of the *Iowa Code* (see the City Elections chapter for more information).

In the case of city candidates nominated by NPPOs, the name of the NPPO is not listed with the candidates’ names on the ballot.

Step 8: Proof Ballots

Before approving the ballots for printing, check the proof for each precinct or ballot style using the ballot proofing checklist. **Best Practice:** Proof at least twice; print once.

See the Ballot Proofing Checklist in the Election Forms Library.

Nomination Methods

There are four ways a candidate can be nominated to appear on the general election ballot:

1. Nomination at Primary Election

- Any candidate whose name was printed on the primary election ballot and who was nominated at the primary election is automatically placed on the general election ballot as the candidate for the political party that nominated him or her. No additional paperwork needs to be filed unless the individual was nominated by write-in votes.
- Individuals who are nominated by write-in vote at the primary election must file an affidavit of candidacy with the auditor or SOS within seven days of the primary election canvass to have their names on the general election ballot.

[§43.54, 43.66, 43.67]

2. Nomination After Primary Election by Political Party Convention (vacancy or necessary replacement)

- If a political party fails to make a nomination at the primary election or if the person who was nominated withdraws or dies before the general election filing deadline, the party can hold a convention to nominate another candidate for that office.
- The ballot vacancy in the case of candidates who withdraw or die must occur 89 or more days before the general election for state and federal candidates and 74 or more days before the general election for county candidates. If the ballot vacancy occurs during this period, a replacement nominee is allowed.

[§43.77, 43.78]

These candidates must file an affidavit of candidacy and political party convention certificate. For convention attendance requirements, see §43.78(1).

3. Nomination by NPPO Convention

- NPPOs can hold conventions to nominate candidates for the general election. Chapter 44 of the Iowa Code contains information, including attendance requirements, for these conventions.

These candidates must file an affidavit of candidacy and NPPO convention certificate. For convention attendance requirements, see §44.1.

4. Nomination by Petition (NPPO or no affiliation)

- Candidates can also run as members of NPPOs by circulating nomination petitions that specify the name of the NPPO. The name of the NPPO will be listed after the candidate's name on the ballot.

- Candidates who are not affiliated with any political party or NPPO must circulate nomination petitions to get their names on the ballot. The candidate's name will appear on the ballot without any reference to a party affiliation.

These candidates must file an affidavit of candidacy and nomination petitions.

[§44.4, 45.4]

Note about “Independent” Candidates:

The term “independent” is used by candidates and the general public to refer to candidates who are not running under any party or NPPO’s ticket. In Iowa, if a candidate writes the word “Independent” on nomination papers, that candidate is indicating membership in the “Independent” NPPO and will be listed on the ballot that way. If a candidate intends to run without any party or NPPO affiliation, the box next to “Not affiliated with any organization” on the nomination petition and affidavit of candidacy should be checked. The candidate’s name will appear on the ballot without any reference to a party affiliation.

Absentee Voting

Proxy Requests Allowed

Proxy requests may be made by certain relatives of UOCAVA voters no sooner than 70 days before the election.

[§53.40(1)(b)]

See the Absentee Voting chapter for more information.

Special Write-In (Submarine) Ballot Allowed

Submarine ballots are available 90 days before the general election to UOCAVA voters who will not be able to wait for the regular ballots to be transmitted.

[§53.45]

See the Absentee Voting chapter for more information on submarine ballots

Federal Write-In Ballot (FWAB) Allowed

See the Absentee Voting chapter for more information on FWABs and when they can be counted.

[§53.53]

Request Deadlines

See the Absentee Voting chapter.

Ballot Preparation

Voting Equipment

Voting equipment is required to be used in general elections. The equipment must be programmed to report absentee results by resident precinct in the general election.

[§52.1, 53.20(2)]

Partisan Election with Non-Partisan Offices on the Ballot

General election ballots contain both partisan and non-partisan offices. For partisan offices, the political affiliation of candidates (if any) is listed with each individual candidate's name on the ballot. No reference to political affiliation is included after the names of candidates for non-partisan offices or judges seeking retention.

[§49.31(1)(a)]

Candidate Certifications

The official list of the names of all candidates for state and federal offices is called the certification or certificate and is prepared by the SOS. Only candidates named on the certificate may have their names on the ballot for state and federal offices. This certificate lists the correct spelling of candidate names. The certificate will be sent as soon as possible after the filing period is over.

[§43.73, 46.21]

When Ballots Must be Ready

Ballots must be mailed, emailed, or faxed to UOCAVA voters at least 45 days before the election.

Ballots can be mailed to domestic absentee voters as soon as they are ready. Ballots can be voted in-person at satellites and auditors' offices no sooner than 40 days before the election.

[§53.10(1), 53.8(1), 53.40(2)]

Public Measures/Special Elections

Public measures are allowed on the general election ballot for counties, cities, and some benefitted districts. Constitutional amendments, constitutional convention questions, and statewide public measures may also appear on the ballot.

[Iowa Constitution Article X Sec. 3, §39.2, 49A.4]

In 2018, any counties where gambling was initially approved in 2010 must include a gambling proposition on the general election ballot (if not already voted upon in 2018). If a gambling proposition has been approved at two successive elections, the proposition is not required to be re-submitted to the voters.

[§99F.7(11)(d), 99F.7(11)(e)]

Straight Party Voting

Straight party voting options must be included on general election ballots. See the Pre-Election Day chapter for more information.

[§49.37(1)]

Other Political Organizations Instruction

Other political organizations that have only nominated one candidate in a respective county must be listed after the straight party voting section of the ballot under this sentence:

“Other Political Organizations. The following organizations have nominated candidates only for one office.”

[§49.37(1)(b)]

Order of Offices

P = Partisan Office

NP = Non-Partisan Office

For more on the difference between partisan and non-partisan offices and candidates, see the Pre-Election Day chapter.

Presidential General Elections (2016, 2020, etc.)

1. Federal Offices

- a. President/Vice President [P]
- b. U.S. Senator (if any) [P]
- c. U.S. Representative [P]

Important Note: A U.S. Senate race will not appear on the ballot in 2018.

2. State Offices

- a. State Senator (if any) [P]
- b. State Representative [P]

3. County Offices

- a. Board of Supervisors [P]
- b. Auditor [P]
- c. Sheriff [P]

4. Non-partisan Offices

- a. Township Trustees (if any) [NP]
- b. County Public Hospital Trustees (if any) [NP]
- c. Soil and Water Conservation District Commissioners [NP]
- d. County Agricultural Extension Council Members [NP]
- e. Other non-partisan offices/benefitted district offices (if any) [NP]

5. Judicial Retention

- a. Supreme Court (if any) [NP]
- b. Court of Appeals (if any) [NP]
- c. District Court Judges (if any) [NP]
- d. District Court Associate Judges (if any) [NP]
- e. Associate Juvenile Judges (if any) [NP]
- f. Associate Probate Judges (if any) [NP]

6. Constitutional Amendments and Public Measures

- a. Constitutional Amendments (if any)
- b. Statewide Public Measures (if any)
- c. County Public Measures (if any)
- d. City Public Measures (if any)
- e. Benefitted District Public Measures (if any)

Important Note: If any 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 multi-member body. If the office is part of a multi-member body, list the vacant office after the regularly scheduled offices. (Ex: If county recorder must appear on this ballot to fill vacancy, list it under county sheriff).

Gubernatorial General Elections (2014, 2018, 2022, etc.)

1. Federal Offices
 - a. U.S. Senator (if any) [P]
 - b. U.S. Representative [P]
2. State Offices
 - a. Governor/Lt. Governor [P]
 - b. Secretary of State [P]
 - c. Auditor of State [P]
 - d. Treasurer of State [P]
 - e. Secretary of Agriculture [P]
 - f. Attorney General [P]
 - g. State Senator (if any) [P]
 - h. State Representative [P]
3. County Offices
 - a. Board of Supervisors [P]
 - b. Treasurer [P]
 - c. Recorder [P]
 - d. County Attorney [P]
4. Non-partisan Offices
 - a. Township Trustee (if any) [NP]
 - b. Township Clerk (if any) [NP]
 - c. County Public Hospital Trustees (if any) [NP]
 - d. Soil and Water Conservation District Commissioners [NP]
 - e. County Agricultural Extension Council Members [NP]
 - f. Other non-partisan offices/benefitted district offices (if any) [NP]
5. Judicial Retention
 - a. Supreme Court (if any) [NP]
 - b. Court of Appeals (if any) [NP]
 - c. District Court Judges (if any) [NP]
 - d. District Court Associate Judges (if any) [NP]
 - e. Associate Juvenile Judges (if any) [NP]
 - f. Associate Probate Judges (if any) [NP]
6. Constitutional Amendments and Public Measures
 - a. Constitutional Amendments (if any)
 - b. Statewide Public Measures (if any)
 - c. County Public Measures (if any)
 - d. City Public Measures (if any)
 - e. Benefitted District Public Measures (if any)

Important Note: If any 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 multi-member body. If the office is part of a multi-member body, list the vacant office after the regularly scheduled offices. (Ex: If county auditor must appear on this ballot to fill vacancy, list it under county attorney).

Order of Names Within Each Office

Partisan Offices

- Political party candidates are listed first.

It is the auditor's choice which political party's candidates are listed first on the ballots. The order must be the same for all partisan offices. For example, the Democratic candidate cannot be listed first for county auditor if the Republican candidate is listed first for county sheriff. Either the Democratic candidates must be listed first in all cases or the Republican candidates must be listed first in all cases.

- Candidates running as members of non-party political organizations (NPPOs) are listed after political party candidates.

As with political party candidates, the order of NPPO candidates is determined by the auditor and must be the same for all offices.

Important Note: Only one candidate can appear on the ballot as a member of each NPPO. If multiple nominations are received for the same NPPO (e.g. you receive two nominations for county recorder for candidates of the Green Party NPPO), a drawing must be held on the day after the filing deadline to see which candidate will have the NPPO's name listed with the candidate's name on the ballot. The other candidate will appear on the ballot without any reference to a party affiliation. However, if one of the candidates was nominated by convention and the other was nominated by petition, no drawing is necessary and the candidate who was nominated by convention has the right to appear on the ballot with the name of the NPPO. See IAC 721—21.201 for additional information.

- Candidates running for partisan office who are not running as members of any political party or NPPO are listed after political party and NPPO candidates. The order in which the names appear is also determined by the auditor. These candidates' names will appear on the ballot without any reference to a party affiliation.

Best Practice: List these candidates in alphabetical order by last name.

[§49.31(2)(b)]

Non-Partisan Offices

The order of the names of candidates running for the following non-partisan offices is determined by drawing lots. The auditor holds the drawing the next business day after the last day of the filing period.

- County public hospital trustees
- Soil and water conservation district commissioners
- County agricultural extension council members
- Township officers

[§49.31(2)(c)]

Judicial Retention Candidates

The SOS sends auditors a judicial ballot certification with the correct spelling and the correct order of the names of candidates standing for retention. Place candidates on the ballot in the exact order they appear on the certification.

[§46.21]

Rotation

Rotation only applies to partisan offices in which two or more people are to be elected. In practice, the only time when rotation will be necessary at a general election is in the case of candidates running for at-large board of supervisors.

Example: Fable County is electing two at-large county supervisors. Two Democratic candidates won at the primary election. Only one Republican candidate was on the ballot at the primary election and the local party did not hold a convention to nominate anyone for the other seat. In this case, rotation is necessary because there are two Democratic candidates running. The names of the two Democratic candidates must be rotated within their party.

Important Note: The names of at-large county supervisors in the general election that must be rotated will only be rotated within their party (see example below):

	For Board of Supervisors Vote for no more than two.	For Board of Supervisors Vote for no more than two.	
On the 1st ballot precinct: →	Jackie Candidate Democratic Party	Joe Citizen Democratic Party	On the 2nd ballot precinct: ←
	Joe Citizen Democratic Party	Jackie Candidate Democratic Party	
	Betty Elector Republican Party	Betty Elector Republican Party	
	_____ Write-in vote, if any.	_____ Write-in vote, if any.	
	_____ Write in vote, if any.	_____ Write-in vote, if any.	

Do not rotate the names of candidates for president and vice president or governor and lieutenant governor.

[§49.31(2)(b)]

Do not rotate the names of judges. Print them on the ballot in the order listed on the SOS judicial certification. The SOS rotates the names *county by county*, when necessary.

[§46.21]

Do not rotate the order of political parties or NPPOs.

An example of how to lay out a **partisan office** on the General Election Ballot appears below:

FOR UNITED STATES SENATOR
(Vote for no more than one.)

<input type="radio"/>	Dallas Davis Democratic Party	}
<input type="radio"/>	Grundy Greene Republican Party	
<input type="radio"/>	Fremont Franklin Fun Party USA	}
<input type="radio"/>	Montgomery Marshall George Washington Party	
<input type="radio"/>	Clarke Clayton	}
<input type="radio"/>	Page Plymouth	
<input type="radio"/>	Shelby Scott	}
<input type="radio"/>	_____	
	Write-in vote, if any.	}

Political Party Candidates First.

The order of political parties is determined by the county auditor and must be the same for all offices.

NPPO Candidates Second.

The order of NPPOs is determined by the county auditor and must be the same for all offices.

Non-Partisan Candidates Third.

Candidates nominated by petition without a political party or NPPO affiliation should be listed without reference to a party affiliation. The order of these candidates' names is determined by the auditor.

Best Practice: List these candidates in alphabetical order by last name.

Write-In Votes Last.

A number of spaces equal to the number of persons to be elected to each office must be included for write-in votes.

Ballot Layout

Example of ES&S General Election Ballot:

A	B	C
<p>JOHNSON COUNTY</p> <p>General Election November 4, 2008</p> <p>IC01</p> <p>County of Johnson, State of Iowa</p> <p style="text-align: center;"><i>Tom Slockett</i></p> <p>County Auditor and Commissioner of Elections</p> <p>INSTRUCTIONS TO VOTER</p> <p>1. Voting Mark. To vote, fill in the oval next to your choice.</p> <p><input type="radio"/> Candidate Name <input type="radio"/> Candidate Name</p> <p>2. 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.</p> <p>3. Use only a No. 2 pencil to mark your ballot, unless a marking device is provided by an election official.</p> <p>4. Do not cross out. If you change your mind, exchange your ballot for a new one.</p> <p>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."</p> <p>Where to find the judges, proposed amendment to the Iowa Constitution, and County Conservation bond issue: Judges: on the back of this ballot starting in the left-hand column. Constitutional Amendment: on the back of this ballot in the right-hand column. County Conservation Bond Issue: on the back of this ballot in the right-hand column.</p> <p>PARTISAN OFFICES STRAIGHT PARTY VOTING</p> <p>To vote for all candidates from a single party, fill in the oval in front of the party name. Not all parties have nominated candidates for all offices. Marking a straight party vote does not include votes for nonpartisan offices, judges or questions.</p> <p><input type="radio"/> Democratic Party</p> <p><input type="radio"/> Republican Party</p> <p><input type="radio"/> Green Party</p> <p>OTHER POLITICAL ORGANIZATIONS</p> <p>The following political organizations have nominated candidates for only one office: Constitution Party Libertarian Party for Socialism and Liberation Peace and Freedom Socialist Party USA Socialist Workers Party</p>	<p>STATE OF IOWA</p> <p>FEDERAL OFFICES</p> <p>FOR PRESIDENT AND VICE PRESIDENT (Vote for no more than ONE team)</p> <p><input type="radio"/> Barack Obama Joe Biden Democratic Party</p> <p><input type="radio"/> John McCain Sarah Palin Republican Party</p> <p><input type="radio"/> Chuck Baldwin Darrell L. Castle Constitution Party</p> <p><input type="radio"/> Cynthia McKinney Rosa Clemente Green Party</p> <p><input type="radio"/> Bob Barr Wayne A. Root Libertarian</p> <p><input type="radio"/> Gloria La Riva Robert Moses Party for Socialism and Liberation</p> <p><input type="radio"/> Ralph Nader Matt Gonzalez Peace and Freedom</p> <p><input type="radio"/> Brian Moore Stewart A. Alexander Socialist Party USA</p> <p><input type="radio"/> James Harris Alyson Kennedy Socialist Workers Party</p> <p><input type="radio"/> _____ (Write-in vote for President, if any)</p> <p><input type="radio"/> _____ (Write-in vote for Vice President, if any)</p> <p>FOR UNITED STATES SENATOR (Vote for no more than ONE)</p> <p><input type="radio"/> Tom Harkin Democratic Party</p> <p><input type="radio"/> Christopher Reed Republican Party</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p>FOR UNITED STATES REPRESENTATIVE 2ND DISTRICT (Vote for no more than ONE)</p> <p><input type="radio"/> Dave Loebsack Democratic Party</p> <p><input type="radio"/> Mariannette Miller-Meeks Republican Party</p> <p><input type="radio"/> Wendy Barth Green Party</p> <p><input type="radio"/> Brian White</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p style="text-align: center; font-size: 2em; font-weight: bold;">TURN THE BALLOT OVER</p>	<p>NOVEMBER 4, 2008</p> <p>STATE OFFICES</p> <p>FOR STATE REPRESENTATIVE HOUSE DISTRICT 77 (Vote for no more than ONE)</p> <p><input type="radio"/> Mary Mascher Democratic Party</p> <p><input type="radio"/> Chris L. Brewer</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p>COUNTY OFFICES</p> <p>FOR BOARD OF SUPERVISORS (Vote for no more than THREE)</p> <p><input type="radio"/> Pat Harney Democratic Party</p> <p><input type="radio"/> Terrence Neuzil Democratic Party</p> <p><input type="radio"/> Rod Sullivan Democratic Party</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> <p>FOR COUNTY AUDITOR (Vote for no more than ONE)</p> <p><input type="radio"/> Tom Slockett Democratic Party</p> <p><input type="radio"/> Hanna Gugliuzza</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p>FOR COUNTY SHERIFF (Vote for no more than ONE)</p> <p><input type="radio"/> Lonny L. Pulkrabek Democratic Party</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p>NONPARTISAN OFFICES</p> <p>FOR SOIL AND WATER CONSERVATION DISTRICT COMMISSIONER (Vote for no more than THREE)</p> <p><input type="radio"/> Nathan M. Moore</p> <p><input type="radio"/> Kelley Putman</p> <p><input type="radio"/> Alex Schmidt</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>
<p>Official's Initials _____</p>	<p>7.4.2.0 / 012903-14 © Election Systems & Software, Inc. 1991, 2002</p>	<p>Typ:01 Seq:0013 Spl:01</p>

Rotation required for board of supervisors office if the race is at-large, vote for 2 or more, and multiple candidates are running with the same party affiliation.

Example of ES&S General Election Ballot (cont.):

NONPARTISAN OFFICES	JUDICIAL BALLOT	PUBLIC MEASURES
<p>FOR COUNTY AGRICULTURAL EXTENSION COUNCIL (Vote for no more than FOUR)</p> <p><input type="radio"/> Larry Culver</p> <p><input type="radio"/> Maynard Hebl</p> <p><input type="radio"/> Donna Ruth</p> <p><input type="radio"/> John Schneider</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p>	<p>Larry J. Eisenhower</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p> <p>District Court Shall the following judges of the District Court be retained in office?</p> <p>Patrick R. Grady</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p> <p>Fae Hoover-Grinde</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>	<p>1</p> <p>Shall the following amendment to the Constitution be adopted?</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p> <p>Summary: Changes the language that describes a person who cannot legally vote from "idiot or insane person" to "a person adjudged mentally incompetent to vote."</p> <p>Section 5 of Article II of the Constitution of the State of Iowa is repealed and the following adopted in lieu thereof: DISQUALIFIED PERSONS. SEC. 5. A person adjudged mentally incompetent to vote or a person convicted of any infamous crime shall not be entitled to the privilege of an elector.</p>
<p>JUDICIAL BALLOT</p>	<p>Thomas Koehler</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</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>Notice to voters. Vote on all names by filling in the appropriate oval below each name.</p>	<p>Nancy A. Baumgartner</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>	<p>Shall the County of Johnson, State of Iowa, be authorized to acquire and develop lands with public access provided, to be managed by the Johnson County Conservation Board, in order to protect the water quality in rivers, lakes and streams; protect forests to improve air quality; protect natural areas and wildlife habitat from development, and provide for parks and trails, at a cost not exceeding \$20,000,000 and issue its general obligation bonds in an amount not exceeding \$20,000,000 for that purpose, to be repaid in not more than 20 years? All expenditures will be subject to an annual independent audit.</p>
<p>Supreme Court Shall the following judges of the Supreme Court be retained in office?</p> <p>Mark S. Cady</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p> <p>Daryl L. Hecht</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p> <p>Brent Appel</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>	<p>Marsha A. Bergan</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p> <p>Shall the following Associate Judges of the District Court be retained in office?</p> <p>Barbara H. Liesveld</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>	
<p>Court of Appeals Shall the following judges of the Court of Appeals be retained in office?</p> <p>Terry L. Huitink</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p> <p>Rosemary Shaw Sackett</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>	<p>Angeline M. Wilson</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p> <p>Casey D. Jones</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p> <p>Russell Glen Keast</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>	
<p>TURN THE BALLOT OVER</p>		

Example of Premier General Election Ballot:

Official Ballot Barclay Twp

General Election - November 4, 2008

in the County of Black Hawk, State of Iowa

Instructions: To vote, fill in the oval completely next to your choice. Candidate Name To cast a **write-in** vote, you must fill in the oval completely and write the name of your candidate on the line provided. **Judges** for the judicial ballot appear on the back of the ballot, columns two and three. The **Constitutional Amendment** appears on the back of the ballot, column four.

Partisan Offices	Federal Offices	County Offices
<p>Instructions: For Straight Party Voting</p> <p>To vote for all candidates of a single party, fill in the oval <input checked="" type="radio"/> in front of the party name. Not all parties have nominated candidates for all offices. Marking a straight party vote does not include votes for nonpartisan offices, judges or questions.</p> <p>Straight Party Voting Vote for no more than one party</p> <p><input type="radio"/> Democratic Party DEM</p> <p><input type="radio"/> Republican Party REP</p> <p>Other Political Organizations The following political organizations have nominated candidates for only one office:</p> <p>Peace and Freedom.....PAF Green Party.....GRN Libertarian.....LIB Socialist Workers Party.....SWP Socialist Party USA.....SPU Party for Socialism & Liberation.....PSL Constitution Party.....CON</p>	<p>President & Vice President Vote for no more than one team</p> <p><input type="radio"/> Barack Obama DEM Joe Biden</p> <p><input type="radio"/> John McCain REP Sarah Palin</p> <p><input type="radio"/> Ralph Nader PAF Matt Gonzalez</p> <p><input type="radio"/> Cynthia McKinney GRN Rosa Clemente.</p> <p><input type="radio"/> Bob Barr LIB Wayne A. Root</p> <p><input type="radio"/> James Harris SWP Alyson Kennedy</p> <p><input type="radio"/> Brian Moore SPU Stewart A. Alexander.</p> <p><input type="radio"/> Gloria La Riva PSL Robert Moses</p> <p><input type="radio"/> Chuck Baldwin CON Darrell L. Castle.</p> <p><input type="radio"/> _____ (Write-in vote for President, if any)</p> <p><input type="radio"/> _____ (Write-in vote Vice President, if any)</p> <p>U. S. Senator Vote for no more than one</p> <p><input type="radio"/> Tom Harkin DEM</p> <p><input type="radio"/> Christopher Reed REP</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p>	<p>U. S. Representative First District Vote for no more than one</p> <p><input type="radio"/> Bruce Braley DEM</p> <p><input type="radio"/> David Hartsuch REP</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p>State Offices</p> <p>State Senator District 12 Vote for no more than one</p> <p><input type="radio"/> Brian Schoenjahn DEM</p> <p><input type="radio"/> Rebecca Wearmouth REP</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p>State Representative District 23 Vote for no more than one</p> <p><input type="radio"/> Gene Ficken DEM</p> <p><input type="radio"/> Dan Rasmussen REP</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p>Board of Supervisors Vote for no more than three</p> <p><input type="radio"/> Michael D. Blackwell DEM</p> <p><input type="radio"/> Tom Little DEM</p> <p><input type="radio"/> John Miller DEM</p> <p><input type="radio"/> Randy Herod REP</p> <p><input type="radio"/> Scott Jordan REP</p> <p><input type="radio"/> Andy Mullinex REP</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> <p>County Auditor Vote for no more than one</p> <p><input type="radio"/> Grant Veeder DEM</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p>County Sheriff Vote for no more than one</p> <p><input type="radio"/> Tony Thompson DEM</p> <p><input type="radio"/> Mark Johnson REP</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p>Non Partisan Offices</p> <p>Township Offices</p> <p>Barclay Trustee Vote for no more than two</p> <p><input type="radio"/> Rick Zuck</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p>

Rotation required for board of supervisors office if the race is at-large, vote for 2 or more, and multiple candidates are running with the same party affiliation.

the ballot over

FRONT Card 1 RptPet 10-10 "Barclay Twp"

Example of Premier General Election Ballot (cont.):

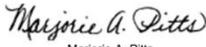
Non Partisan Offices	Judicial Ballot		Constitutional Amendment
Soil & Water Conservation Commission Vote for no more than three <input type="radio"/> _____ (Write-in vote, if any) <input type="radio"/> _____ (Write-in vote, if any) <input type="radio"/> _____ (Write-in vote, if any)	Instructions: Vote on all names by filling in the appropriate oval <input type="radio"/> after each name.		[Notice to Voters: To vote to approve the question on this ballot, fill in the oval <input type="radio"/> completely before the word "Yes". To vote against the question, fill in the oval <input type="radio"/> preceding the word "No".]
Agricultural Extension Council Vote for no more than four <input type="radio"/> Lillian Thomas <input type="radio"/> Mike Pipho <input type="radio"/> Candy Welch Streed <input type="radio"/> Gloria A. Paulsen <input type="radio"/> _____ (Write-in vote, if any) <input type="radio"/> _____ (Write-in vote, if any) <input type="radio"/> _____ (Write-in vote, if any) <input type="radio"/> _____ (Write-in vote, if any)	Shall the following Judges be retained in office?		
Agricultural Extension Council To Fill Vacancy Vote for no more than one <input type="radio"/> Lucy M. Evans <input type="radio"/> _____ (Write-in vote, if any)	Supreme Court	District Court 1B	<p style="text-align: center;">1</p> Shall the following amendment to the Constitution be adopted? Summary: Changes the language that describes a person who cannot legally vote from "idiot or insane person" to "a person adjudged mentally incompetent to vote." Section 5 of Article II of the Constitution of the State of Iowa is repealed and the following adopted in lieu thereof: DISQUALIFIED PERSONS. SEC. 5. A person adjudged mentally incompetent to vote or a person convicted of any infamous crime shall not be entitled to the privilege of an elector. <input type="radio"/> Yes <input type="radio"/> No
	Daryl L. Hecht <input type="radio"/> Yes <input type="radio"/> No	Thomas N. Bower <input type="radio"/> Yes <input type="radio"/> No	
	Brent Appel <input type="radio"/> Yes <input type="radio"/> No	Bradley J. Harris <input type="radio"/> Yes <input type="radio"/> No	
	Mark S. Cady <input type="radio"/> Yes <input type="radio"/> No		
	Court of Appeals		
	Rosemary Shaw Sackett <input type="radio"/> Yes <input type="radio"/> No		
	Larry J. Eisenhauer <input type="radio"/> Yes <input type="radio"/> No		
	Terry L. Huitink <input type="radio"/> Yes <input type="radio"/> No		

Turn the ballot over

BLACK HAWK COUNTY GENERAL ELECTION BACK CARD

Example of Unisyn General Election Ballot:

OFFICIAL BALLOT
General Election
Clay County, Iowa - November 6, 2012
Spencer Ward 1 (0600)


Marjorie A. Pitts
County Auditor & Commissioner of
Elections
 Style:20-B

INSTRUCTIONS TO VOTERS

Using blue or black ink, completely fill in the oval next to the candidate or question response of your choice like this:

Write-In: To vote for a write-in candidate, write the person's name on the line provided and darken the oval.

The Judicial Ballot is located on the back of this ballot.

Partisan Offices	Federal Offices	State Offices
<p>Straight Party Political Organizations</p> <p>Republican Party (REP) Democratic Party (DEM)</p> <p>Other Political Organizations</p> <p>The following organizations have nominated candidates for only one office: Constitution Party (CON) Iowa Green Party (GRN) Libertarian Party (LIB) Party for Socialism and Liberation (PSL) Socialist Workers Party (SWP)</p>	<p style="text-align: center;">For United States President and Vice President</p> <p style="text-align: center;">Vote for no more than one team.</p> <p><input type="checkbox"/> Mitt Romney Paul Ryan REP</p> <p><input type="checkbox"/> Barack Obama Joe Biden DEM</p> <p><input type="checkbox"/> Virgil Goode James Clymer CON</p> <p><input type="checkbox"/> Jill Stein Cheri Honkala GRN</p> <p><input type="checkbox"/> Gary Johnson James P. Gray LIB</p> <p><input type="checkbox"/> Gloria LaRiva Stefanie Beacham PSL</p> <p><input type="checkbox"/> James Harris Alyson Kennedy SWP</p> <p><input type="checkbox"/> Jerry Litzel Jim Litzel</p> <p><input type="checkbox"/> _____ <small>(Write-in vote for President, if any)</small></p> <p>_____ <small>(Write-in vote for Vice President, if any)</small></p>	<p style="text-align: center;">For Iowa State Representative District 2</p> <p style="text-align: center;">Vote for no more than one.</p> <p><input type="checkbox"/> Megan Hess REP</p> <p><input type="checkbox"/> Steve Bomgaars DEM</p> <p><input type="checkbox"/> _____ <small>(Write-in vote, if any)</small></p> <p style="text-align: center;">County Offices</p> <p style="text-align: center;">For Board of Supervisors at Large</p> <p style="text-align: center;">Vote for no more than two.</p> <p><input type="checkbox"/> Joe Skow REP</p> <p><input type="checkbox"/> D. R. Del Brockshus REP</p> <p><input type="checkbox"/> Bradley D. Smith DEM</p> <p><input type="checkbox"/> _____ <small>(Write-in vote, if any)</small></p> <p><input type="checkbox"/> _____ <small>(Write-in vote, if any)</small></p> <p style="text-align: center;">For County Auditor</p> <p style="text-align: center;">Vote for no more than one.</p> <p><input type="checkbox"/> Marjorie A Pitts REP</p> <p><input type="checkbox"/> _____ <small>(Write-in vote, if any)</small></p> <p style="text-align: center;">For County Sheriff</p> <p style="text-align: center;">Vote for no more than one.</p> <p><input type="checkbox"/> Randy W. Krukow REP</p> <p><input type="checkbox"/> Steven E Koenig</p> <p><input type="checkbox"/> _____ <small>(Write-in vote, if any)</small></p>
<p style="text-align: center;">Straight Party Voting</p> <p style="text-align: center;">Vote for no more than one.</p> <p><input type="checkbox"/> Republican Party REP</p> <p><input type="checkbox"/> Democrat Party DEM</p>	<p style="text-align: center;">For United States Representative District 4</p> <p style="text-align: center;">Vote for no more than one.</p> <p><input type="checkbox"/> Steve King REP</p> <p><input type="checkbox"/> Christie Vilsack DEM</p> <p><input type="checkbox"/> Martin James Monroe</p> <p><input type="checkbox"/> _____ <small>(Write-in vote, if any)</small></p>	

TURN THE BALLOT OVER



Rotation required for board of supervisors office if the race is at-large, vote for 2 or more, and multiple candidates are running with the same party affiliation.

Overview

What is the General Election?

The general election is held in even-numbered years to elect federal and state officers, county and township officers, and other officers as provided by law. It is also held to decide public measures at the city and county level and vote on constitutional amendments.

[§39.1, 39.3(7)]

Nomination Methods

There are four ways a candidate can be nominated to appear on the general election ballot.

1. Nomination at Primary Election

Any candidate who was nominated at the primary election is automatically placed on the general election ballot as the candidate for the political party that nominated him or her. These individuals do not need to file any paperwork after the primary election unless nominated by write-in votes.

[§43.66, 43.67]

2. Nomination After Primary Election by Political Party Convention (vacancy or necessary substitution)

If a political party fails to make a nomination at the primary election or if the person who was nominated withdraws or dies, the party can hold a convention to nominate another candidate for that office. Candidates must file an affidavit of candidacy and political party convention certificate.

[§43.78]

3. Nomination by Non-Party Political Organization (NPPO) Convention

Non-party political organizations (NPPOs) are political organizations that do not meet the requirements to become a political party. NPPOs do not need to file any special paperwork to be officially recognized by the State. NPPOs can hold conventions to nominate candidates for the general election. Candidates must file an affidavit of candidacy and NPPO convention certificate.

[§44.1]

4. Nomination by Petition

Candidates who are not affiliated with any political party or NPPO may circulate nomination petitions to get their names on the general election ballot. Candidates who are affiliated with an NPPO can also circulate nomination petitions that specify the name of the NPPO.

[§44.4, 44.17, 45.1, 45.5]

Important Note about “Independent” Candidates:

The term “independent” is used by candidates and the general public to refer to candidates who are not running under any party or NPPO’s ticket. In Iowa, if a candidate

writes the word “Independent” on nomination papers, that candidate is indicating membership in the “Independent” NPPO and will be listed on the ballot that way. If a candidate intends to run without any party or NPPO affiliation, the box next to “Not affiliated with any organization” on the nomination petition and affidavit of candidacy should be checked. The candidate’s name will appear on the ballot without any reference to a party affiliation.

Nomination Papers

Each candidate must file an affidavit of candidacy and nomination petitions or convention certificate with the county auditor for county offices or the Secretary of State’s Office for federal and state offices. The affidavit of candidacy and nomination petitions or convention certificate must be filed together or they will be rejected.

Important Note for Governor and Lt. Governor Candidates: Candidates for governor and lieutenant governor must file as a team.

Copies of nomination papers are available at the county auditor’s office or on the Secretary of State’s website: sos.iowa.gov/elections/electioninfo/General/index.html.

[§43.88, 44.2, 44.4, 44.17, 45.1(7)(b), 45.4]

Filing Period

Nomination papers must be filed during the filing period. They cannot be filed before or after the following dates:

Federal and State Offices:

First day: Monday, July 28, 2014

Last day: Friday, August 15, 2014 – 5 p.m.

County Offices:

First day: Monday, August 4, 2014

Last day: Wednesday, August 27, 2014 – 5 p.m.

There are no filing fees in Iowa.

[§44.4(1), 45.4]

Preparing Nomination Papers

Affidavit of Candidacy

Each candidate must complete and file an affidavit of candidacy.

The affidavit of candidacy form is available on the Secretary of State's website:
<http://sos.iowa.gov/elections/pdf/candidates/affidavit.pdf>.

The affidavit should include the following information:

- Candidate's Name

The candidate's name must be printed exactly as the candidate wishes the name to appear on the ballot. No parentheses, quotation marks, or titles (e.g. Dr., Mrs., etc.) may be included. Please provide the phonetic spelling of the candidate's name. This is helpful for producing audio ballots for voters who are visually impaired. Be as clear as possible. For example, Eisenhower = "EYES-in-how-er."

- Office Sought and District (if any)

The name of the office and the congressional, state senate, house, supervisor district or other district (if any) that the candidate is running for must be included.

- Vacancy Information

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

The "yes" box must be checked if the candidate is running to fill the remainder of an unexpired term. This happens when an incumbent office holder resigned, died, or was removed from office before the end of the term and another officer was appointed (not elected) to fill the remainder of the unexpired term. Contact the county auditor or Secretary of State with questions about whether you are running to fill a vacancy.

- Type and Date of Election

The 2014 General Election will be held on Tuesday, November 4.

- Candidate Affiliation

This is a required field for partisan offices. Only candidates who were nominated by Democratic or Republican party conventions may use those parties' distinctions. The name of a NPPO cannot be more than five words and no part or version of the words Democratic or Republican may be used as part of the NPPO's name.

Important Note about “Independent” Candidates:

The term “independent” is used by candidates and the general public to refer to candidates who are not running under any party or NPPO’s ticket. In Iowa, if a candidate writes the word “Independent” on nomination papers, that candidate is indicating membership in the “Independent” NPPO and will be listed on the ballot that way. If a candidate intends to run without any party or NPPO affiliation, the box next to “Not affiliated with any organization” on the nomination petition and affidavit of candidacy should be checked. The candidate’s name will appear on the ballot without any reference to a party affiliation.

- Candidate’s Home Address

Candidates must provide their house number and street name, city, and county of residence. Mailing address, phone, and email are optional but do assist the filing office and the public in contacting the candidate.

- Candidate’s Affirmation, Signature, and Notarization

The affidavit must be notarized. A notarial officer must be present when the candidate signs the affidavit and will complete the verification on the bottom of the affidavit. Once an affidavit is notarized, the affidavit cannot be altered.

Affidavits missing the information listed below must be rejected:

- Candidate’s name,
- Office sought and district (if any),
- Candidate’s signature, or
- Signature of notary public.

[§44.3(2), 45.3, 45.5(5)]

Important Note for Governor and Lt. Governor Candidates: Candidates for governor and lieutenant governor file as a team; however, each candidate should file an affidavit of candidacy.

Nomination Petitions

Candidates who are not affiliated with any political party or NPPO may circulate nomination petitions to get their names on the general election ballot. Candidates who are affiliated with an NPPO can also circulate nomination petitions that specify the name of the NPPO. Candidates must collect signatures on nomination petitions and file the petitions at the same time the affidavit of candidacy is filed.

Nomination forms are available on the Secretary of State's website:

- Partisan office: <http://sos.iowa.gov/elections/pdf/candidates/nompetpartisan.pdf>
- Non-partisan office: <http://sos.iowa.gov/elections/pdf/candidates/nompetnonpartisan.pdf>
- Governor & Lt. Governor:
<https://sos.iowa.gov/elections/pdf/candidates/nompetgovernor.pdf>

Preparing Nomination Petitions

Before anyone signs the petition, complete the required information in the header of every petition page.

Best Practice: Complete the header on one petition page and make copies of that page so all petition page headings are identical.

The information listed below must appear on each petition header for all offices. Signatures cannot be counted on petition pages missing the following information:

- Candidate's Name

The candidate's name should be printed exactly as the candidate wishes the name to appear on the ballot. No parentheses, quotation marks, or titles (e.g. Dr., Mrs., etc.) may be included.

Important Note for Governor and Lt. Governor Candidates: Candidates for governor and lieutenant governor file as a team. Both candidates must be named on the same petition.

[§45.1(7)(b)]

- Office Sought
- Office District (if any)

The candidate must provide the district number (if any). Signatures on petition pages that do not provide the applicable district number (when required) cannot be counted.

- Election Date

The 2014 General Election will be held on Tuesday, November 4.

- Signers' and Candidate's Affirmation of Residence

The following statement must appear on each petition page:

"We, the undersigned eligible electors of the appropriate county, supervisor, legislative district, city, school district, or school or community college director district in the state of Iowa, hereby make the nomination outlined above. If the candidate named above accepts the nomination, we believe the candidate is or will be a resident of the appropriate county, supervisor, legislative district, city, school district, or school or community college director district within the time frame required by law (60 days prior to the general election for state senate and state house candidates.)"

[§45.5, 45.6]

The following information should also appear on each petition header for all offices:

- Vacancy Information

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

The "yes" box must be checked if the candidate is running to fill the remainder of an unexpired term. This happens when an incumbent office holder resigned, died, or was removed from office before the end of the term and another officer was appointed (not elected) to fill the remainder of the unexpired term.

Contact the county auditor or Secretary of State with questions about whether you are running to fill a vacancy.

- Candidate Affiliation

Either "Not affiliated with any organization" or "Name of Non-Party Political Organization" must be marked. If affiliated with an NPPO, the NPPO's name must be listed on each petition page header. The name of the NPPO cannot be more than five words and no part or version of the words Democratic or Republican may be used as part of the NPPO's name. The name of the NPPO will be listed after the candidate's name on the ballot. If "Not affiliated with any organization" is marked, the candidate's name will appear on the ballot without any reference to a party affiliation.

- Signers' County of Residence

This is only required on petitions for U.S. senate, U.S. representative, and statewide candidates. Petition pages should only include signatures from one county for these offices.

Reviewing the Affidavit of Candidacy

All candidates must complete and file an affidavit of candidacy.

Important Note: For the general election, candidates for president and vice president as well as for governor and lieutenant governor file as a team. However, each candidate must file an affidavit of candidacy.

[§45.1(7), 45.3]

Affidavit Elements

The affidavit should include the following information:

- Candidate's Name

- Highlight this field if left blank.

The candidate's name must be printed exactly as the candidate wishes the name to appear on the ballot. No parentheses, quotation marks, or titles (e.g. Dr., Mrs., etc.) may be included.

The phonetic spelling of the candidate's name is suggested information. This is helpful for producing audio ballots for voters who are visually impaired. The candidate should be as clear as possible (e.g. Eisenhower = "EYES-in-how-er").

- Office Sought and District or Ward (if any)

- Highlight these fields if left blank.

The name of the office and the congressional, state senate, state representative, supervisor district, city ward or other district (if any) that the candidate is running for must be included.

- Vacancy Information

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

The "yes" box must be checked if the candidate is running to fill the remainder of an unexpired term. This happens when an incumbent office holder resigned, died, or was removed from office before the end of the term and another officer was appointed (not elected) to fill the remainder of the unexpired term.

- Highlight this field if left blank and it was required.

Candidates should contact the filing officer if they are unsure whether they are running to fill a vacancy.

- Type and Date of Election

- Highlight these fields if left blank.

- Candidate's Affiliation

This is a required field for partisan offices. Candidates for the primary election, candidates nominated by political party conventions, and candidates nominated by NPPOs must provide their party or NPPO affiliation. The name of a NPPO cannot be more than five words and no part or version of the words Democratic or Republican may be used as part of the NPPO's name.

- Highlight this field if left blank and it was required.

Important Note about "Independent" Candidates:

The term "independent" is used by candidates and the general public to refer to candidates who are not running under any party or NPPO's ticket. In Iowa, if a candidate writes the word "Independent" on nomination papers, that candidate is indicating membership in the "Independent" NPPO and will be listed on the ballot that way. If a candidate intends to run without any party or NPPO affiliation, the box next to "Not affiliated with any organization" on the nomination petition and affidavit of candidacy should be checked. The candidate's name will appear on the ballot without any reference to a party affiliation.

- Candidate's Home Address

- Highlight this field if left blank.

Candidates must provide their house number, street name, city, and county of residence. Mailing address, phone, and email are optional but do assist the filing officer and the public in contacting the candidate.

- Candidate's Affirmation, Signature, and Notarization

- Highlight if the notarization is left blank or is deficient in some way.

The affidavit must be notarized. A notarial officer must be present when the candidate signs the affidavit, and the notarial officer will complete the verification on the bottom of the affidavit. Once an affidavit is notarized, the affidavit cannot be altered.

There are two ways an affidavit can be notarized: by a commissioned notary public or by a person who is allowed by law to witness signatures because of the person's position.

In the case of affidavits of candidacy, the county auditor and the city clerk may witness signatures. School secretaries are not given this authority by the *Iowa Code*. School secretaries can notarize documents only if they are also commissioned notary publics.

- Office Sought
 - Highlight this field if left blank.

- Office District or Ward (if any)
 - Highlight this field if left blank.

The candidate must provide the district number or ward (if any). Signatures on petition pages that do not provide the applicable district number (when required) cannot be counted.

- Type and Date of Election
 - Highlight these fields if left blank.

- Signers' and Candidate's Affirmation of Residence

The following statement must appear on each petition page:

"We, the undersigned eligible electors of the appropriate county, supervisor, legislative district, city, school district, or school or community college director district in the state of Iowa, hereby make the nomination outlined above. If the candidate named above accepts the nomination, we believe the candidate is or will be a resident of the appropriate county, supervisor, legislative district, city, school district, or school or community college director district within the time frame required by law (60 days prior to the general election for state senate and state house candidates)."

- Make note on the petition page if this statement is missing.

- Candidate's County of Residence

Primary Election: The candidate's county of residence must be indicated for all offices except for state senator and state representative. Highlight this field if left blank.

Petition headers for state senator and state representative candidates must also include a statement that the candidate will be a resident of the legislative district at least 60 days before the general election. Make note on the petition page if this statement is missing.

All Other Elections: Candidates do not need to provide.

- Candidate's Affiliation

Partisan Offices: Democratic, Republican, "Not affiliated with any organization" or "Name of Non-Party Political Organization" must be marked. The name of a NPPO cannot be more than five words and no part of version of the words Democratic or Republican may be used as part of the NPPO's name. The name of the NPPO will be listed after the candidate's name on the ballot. If "Not affiliated with any organization" is marked, the candidate's name will appear on the ballot without any reference to a party affiliation.

Highlight this field if left blank.

All Other Offices: Candidates do not need to provide.

The following information should also appear on each petition header for all offices:

- Vacancy Information

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

The "yes" box must be checked if the candidate is running to fill the remainder of an unexpired term. This happens when an incumbent office holder resigned, died, or was removed from office before the end of the term and another officer was appointed (not elected) to fill the remainder of the unexpired term.

- Highlight this field if left blank and it was required.

Candidates should contact the filing officer if they are unsure whether they are running to fill a vacancy.

- Signers' County of Residence

This is only required on petitions for U.S. senate, U.S. representative, and statewide candidates. Petition pages should only include signatures from one county for these offices.

- Highlight this field if it was left blank and it was required.

[§45.5, 45.6]

Filing Officers' Frequently Asked Questions

1. Who may file nomination papers?

Anyone may file completed nomination papers on behalf of another person. Candidates do not need to appear in person to file their own papers.

2. May citizens sign more than one set of nomination papers or attend more than one nomination convention?

Yes, assuming they are eligible electors for the office for which the candidate is being nominated.

3. May candidates sign their own nomination papers or attend their own nomination convention?

Yes, assuming they are eligible electors for the office for which the candidate is being nominated.

4. How many candidates who are nominated by petition without affiliation to a political party or NPPO are allowed for each race?

There is no limit on the number of candidates who may be nominated by petition without affiliation to a political party or NPPO for any race.

5. May non-partisan candidates run for partisan offices?

Yes. Candidates who wish to seek partisan office on a non-partisan basis may circulate nomination petitions. The candidate's name will appear on the ballot without any reference to a party affiliation. These candidates must file papers during the general election filing period or during the special election filing period.

6. The objection deadline has passed and I think a candidate who filed nomination papers in my office is not qualified to hold the office. What do I do?

Nothing. Nomination papers must be accepted on their face. If no objection was filed, no further investigation on the part of the filing officer is allowed by law.

7. After nomination papers have been accepted for filing, may they be returned to the candidate?

No. Nomination papers that have been accepted for filing may not be returned to the candidate or anyone else for any reason (even if the candidate withdraws). Nomination

papers are “election materials” after they are accepted and filed and are subject to document retention pursuant to §50.19.

Only nomination papers that have been rejected may be returned to the filer.

[§43.14(3), 43.16, 44.16]

8. May school secretaries and city clerks deliver nomination petitions to the auditor before the day after the candidate filing deadline?

No, papers cannot be delivered early. See *Iowa Code* sections §277.4 and §376.4. Nomination papers must be made available for public inspection at the filing officer’s office during the filing period. Papers cannot be available as provided by law if they are delivered to the auditor early.

9. If someone is planning to run a write-in campaign, what do they need to do?

Nothing. In Iowa, write-in candidates do not need to file nomination papers or declarations of intent to be write-in candidates.

Glossary

Below are some commonly used election terms that may be helpful to filing officers.

At-Large

At-large refers to offices that are elected by an entire county or district even though the office may only represent one part of the county or district.

Audio Ballot

An audio ballot means the ability of a voting system to read the contents of a ballot to a voter through the use of headphones.

Auditor, County

A county auditor is the county commissioner of elections and county registrar of voters under Iowa law.

Canvass

The canvass is the process of compiling election results. All elections have at least two canvasses. The first canvass is conducted at the precinct after the polls close on election night. It must be completed before the precinct election officials leave. Ballots cast at the polls are counted only at the polling place. Only precinct election officials count votes. Votes are not counted by the county auditor or the auditor's staff.

The second canvass is conducted by the county board of supervisors. The board compiles election results from all precincts and makes the official report of the outcome of the election within the county.

A third canvass takes place at the state level after the primary election, general election, and special elections to fill vacancies for Congress, state senate, and state representative seats. A third canvass also takes place after school elections for community colleges.

Chief State Election Official

The secretary of state is designated as the chief state election official and the state commissioner of elections.

Disqualified Elector

A disqualified elector is a person who is not qualified to register to vote or to vote. A disqualified elector is either of the following:

- A person who has been convicted of a felony and not had rights restored,
- A person who has been judged by a court incompetent to vote.

Eligible Elector

An eligible elector is a person who meets all of the qualifications to register to vote and to vote.

Initiative, Statewide Ballot (referendum)

A statewide ballot initiative is the process of legislating by direct vote of the people. It is voter-initiated. Citizens petition to include legislative or constitutional changes on the ballot. Statewide ballot initiatives are not currently permitted under Iowa law.

Merged Area

Community colleges are referred to as “merged areas” in the *Iowa Code*.

Nominated by Petition

Candidates nominated by petition without affiliation to a political party or NPPO for partisan offices are often referred to as nominated by petition candidates. These candidates’ names will appear on the ballot without any reference to a party affiliation.

Non-Partisan Candidate

A non-partisan candidate is a candidate who is not affiliated with a political party or non-party political organization.

Non-Partisan Election

A non-partisan election is an election held without reference to the political party affiliation of any candidate. City elections and school elections are always non-partisan in Iowa.

Non-Partisan Office

A non-partisan office is any office for which a partisan nomination is not permitted. The name of a candidate for this type of office is listed without reference to a political party or non-party political organization.

Non-Party Political Organization (NPPO)

A non-party political organization is a political organization that is not a political party as defined by Iowa law.

Partisan Election

A partisan election is an election at which the political affiliation of candidates is listed next to the candidates’ names on the ballot.

Partisan Office

A partisan office is any office for which a partisan nomination is permitted. The name of a candidate for this type of office is listed with reference to a political party or organization.

Political Party

Iowa law states that to be a political party in Iowa, an organization must have had a candidate for president or governor who received at least two percent of the total votes cast at the last general election. Then, the organization must apply for political party status in Iowa. Currently, Iowa has two political parties: the Democratic Party and the Republican Party.

Precinct

The precinct is the smallest unit of election geography. All voters in a precinct who vote on election day go to the same polling place to cast their ballots. Precincts are drawn every 10

years after the federal census. No more than 3,500 people can live in a precinct when the lines are drawn.

Public Measure

A public measure is any question authorized or required by law to be submitted to the voters at an election.

Township

A township is a political subdivision of a county. The boundaries are set by the county board of supervisors and may include incorporated territory.

Vacancy

A vacancy is the term used to describe an elective office in need of an officer. Generally, a vacancy is caused when an elected official resigns, dies, or is removed from office.

Ward

A ward is a geographic unit of some city governments from which city council members are elected. A ward may be composed of one or more precincts.

Write-In Vote

A write-in vote is a vote cast for a person whose name does not appear on the ballot.

Election Administrator's Dictionary

Commissioner. As used in Iowa's election laws, commissioner means the county commissioner of elections as defined in §47.2. The County Auditor is designated as the county commissioner of elections. [§39.3(4)]

Commissioner of registration. As used in Iowa's election laws, commissioner of registration means the county commissioner of elections (county auditor) as defined in §47.2. The county commissioner of elections is designated the commissioner of registration for the county, and may appoint deputies and assistants, subject to the approval of the county board of supervisors, necessary to carry out the commissioner's responsibilities under this chapter and under rules of the state voter registration commission and the state registrar of voters.

[§48A.2(1); §48A.3.]

Community college. Is a publicly supported school which may offer programs of adult and continuing education, lifelong learning, community education, and up to two years of liberal arts, preprofessional, or occupational instruction partially fulfilling the requirements for a baccalaureate degree but confers no more than an associate degree; or which offers as the whole or as part of the curriculum up to two years of vocational or technical education, training, or retraining to persons who are preparing to enter the labor market. See also **merged area.** [§260C.2]

Compensation for number of voter registration applications prohibited. Paying, offering to pay, or receiving compensation based on the number of registration forms completed, or the party affiliations shown on completed registration forms, or on any other performance criteria, is unlawful. This section shall not apply to state statutory political committees, as defined in §43.111. [§48A.25]

Competing nominations by nonparty political organizations. Non-party political organizations may nominate only one candidate for each partisan office on the **general election** ballot. If more than one candidate for the same office claims affiliation with a particular non-party political organization, the commissioner or state commissioner publicly draws lots to determine which one will appear on the ballot for the non-party political organization. The other candidate will appear without any reference to a party affiliation.

[IAC 721–21.201]

Conflict between elections. A conflict between two elections exists only when one of the elections would require use of precinct boundaries which differ from those to be used for the other election, or when some but not all of the registered voters of any precinct would be entitled to vote in one of the elections and all of the registered voters of the same precinct would be entitled to vote in the other election. Nothing in this subsection shall deny a commissioner discretionary authority to approve holding a special election on the same date as another election, even though the two elections are in conflict, if the commissioner concludes that to do so will cause no undue difficulties. [§47.6(2)]

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Congressional districts. Iowa is divided into four congressional districts. The Iowa General Assembly adopted the current districts following the 2010 Federal Decennial Census. They will be reviewed and redrawn following the 2010 Census. The districts are composed of whole counties, as follows:

1. The first district consists of the counties of Worth, Mitchell, Howard, Winneshiek, Allamakee, Bremer, Fayette, Clayton, Black Hawk, Buchanan, Delaware, Dubuque, Marshall, Tama, Benton, Linn, Jones, Jackson, Poweshiek, and Iowa.
2. The second district consists of the counties of Jasper, Johnson, Cedar, Clinton, Marion, Mahaska, Keokuk, Washington, Louisa, Muscatine, Scott, Clarke, Lucas, Monroe, Wapello, Jefferson, Henry, Des Moines, Decatur, Wayne, Appanoose, Davis, Van Buren, and Lee.
3. The third district consists of the counties of Guthrie, Dallas, Polk, Pottawattamie, Cass, Adair, Madison, Warren, Mills, Montgomery, Adams, Union, Fremont, Page, Taylor, and Ringgold.
4. The fourth district consists of the counties of Lyon, Osceola, Dickinson, Emmet, Kossuth, Winnebago, Sioux, O'Brien, Clay, Palo Alto, Hancock, Cerro Gordo, Floyd, Chickasaw, Plymouth, Cherokee, Buena Vista, Pocahontas, Humboldt, Wright, Franklin, Butler, Woodbury, Ida, Sac, Calhoun, Webster, Hamilton, Hardin, Grundy, Monona, Crawford, Carroll, Greene, Boone, Story, Harrison, Shelby, and Audubon.

[§40.1]

Consanguinity. Means family relationship by blood. Persons related to an opposed candidate within the third degree of consanguinity (or **affinity**) may not serve as precinct election officials. This includes the candidate's:

1. Parents and children (first degree)
2. Siblings, grandparents and grandchildren (second degree)
3. Aunts, uncles, nieces, nephews, great-grandparents and great-grandchildren.
(third degree)

[§49.16(1)]

Judges standing for **retention** at the **General Election** are not considered to be opposed candidates.

Constitutional amendments. The voters at an election must approve amendments to the Iowa Constitution. Amendments to the US Constitution are ratified by the state legislatures; they are not voted upon at elections. See US Constitution, Article V.

Contest. The formal process for challenging the results of an election by alleging improper activities resulted in an incorrect outcome. The process of a contest may include recounting ballots. See also **recount**. A person who files a statement of intent to contest an election must post a bond. Standards for determining the amount of the bond are found in IAC 721–21.20. [Chapters 57 through 62]

Control county. The county in charge of conducting an election when a district includes areas in more than one county. The county having the greatest taxable base in the district is the control county. The county commissioners of elections of the other

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incompetent to vote. The court shall make a separate determination as to the person's competency to vote. The court shall find a person incompetent to vote only upon determining that the person lacks sufficient mental capacity to comprehend and exercise the right to vote. [§222.16]

Merged area. Merged area means an area where two or more school systems or parts of school systems merge resources to operate a community college in the manner provided in chapter 260C. See also **Community college.** [§260C.2(5)]

Military ballot envelopes. Although U.S. citizens as well as military voters use these envelopes, the name "military ballot envelope" is commonly used. These are the envelopes used with absentee ballots by voters who are members of the **armed forces of the United States**, must have stamped or printed on them the words "*Armed Forces or Overseas Ballot*" and a designation of the election at which the ballot is to be cast. These envelopes are postage-free for both commissioners and voters. They are available only from the Secretary of State. [§53.43]

Military voters. See **Armed forces of the United States** and **Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).**

Motor Voter. See **National Voter Registration Act (NVRA).**

Multimember district. An election district from which more than one person is elected. See also **single-member district.**

Must. States a requirement. See also **Shall, must, may.** [§4.1(30)]

N n

NASED. See **National Association of State Election Directors.**

National Association of State Election Directors. An organization of election administrators that meets twice annually to share information, hear from pertinent speakers on election issues, and develop a network among those in the elections community. From 1992 through 2006 NASED provided a program to accredit independent test authorities to examine voting equipment to determine whether it met the Federal Election Commission's Voting Systems Standards. The **Election Assistance Commission** assumed the responsibility for voting system testing in 2007. <http://www.nased.org/certification.html>

National Voter Registration Act of 1993 (NVRA). A federal law that requires driver's license stations and state agencies to offer voter registration opportunities to people who apply for services. It also prescribes and requires acceptance of the **federal mail voter registration form.** For a copy of this law, go to: http://www.usdoj.gov/crt/voting/42usc/subch_ih.htm

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NCOA. This acronym means the United States Postal Service **National Change Of Address** program. Both **NVRA** and Iowa law require each county auditor to do annual voter registration file maintenance. In January of each year, each county auditor must decide whether to do the **NCOA** process or the countywide mailing. If the NCOA process is chosen, voters who submitted a change of address to the post office during the year will receive a confirmation card. [§48A.27]

Nominated by petition. Candidates nominated by petition without affiliation to a political party or NPPO for partisan offices are often referred to as nominated by petition candidates. These candidates' names will appear on the ballot without any reference to a party affiliation. [§49.42A; Chapter 45]

Nomination papers. Nomination papers include a nomination petition or a convention certificate and an affidavit of candidacy. All nomination petitions must be eight and one-half by eleven inches in size and must be in substantially the form prescribed by the state commissioner of elections. [§43.14; §45.5]

Nonpartisan candidate. A candidate not affiliated with any political party or organization. See Chapter 45, *Nominations by Petition*, for the nomination process for candidates who are not affiliated with either a political party or a nonparty political organization. Note: to avoid confusion, please do not use the term "Independent Candidate" when referring to these candidates.

Nonpartisan election. An election where the political affiliation of candidates is not printed on the ballot.

Nonpartisan office. Any office for which partisan nominations are not permitted and for which the names of candidates are listed without reference to political parties or organizations. This includes elective city offices, school board directors, and three offices that appear on the **general election** ballot: county public hospital trustees [§347.25], soil and water conservation district commissioners [§161A.5] and county agricultural extension council members [§176A.6]. [§39.21; Chapter 45]

Nonparty political organization (NPPO). Is a political organization that is not a political party as defined by Iowa law. [Chapter 44]

Notarial act. Is any act that a notary public of Iowa is authorized to perform, and includes, but is not limited to, taking an acknowledgment, administering an oath or affirmation, taking verification upon oath or affirmation, witnessing or attesting a signature, certifying or attesting a copy, and noting a protest of a negotiable instrument. [§9E.2(2)]

Notary stamp and seal required. Each person performing a notarial act pursuant to §9E.10 must acquire and use a stamp as provided in Iowa Code Chapter 9E. See §9E.A for notary stamp requirements.