

**City Clerk Planning Worksheet  
2015 City Elections**

City: \_\_\_\_\_ Clerk: \_\_\_\_\_

Please complete this worksheet and return it to the county auditor no later than August 5.

**1. List of Offices**

Determine which offices will be on the ballot for this year's city election.

Office	Length of Term	Date Term Ends	Name of Incumbent	Date of Appointment (if applicable)

**2. Type of Nomination Process**

Mark the nomination method adopted by the city's ordinance. Attach a copy of the ordinance with this worksheet (unless the city has primary election provisions).

- Primary election provisions
- Runoff election provisions
- Nomination by petition only (Chapter 45 cities)
- Nomination by petition or by convention (Chapter 44 and 45 cities)
- Nomination by convention only (Chapter 44 cities)
- Special charter city

All cities operate under primary election provisions unless the city has adopted another nomination method. For more information, see the City Clerk's guide.

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**3. Population of City**

Mark the appropriate population range for your city.

- 3,500 or greater       100 – 3,499       Less than 100

In Chapter 45 cities, the population determines the number of signatures candidates will need to collect for nomination petitions.

**4. Public Measures**

Does the city council plan to include any public measures on the ballot at the regular city election?

- Yes       No       Maybe

The full text of public measures must be filed with the county auditor by 5 p.m. on the day the candidate nomination period closes.

- Cities with primary election provisions:      August 27, 2015
- Cities without primary election provisions:      September 17, 2015

**5. Polling Place Hours**

Mark the time you would prefer to have the polls open (the auditor makes the final determination based on past turnout and other factors affecting turnout).

- 7 a.m.       Noon

**6. Publication**

List the newspaper(s) in which you would like the notice of election to be published.

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