

CITY OF PRINSBURG

2024 Candidate Filing Packet

Prinsburg City Offices

MAYOR – 2 YEAR TERM

COUNCIL MEMBER – 4 YEAR TERM

COUNCIL MEMBER – 4 YEAR TERM

2024 Election Dates

Primary August 13, 2024

General November 5, 2024

Introduction

This packet contains information for candidates seeding election of Prinsburg City Offices. It contains forms you will need to complete and information about resources available to you. Also included is a copy of the Campaign Manual produced by the Minnesota Secretary of State.

Forms and Materials Provided

Copies of the forms and materials listed here have been included in this packet for your convenience. Note that you may need to complete multiple copies of some attachments. Please reproduce as needed. All attachments are available via the City's website at cityofprinsburg.com

- [Affidavit of Candidacy](#) -
- [Address of Residence Form](#) (used if private data box is checked on the affidavit of candidacy)
- [Affidavit of Withdrawal](#)
- [Attorney General Memo on Autodialing \(website\)](#)
- [Attorney General Memo on Autodialing](#)
- [Candidate Information Form](#)
- [Campaign Cybersecurity Memo](#)
- [Campaign Financial Report](#)
- [Campaign Financial Report Certification of Filing](#)
- [Campaign Manual](#)
- [DOT Information on Signs in Right of Way \(website\)](#)
- [DOT Letter to Candidates](#)
- [IRS Political Organization Filing Requirements \(website\)](#)
- [IRS Political Organization Filing Requirements](#)
- [Registering with the Campaign Finance and Public Disclosure Board](#)

- [Accepted Absentee Ballot List Request Form](#)
- [Map Order Form](#)
- [Polling Place List Request Form](#)
- [Precinct Finder Request](#)
- [Voter Information Request Form](#)

2.0 Filing for Office

2.1 City Offices to Elected in 2024

Council Member – 4-year term

Council Member – 4-year term

Mayor – 2-year term

2.2 Qualifications for Office

Candidates must be:

- At least 21 years of age upon assuming office
- Resident of Prinsburg for at least 30 days before the general election.
- Eligible to vote (citizen of US, residence of MN for 20 days, not convicted of a felony without having civil rights restored, not under guardianship of the person where have not retained the right to vote, not found by a court to be legally incompetent to vote);
- Not filed for the same or any other office at the upcoming primary or general election

2.3 Filing Period

The filing period is July 30, 2024 to August 13, 2024. Office hours are between 9:00am and 12:00 am on Tuesdays and Thursday or you can call the City Clerk at 320-220-4600 between 9:00am and 4:00pm Monday, Wednesday and Fridays.

2.4 Filing Location

Prinsburg City Office

501 3rd. Street

Prinsburg, MN 56281

2.5 Filing Fee

Candidates must pay a filing fee at the time of filing their affidavit of candidacy. Fee is \$2.00

2.6 Affidavit of Candidacy

All candidates must file an affidavit of candidacy for office. Candidates must state that the name listed on their affidavit is their true name by which they are commonly known in the community. A candidate phone number is required. Affidavits must be signed in the presence of a notary or an individual authorized to administer oaths. The City Clerk can perform this function.

2.7 Candidate Withdrawal

Affidavits of withdrawal are due no later than 5:00 pm on August 15, 2024. The filing fee is not refundable.

2.8 Election Candidate Information Form

Candidate Name Pronunciation Form – A ballot marking device is available to voters with disabilities in every precinct. One of the features of the unit is an “auditory ballot” where a sight-impaired voter can listen to the content of the ballot. It is important that each candidate’s name be pronounced correctly. All candidates will be asked to complete a Candidate Name Pronunciation Form at the time of filing.

The Election Candidate Information Form is available on the Secretary of State’s website. Completion of the form is voluntary. If completed, the form will be posted on the Secretary of State website as pdf document.

Information provided by candidates at the time of filing will be posted on the website on the MN Secretary of State. Be advised that subsequent changes to that information may be made but may not appear for 2-3 days after submission to this office. Therefore, please review all information provided carefully to ensure contact numbers, email addresses, etc. are correct at the time of filing.

3.0 Financial Reporting

All candidates must comply with laws and regulations regarding disclosure of financial activities. In general, candidates must report campaign contributions and

expenditures and must also disclose sources of personal income. Please refer to the Campaign Manual for more detailed information.

3.1 Where to File Reports

Financial Reports for City offices must be submitted to:

Prinsburg City Office

3.2 Campaign Finance Reports Available to the Public

Campaign Finance Reports are classified as public under the MN Data Practices Act and are often requested by fellow candidates and members of the general public. Campaign Finance Reports submitted by candidates for City offices will be available to the public by asking the City Clerk.

3.3 Campaign Financial Report Requirements and Filing Dates

ALL candidates must file the “Certification of Filing Campaign Financial Reports” form. Candidates who raise or spend \$750 or more must file all the reports listed below, including the “Certification of Filing Campaign Finance Reports” f.

Initial report - An initial report must be filed within 14 days after a candidate or committee raises or spends more than \$750. Additional required reports must be filed once an initial report is filed.

Pre-general report – Due 10 days before the general election or special election. This report covers the period from the last previously filed report to five days before the current report is due.

Certification of Filing – Due 7 days after the general or special election. ALL candidates must file this report regardless of whether the candidate or committee raises or spends enough to file an initial report. It indicates to the filing officer that either all the required campaign reports have been filed or the candidate or committee did not raise or spend more than \$750 in the calendar year.

Post-general report – Due 30 days after a general or special election. This report covers the period from the last previously filed report to five days before the current report is due.

Annual report – An annual report is due on January 31 of each year following the year when the initial report is filed.

Final report - A candidate or committee may file a final report once all debts are paid and all assets in excess of \$100 in the aggregate are disposed of. Filing a final report

ends campaign reporting activity, but a new initial report must be filed if the candidate or committee raises or spends more than \$750 after this point.

3.4 Tax Filing Requirements

An IRS Fact Sheet of Tax Filing Requirements for Political Organizations is provided for your information. For more information, contact the IRS or your tax accountant.