

## **INSTRUCTIONS FOR FILING AS A CANDIDATE FOR CITY COMMISSION**

### **Election To Be Held June 14, 2022**

1. Forms are available in the City Auditor's Office.
2. City Commission candidates **must** file a **Campaign Contribution Form**.
3. City Commission candidates must file a Statement of Candidacy and file a petition /certification of nomination **or** pay \$100.00 fee in lieu of filing petitions.
4. If petitions are filed, they must contain at least 300 signatures of qualified electors.
5. **All Candidates must file a Statement of Interest form.**
6. Filing deadline is no later than **4:00 o'clock Monday, April 11, 2022.**
7. Drawing for position on the ballot will be held at noon on **Tuesday, April 12, 2022**, in the City Commission Room.
8. Please be sure to indicate on your Statement of Candidacy how you would like your name printed on the Ballot.

### **ELECTION SEATS FOR 2022 CITY ELECTION**

**TWO CITY COMMISSIONERS - (4 year term)** Must be a qualified elector in the City of Fargo and must have been in continuous residence for the last six months before filing nomination papers.

**STATEMENT OF CANDIDACY**

I, \_\_\_\_\_ whose residence and post office address is \_\_\_\_\_ in the City of Fargo, North Dakota, do hereby file for the office of \_\_\_City Commission\_\_\_ of the City of Fargo for a term of \_\_4\_\_ years to be voted on at the Primary Election on June 14, 2022.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

On this \_\_\_\_\_ day of \_\_\_\_\_, 2022, I received \$100.00 from the above.

\_\_\_\_\_  
City Auditor's Office

**PETITION FOR NOMINATION**

To City Auditor, Fargo, North Dakota

We, the undersigned legal voters and electors in the City of Fargo, North Dakota, do, hereby nominate

\_\_\_\_\_

whose residence/post office address is \_\_\_\_\_ in the City of Fargo, North Dakota, for the office of **CITY COMMISSIONER** of the City of Fargo, North Dakota, for a term of four (4) years, to be voted on at the Primary Election to held on **June 14, 2022**.

**Please indicate how you wish to have your name printed on the Ballot Form.**

No.	Date Signed Month Day Year	Name of Elector	Post Office Address & Residence in Fargo ND (Give Number & Street Name)
1			
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No.	Date Signed Month Day Year	Name of Elector	Post Office Address & Residence in Fargo, North Dakota (Give Number & Street Name)
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**STATEMENT OF INTERESTS**  
**SECRETARY OF STATE**  
 SFN 10172 (10-2015)

Secretary of State  
 State of North Dakota  
 600 E Boulevard Ave Dept 108  
 Bismarck ND 58505-0500  
 Telephone: (701) 328-4146  
 Toll-Free: (800) 352-0867, option 6  
 Fax: (701) 328-3413  
 Email: [soselect@nd.gov](mailto:soselect@nd.gov)  
 Website: [Vote.ND.Gov](http://Vote.ND.Gov)

**SEE PAGE 4 FOR INSTRUCTIONS**

References to the Statement of Interests are found in North Dakota Century Code, Chapter 16.1-09.

**FILING REQUIREMENTS FOR STATEMENT OF INTERESTS**

1. Every candidate for elective office shall file a Statement of Interests with the appropriate filing officer with whom the candidate filed his/her Certificate of Endorsement SFN 17196 or Petition/Certificate of Nomination SFN 2704.
  - a. Candidates for President and Vice President of the United States shall file with the Secretary of State either a Statement of Interests as required by Chapter 16.1-09 of the North Dakota Century Code or a copy of the personal disclosure statement required by the Federal Election Commission.
  - b. Candidates for US Senate and US House of Representatives shall file this form with the Secretary of State or a copy of the personal disclosure statement required by the Federal Election Commission.
  - c. Candidates for statewide office shall file with the Secretary of State.
  - d. Candidates for legislative office shall file with the Secretary of State.
  - e. Candidates for Garrison Conservancy and Soil Conservation district shall file with the County Auditor in their county of residence.
  - f. Candidates for District Judge shall file with the Secretary of State.
  - g. Candidates for county offices shall file with the County Auditor.
  - h. Candidates for city offices shall file with the City Auditor.
  - i. Candidates for school district offices shall file with the School Business Manager of the school district.

The Statement of Interests shall be filed at the same time a Petition/Certificate of Nomination or Certificate of Endorsement is filed.

Candidates filing a Statement of Interests for the primary election need not re-file for the general election.

2. Every person appointed by the Governor to a state agency, board, bureau, commission, department, or occupation or professional licensing board shall file a Statement of Interests with the Secretary of State no later than the announcement of the appointment.

Please refer to the instructions provided on page 4 of the Statement of Interest for answering specific questions before completing this form.

**Please Print**

Name of Candidate or Appointee		Telephone Number	
Spouse's Name			
Address		City	State
		Zip Code	
Office Which Candidate is Seeking		Position to Which Appointed	

**OR**

**ITEM A**

Name of Business or Employer \_\_\_\_\_

**PRINCIPAL OCCUPATION/SOURCE OF INCOME (Check One)**

<input type="checkbox"/> Farmer	<input type="checkbox"/> Military	<input type="checkbox"/> Investor or Retired	<input type="checkbox"/> Clerical and Sales	<input type="checkbox"/> Government Employee
<input type="checkbox"/> Business Owner	<input type="checkbox"/> Laborer	<input type="checkbox"/> Professional	<input type="checkbox"/> Craftsman	<input type="checkbox"/> Student
<input type="checkbox"/> Other _____				

Spouse's Name of Business or Employer \_\_\_\_\_

**SPOUSE'S PRINCIPAL OCCUPATION/SOURCE OF INCOME (Check One)**

<input type="checkbox"/> Farmer	<input type="checkbox"/> Military	<input type="checkbox"/> Investor or Retired	<input type="checkbox"/> Clerical and Sales	<input type="checkbox"/> Government Employee
<input type="checkbox"/> Business Owner	<input type="checkbox"/> Laborer	<input type="checkbox"/> Professional	<input type="checkbox"/> Craftsman	<input type="checkbox"/> Student
<input type="checkbox"/> Other _____				







**CAMPAIGN DISCLOSURE STATEMENT  
COUNTY OR CITY CANDIDATES**  
SECRETARY OF STATE  
SFN 53970 (02-2018)

Secretary of State  
State of North Dakota  
600 E Boulevard Avenue Dept 108  
Bismarck ND 58505-0500  
Telephone: (701) 328-4146  
Toll-free: (800) 352-0867, option 6  
Fax: (701) 328-3413  
Website: [Vote.ND.Gov](http://Vote.ND.Gov)

**SEE PAGE 2 FOR REPORTING REQUIREMENTS AND INSTRUCTIONS**

Campaign disclosure reporting requirements are found in North Dakota Century Code Chapter 16.1-08.1.

**Section A**

Name of candidate seeking or holding office			
Office candidate is seeking or currently holding			
Candidate address (street address or post office box)	City	State	ZIP code
Name of person completing this statement		Daytime telephone number	

**Section B**

TYPE OF STATEMENT	ELECTION DATE	STATEMENT DUE DATE	REPORTING PERIOD
<input type="checkbox"/> PRE-PRIMARY ELECTION		32 days before the election	January 1 through 40 days before the election
<input type="checkbox"/> PRE-GENERAL ELECTION			
<input type="checkbox"/> PRE-SPECIAL ELECTION			
<input type="checkbox"/> YEAR-END		January 31 of each year	Entire calendar year
<input type="checkbox"/> 48-HOUR		Within 48 hours if a contribution in excess of \$500 is received within 39 days before the election	39-day period before the election
<input type="checkbox"/> AMENDED (also mark applicable statement being amended above)			

**Section C (This section does not apply to 48-hour statements.)**

Total of all contributions received in excess of \$200 (contribution detail begins on page 3)	<input type="checkbox"/> No reportable contributions for reporting period <input type="checkbox"/> No reportable contributions since last statement filed	\$
Total of all contributions received of \$200 or less		\$

**Section D (This section only applies to year-end statements.)**

EXPENDITURE CATEGORY	TOTAL
Advertising	\$
Campaign loan repayment	\$
Operations	\$
Travel	\$
Miscellaneous	\$

**Section E**

I certify that I have examined this campaign disclosure statement, including any attached addenda for filing with this statement, and to the best of my knowledge, it is true, correct, and complete.

Signature	Date
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## REPORTING REQUIREMENTS

A candidate for a county or city office (in cities with a resident population of 5,000 or more), is required by law to file a statement of contributions, known as a Campaign Disclosure Statement (SFN 53970).

The statement must include the name and mailing address of all contributors who contributed in excess of \$200 in the aggregate during the reporting period, the aggregated amount of the contributions from each listed contributor, and the date the most recent contribution was received from that contributor.

A year-end statement must be filed for any year in which a candidate's name appeared on the ballot or in which the candidate sought election through write-in votes. This statement must be filed even if the candidate received no contributions during the year or any reportable contributions in excess of \$200.

For any year a candidate is not on the ballot, no year-end statement must be filed unless the candidate received a contribution during the year. Then, a year-end statement must be filed.

If applicable and if a statement must be filed, please note the options in Section C (i.e., "No reportable contributions for reporting period" and "No reportable contributions since last statement filed").

### TYPES OF REPORTABLE CONTRIBUTIONS:

A gift, transfer, conveyance, provision, receipt, subscription, loan, advance, deposit of money, or anything of value, made for the purpose of influencing the nomination for election, or election, of any person to public office or aiding or opposing the circulation or passage of a statewide initiative or referendum petition or measure.

The term also means a contract, promise, or agreement, express or implied, whether or not legally enforceable, to make a contribution for any of the above purposes.

The term includes funds received by a candidate for public office or a political party or committee, which are transferred or signed over to that candidate, party, or committee from another candidate, party, or political committee or other source.

The term "anything of value" includes any good or service of more than a nominal value. The term "nominal value" means the cost, price, or worth of the good or service is trivial, token, or of no appreciable value. The term "contribution" does not include:

1. A loan of money from a bank or other lending institution made in the regular course of business.
2. Time spent by volunteer campaign or political party workers.
3. Money or anything of value received for commercial transactions, including rents, advertising, or sponsorships made as a part of a fair market value bargained-for exchange.
4. Money or anything of value received for anything other than a political purpose.
5. Products or services for which the actual cost or fair market value are reimbursed by a payment of money.
6. An independent expenditure.
7. The value of advertising paid by a political party, multicandidate political committee, or caucus which is in support of a candidate.
8. In-kind contributions from a candidate to the candidate's campaign.

### INSTRUCTIONS FOR CAMPAIGN DISCLOSURE STATEMENT

**SECTION A:** Provide the full name of the candidate, the office the candidate is seeking or currently holding, and the address of the candidate. Also provide the name and daytime telephone number of the person completing the statement.

**SECTION B:** Indicate whether the statement is a pre-primary, pre-general, pre-special, year-end, 48-hour, or amended statement by checking the appropriate box(es). Unless a year-end statement, also provide the election date.

**SECTION C:** Provide the total of all contributions received in excess of \$200. If no reportable contributions were received for the reporting period or no additional reportable contributions were received since the last statement was filed, indicate such by checking the appropriate box.

**SECTION D:** This section only applies to year-end statements. Provide the total of all expenditures made during the calendar year, separated into the expenditure categories listed.

**SECTION E:** The person completing the statement must certify that the information contained in the statement is true, correct, and complete by signing and dating the campaign disclosure statement.

**SCHEDULE #1 - Contributions received in excess of \$200:** Provide the name and mailing address of each contributor; the total amount of the contribution; and the date the last contributed amount was received. Contributions made separately by different persons from joint accounts are considered separate contributions for reporting purposes.

**FILING INSTRUCTIONS:** Campaign Disclosure statements are deemed properly filed when deposited with or delivered to the appropriate filing officer within the prescribed time. A statement that is mailed is deemed properly filed when it is postmarked and directed to the appropriate filing officer within the prescribed time. If a statement is not received by the filing officer, a duplicate of the statement must be promptly filed upon notice by the filing officer of its nonreceipt.

### WHERE TO FILE:

**County candidates:** County Auditor in the candidate's county of residence

**City candidates:** City Auditor in the candidate's city of residence

**SCHEDULE #1 - Contributions received in excess of \$200**

Attach additional pages, if necessary.

NUMBER	CONTRIBUTOR NAME	MAILING ADDRESS	CITY STATE ZIP	TOTAL OF CONTRIBUTIONS	DATE OF MOST RECENT CONTRIBUTION
EXAMPLE	JOHN DOE	100 1ST AVENUE	BISMARCK ND 58501	\$ 250.00	3/15/2017
1				\$	
2				\$	
3				\$	
4				\$	
5				\$	
6				\$	
7				\$	
8				\$	
9				\$	
10				\$	
11				\$	
12				\$	
13				\$	
14				\$	
15				\$	
16				\$	
17				\$	
18				\$	