



2025

# Candidate Guide



## TABLE OF CONTENTS

Welcome Letters.....	3
Personal Commitment .....	5
Offices to Be Voted On .....	6
Filing for Elective Office.....	6
Municipal Candidate Qualifications .....	6
Declaration of Candidacy .....	7
Master Ballot Position List.....	7
Candidate Withdrawal .....	8
Santaquin University (Candidate Orientation) .....	8
Oath of Office.....	8
Form of Government.....	8
Ethics and Conduct .....	9
Municipal Campaign Financial Reporting and Deadlines .....	12
Campaign Regulations .....	15
General Information .....	17
Voter Registration & Absentee Voting .....	18
Important Dates .....	20
Sample Forms.....	23



May 1, 2025

Dear Candidate:

Congratulations on your decision to run for elected office in Santaquin City.

I hope this guide is helpful to you. It has been designed to present you with basic information about the election process. Please read the guide thoroughly and fill out and return the required forms to the City Recorder as described by the dates in this guide. Please be aware that the information in this guide does not relieve you of your obligation to become familiar with the current election laws in the Utah Code Title 20A.

Santaquin City will conduct a “Santaquin University” addressing important topics in each department of the city. All candidates are required to attend the 1<sup>st</sup> session of Santaquin University, at which time a Candidate Orientation will also take place. Mayor Dan Olson **strongly** encourages all candidates to attend ALL Santaquin University sessions so that you can be informed about the operations, budget, needs, etc. of all Santaquin City departments. The Santaquin University sessions will be held in the Chambers at the City Hall Building on 110 S. Center Street, Santaquin on the following dates and at the following times:

Candidate Orientation, Making a Difference:	June 18, 2025, 6:00 p.m.
Community Development:	June 25, 2025, 6:00 p.m.
Public Works & Engineering:	July 2, 2025, 6:00 p.m.
Police Department:	July 9, 2025, 6:00 p.m.
Community Services:	July 16, 2025, 6:00 p.m.
Fire & EMS Department:	July 23, 2025, 6:00 p.m.
Administration & Budgets:	July 30, 2025, 6:00 p.m.

If you have specific questions, please feel free to contact me at 801-754-1904.

Sincerely,

Amalie R. Ottley  
City Recorder



## WELCOME - GENERAL INFORMATION

Welcome, you have embarked upon a journey into the political and government arena. It can be very rewarding and challenging at the same time. “Public Service” may often mean setting aside your own personal desires and issues for the good of the community. An elected official has the responsibility of being prepared and informed on the issues, of maintaining honor and integrity in all his or her actions, and for making the commitment to attend all necessary meetings and actively participating as a member of the community and the city team.

You can start your public service by making sure you conduct your campaign in a fair and honest manner. In public service, you will often find that you may need to make decisions that may not necessarily be popular with your friends and those who are in attendance at public meetings. At times, those who attend meetings are those who oppose an action being proposed, while there may be many others who may support the action.

The City Council is not the place for people to gain power or control. It is not a place for people with special interests or personal agendas. **Those things *quickly* become lost in the myriad of diverse and difficult issues you will be facing.** You will often find that once you know all of the facts about an issue, you may have to change your position. You will find that compromise of positions often needs to take place to make decisions and work as a team. However, compromise of principles and truth need *never* take place.

Personal gain by elected officials must never take place, and in many cases may be illegal. Mayor and City Council positions are positions of great trust, which require people of the highest integrity and desire to serve others.

Please contact the City Recorder for questions and assistance. If you request copies of specific information from the City Recorder, copies of the same documents/information will be provided to all candidates regardless of whether they want it or not.



## PERSONAL COMMITMENT

To perform effectively as a Mayor or Councilmember, you will need to budget your time wisely. You will be responsible for three very important roles:

1. Your public position;
2. Your spouse and family; and
3. Your profession.

You already know how much time is needed for your family and profession; however, few people realize how many hours are needed to conduct the official business of the city. **Fifteen (15) to twenty (20) hours per week is a good estimate for the time that Council Members give to their council responsibilities and at least twenty (20) to forty (40) hours per week for Mayor.**

In addition to the regularly scheduled City Council meetings, there are numerous informal meetings and work sessions required to become informed about special issues or problems. Council Members also serve as liaisons to the City's advisory boards, commissions, and other organizations.

Please feel free to contact any of these individuals if you have specific questions or need additional information:

<u>Department</u>	<u>Individual</u>	<u>Business Phone</u>
City Manager	Norm Beagley nbeagley@santaquin.gov	801-754-3211
City Recorder	Amalie R. Ottley aottley@santaquin.gov	801-754-1904



## OFFICES TO BE VOTED ON AND TERMS OF OFFICE

POSITION	TERM	DATES
Mayor	4-year term	January 2026 – December 2029
Council Member	4-year term	January 2026 – December 2029
Council Member	4-year term	January 2026 – December 2029

## FILING FOR ELECTIVE OFFICE

Each person seeking to become a candidate for a municipal office must file a *Declaration of Candidacy*, in person with the City Recorder beginning **June 2, 2025 through June 6, 2025**. Office hours for the week of June 2, 2025 through June 6, 2025 will be Monday through Friday from 8:00 a.m. to 5:00 p.m. [UCA § 10-3-301](#)

The filing period ends at 5:00 p.m. on June 6, 2025. Interested persons must meet the qualifications and requirements set forth in Utah State Code in order for their declaration of candidacy to be accepted. [UCA § 20A-9-203](#), [UCA § 10-3-301](#)

## MUNICIPAL CANDIDATE QUALIFICATIONS

[Utah Code Annotated § 20A-9-203](#)  
[Utah Code Annotated § 10-3-301](#)

- The person is a United States Citizen.
- The person will be at least 18 years old at the time of the next election.
- The person is a registered voter in the municipality (Santaquin City).
- The person has been a legal resident of the municipality (Santaquin City) or a resident of a recently annexed area for a period of 12 consecutive months immediately before the date of election.
- The person must not be mentally incompetent, convicted of a felony, convicted of treason or a crime against the elective franchise, unless their right to hold elective office has been restored pursuant to [UCA § 20A-2-101.3](#) or [20A-2-101.5](#), as amended.
- An individual may not hold a county and municipal office at the same time, effective January 1, 2020. [UCA § 20A-9-201](#).



## DECLARATION OF CANDIDACY OR NOMINATION PETITION

To file for office an individual must fill out the *Declaration of Candidacy* form in its entirety and sign it in the presence of the City Recorder during the filing period. Prior to signing the form, each candidate will be asked to swear/affirm that they meet the qualifications for candidacy and understand the campaign finance reporting requirements.

An individual may designate an agent to file a declaration of candidacy with the City Recorder if:

- the individual is located outside of the state during the entire filing period.
- the designated agent appears in person before the City Recorder;
- the individual communicates with the City Recorder using an electronic device that allows the individual and City Recorder to see and hear each other; and
- the individual provides the City Recorder with an email address to which the City Recorder may send copies of information described in [UCA § 20A-9-203](#).

Any resident of a municipality may nominate a candidate for a municipal office by filing a nomination petition (provided by the City Recorder) with the City Recorder during the office hours described in [UCA § 10-3-301](#) and not later than the close of those office hours, between June 2 and June 6 of any odd-numbered year that includes signatures in support of the nomination petition of the lesser of at least (A) 25 registered voters who reside in the municipality; or (B) 20% of the registered voters who reside in the municipality. [UCA § 20A-9-203](#)

## 2024-2025 MASTER BALLOT POSITION LIST

1 - B	7 - N	13 - S	19 - P	25 - Q
2 - Z	8 - A	14 - G	20 - U	26 - D
3 - C	9 - J	15 - L	21 - O	
4 - W	10 - Y	16 - F	22 - V	
5 - R	11 - M	17 - T	23 - H	
6 - E	12 - K	18 - X	24 - I	

Utah code requires the Lieutenant Governor to establish the Master Ballot Position List. You can see more information for the Master Ballot Position list for the 2024-2025 election cycle at [Voteinfo.utah.gov](https://Voteinfo.utah.gov).



## CANDIDATE WITHDRAWAL

A candidate who qualifies for the ballot may withdraw as a candidate by filing a written affidavit with the municipal clerk. [UCA § 20A-9-203](#).

If possible, this should be done prior to printing ballots.

## SANTAQUIN UNIVERSITY (CANDIDATE ORIENTATION)

Candidate Orientation will be held the first night of “Santaquin University”. Potential candidates are required to attend on June 18<sup>th</sup>, 2025, at 6:00 p.m. in the Council Chambers/Court Room in the Public Safety Building at 275 W. Main Street, Santaquin. We strongly encourage attendance to all “Santaquin University” sessions as you will learn valuable information about the City organization, basics about city finances, key issues facing the City, and there will be ample time for questions and answers. We believe this information will be invaluable for you to be as prepared as possible to run a successful campaign.

## OATH OF OFFICE

Pursuant to State Code, after being elected, Council Members are required to take the Oath of Office during the Swearing In Ceremony held at a meeting to be determined in January 2026.

## FORM OF GOVERNMENT

Santaquin City operates under a six-member Council with the Mayor as a non-voting member of the legislative body. The Council has, by ordinance, established a City-Manager form of government. Under this organizational structure, the mayor and a five member Council appoint a City Manager to act as the Chief Executive Officer who oversees the daily operations of the City. The Council establishes policy and direction by enacting local legislation and adopting budgets; the City Manager is responsible for implementing the Council’s policies and direction. The mayor is elected for a term of 4 years, while the Council is elected for 4 years with staggered terms.





## ETHICS AND CONDUCT

The State has enacted the “Municipal Officers’ and Employees’ Ethics Act” [UCA § 10-3-13](#) which establishes standards of conduct for elected and appointed officials. According to this act, an elected or appointed officer or municipal employee may not:

1. Disclose or improperly use private, controlled or protected information acquired by reason of his position or in the course of official duties in order to further substantiate their personal economic interest or to secure special privileges or exemptions for himself or others.
2. Use or attempt to use his position to further substantiate his personal economic interest, or secure privileges for himself or others.
3. Knowingly receive, accept, take, seek, or solicit, directly or indirectly for himself or another a gift of substantial value or a substantial economic benefit tantamount to a gift (which is defined as a loan received at an interest rate that is substantially lower than the commercial rate, or compensation received for private services rendered at a rate substantially exceeding the fair market value of the services) that would tend to improperly influence a reasonable person to depart from the faithful and impartial discharge of the person’s public duties; or the person knows or a reasonable person in the office should know that under the circumstances the gift is primarily for the purpose of rewarding the person for official action taken. This does not apply to:
  - a. An occasional non-pecuniary gift under \$50 in value.
  - b. An award presented publicly in recognition for public service.
  - c. A bona fide loan in ordinary course of business.
  - d. Political campaign contributions.
4. Fail to disclose in a public meeting any personal interest or investment by any elected or appointed official of a municipality, which creates a conflict between officials’ personal interests and his public duties.

Also according to the Act, a Disclosure Statement must be filed annually with the city and proper notification must be given if any of the following situations exist:

- City official or employee receives compensation for assisting any person or entity in a transaction involving the City.
- City official or employee is an officer, director, agent, employee or owner of substantial interest (over \$2,000) in business regulated by the City.
- City official or employee is an officer, director, agent, employee or owner of substantial interest in business, which does or anticipates doing business with the City.

Besides filing a disclosure statement, elected and appointed officials must also disclose their position verbally in open meeting to the other members of the body to which they belong as well as immediately prior to any discussion involving the business or interest. Certain penalties may be imposed for violation of the above requirements. They include:



1. Potential Second Degree Felony action.
2. Mandatory removal from office.
3. Rescission of transaction.

Please see the complete text of the applicable State Law [UCA § 10-3-13](#) "Municipal Officers' and Employees' Ethics Act."



## PLEDGE OF FAIR CAMPAIGN PRACTICES

(Utah Code § 20A-9-206)

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues.

### THEREFORE:

**I SHALL** conduct my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing, without fear or favor, the record and policies of my opponents that I believe merit criticism.

**I SHALL NOT** use, nor shall I permit the use of, scurrilous attacks on any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, defamation, libel, or slander against any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, any other criticism of any candidate or the candidate's immediate family that I do not believe to be truthful, provable, and relevant to my campaign.

**I SHALL NOT** use, nor shall I permit the use of, any practice that tends to corrupt or undermine our American system of free elections, or that hinders or prevents the free expression of the will of the voters, including practices intended to hinder or prevent any eligible person from registering to vote or voting.

**I SHALL NOT** coerce election help or campaign contributions for myself or for any other candidate from my employees or volunteers.

**I SHALL** immediately and publicly repudiate support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of an opponent, to methods in violation of the letter or spirit of this pledge. I shall accept responsibility to take firm action against any subordinate who violates any provision of this pledge or the laws governing elections.

**I SHALL** defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of Utah, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices."

Name: \_\_\_\_\_ Office: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*This is a voluntary pledge. Candidates are not required to sign this pledge of fair campaign practices.**

**\*This document is considered a public record and will be retained for public inspection until 30 days following the election.**



## MUNICIPAL CAMPAIGN FINANCIAL REPORTING

### CAMPAIGN FINANCIAL REPORTING

Pursuant to Utah State Code [UCA § 10-3-208](#), Candidates for elected municipal office must file signed Campaign Finance Statements with the City Recorder containing itemized and total campaign contributions and expenditures. **The names of candidates who fail to comply with this deadline will be removed from the ballot for both Primary and General Election.** Signed campaign financial statements received by the City Recorder are classified as a public record.

### DEFINITION OF TERMS

See [UCA § 10-3-208](#) for complete list of defined terms.

### FILING DEADLINES FOR DISCLOSURE STATEMENTS

Report Due Date (by 5:00 p.m.)	Report Includes Transactions Between ( up to 5 days before due day)	Whom This Applies To
<b>08-05-2025</b> 7 days before Primary	01/01/2025 – 07/31/2025	All Candidates in Primary Election
<b>09-11-2025</b> 30 days after Primary	Remaining transactions.	Only Candidates eliminated at Primary
<b>10-07-2025</b> 28 days Before General	01/01/2025 – 10/02/2025 (no primary held) <b>OR</b> 08/01/2025 – 10/02/2025 (won primary)	All Candidates if no Primary, or Candidates not eliminated at Primary
<b>10-28-2025</b> 7 days Before General	10/03/2025 – 10/23/2025	All Candidates in the General Election
<b>12-04-2025</b> 30 days After General	Remaining transactions	All Candidates in the General Election
<b>30 days after disqualification</b>	Varies, contact your Municipal Recorder	Candidates disqualified for failing to file a financial report by the deadline

A campaign finance statement required under this section is considered filed if it is received in the municipal clerk or recorder's office by 5 p.m. on the date that it is due. [UCA § 10-3-208\(13\)](#)

Campaign Finance Statements are classified as public documents and will be made available for public inspection and copying no later than one business day after filing. A



copy will be posted on the City website within 7 business days and provided to the Lt. Governor within 2 business days after filing. [UCA § 10-3-208\(10\)](#)

## CONTRIBUTIONS AND EXPENDITURES REPORTED

See [UCA § 10-3-208](#)

The City Recorder will distribute printed and electronic copies of a Campaign Finance Reporting Statement form for candidates to use if they wish to do so. Alternatively, candidates may prepare their own form so long as required criteria is included therein.

Candidates may report the total amount of contributions and expenditures if the candidate receives \$500 or less in contributions and spends \$500 or less on the candidates' campaign. [UCA § 10-3-208\(6\)](#)

## SEPARATE CAMPAIGN ACCOUNT

Each candidate shall deposit contributions into a separate campaign account in a financial institution; and may not deposit or mingle any campaign contributions received into a personal or business account. [UCA § 10-3-208\(3\)](#)

## ANONYMOUS DONATIONS

Within 30 days after receiving a contribution that is cash or a negotiable instrument, exceeds the anonymous contribution limit of \$50, and is from a donor whose name is unknown, a candidate shall disburse the amount of the contribution to either the treasurer of the state or a political subdivision for deposit into the state's or political subdivision's general fund, OR an organization that is exempt from federal income taxation under Section 501(c)(3), Internal Revenue Code. [UCA § 10-3-208\(7\)](#)

## FAILURE TO TIMELY FILE CAMPAIGN FINANCE STATEMENT

Pursuant to [UCA § 10-3-208\(11\)](#) the municipal clerk or recorder shall disqualify a candidate and inform the appropriate election official that the candidate is disqualified if the candidate fails to file a campaign finance statement within 24 hours after the deadline for filing the report.

If a candidate is disqualified under Subsection (11)(b), the election official: shall notify opposing candidates for the municipal office that the candidate is disqualified; send an email notification to each voter for who the election official has an email address that the candidate is disqualified; post notice of the disqualification on a public website; and if practicable, remove the candidate's name from the ballot by blacking out the candidates



name before the ballots are delivered to voters; or include a written notice with the ballot; and may not count any votes for that candidate.

A candidate who timely files each campaign finance statement required is not disqualified if the statement details accurately and completely the information required except for inadvertent omissions, insignificant errors, or inaccuracies; and the omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.

#### **IMPORTANT !**

The names of candidates failing to file a campaign finance statement within 24 hours of 5:00 PM on August 5, 2025 will be removed from the Primary Election ballot.  
The names of candidates failing to file a campaign finance statement within 24 hours of 5:00 PM on October 28, 2025 will be removed from the General Election ballot.

#### **CONFLICT OF INTEREST STATEMENT**

Per HB 504 Financial AND Conflict of Interest disclosure statements must be made available for public inspection on the city's website. HB 504 requires a candidate for elective office in a municipality to file a conflict-of-interest disclosure statement at the time the candidate files a declaration of candidacy. Declarations of candidacy WILL NOT be accepted without a signed conflict-of-interest statement. The conflict-of-interest statement and other forms will be made available to candidates in the City Recorder's office upon filing. Sample forms are included in the packet.



## CAMPAIGN REGULATIONS & INFORMATION

### CANDIDATE PROFILE

As a candidate, you have the opportunity to submit a 200-word or less candidate statement of qualifications and/or biographical information for display on the State's voter information website [www.vote.utah.gov](http://www.vote.utah.gov). There is no cost.

If submitted by the candidate to the election official's office at 5 p.m. on June 27, 2025, at least 45 days before (**August 12, 2025**) the primary election and/or 60 days before (**November 4, 2025**) the general election. The Profile may contain information such as age, occupation, years of residency, email address, and a personal website address where voters may access more information about the candidate and the candidate's views, a picture, and a short statement. [UCA § 20A-7-801\(4\)](#)

Profiles are available for both the Primary and General Elections and will be publicly posted on the State Elections website approximately 1 week after the submission deadline.

**In addition to the Statewide Electronic Voter Information Website, Santaquin City will be publishing online “Voter Information” which will contain information on the candidates running for office. The “Voter Information” will include your 200-word qualifying statement, contact information and a photo (if submitted) of each candidate. Candidates who wish to be included in the “Voter Information” must submit everything to the City Recorder by 5:00 p.m. on June 27<sup>th</sup>, no later than 5:00 p.m.**

### CAMPAIGN LITERATURE

Placing campaign literature inside residential mailboxes is a violation of federal postal standards. Anything placed in the mailbox must have proper postage attached and have been properly processed through the US postal system. Any material found in the mailboxes will be removed by the postal carrier and, at the discretion of the Postmaster, the offender may be charged with violation of federal postal standards. You are encouraged to warn your campaign workers against the use of mailboxes for campaign literature. Please feel free to check with the Postmaster concerning any postal questions you may have.

### POLITICAL CAMPAIGN SIGNS

1. Signs may not be located within 150 feet of a building that is serving as a polling place for the election on Election Day.  
*Utah Code 20A-3-501(2b)*





2. Signs may not be erected or maintained on or overhanging public property or a public right-of-way, this includes traffic signs, street signs and utility poles.  
*Utah Code 20A-17-102(2)*
3. Signs may not constitute a safety hazard, obstruct view or create a nuisance.  
*Utah Code 20A-3-501(7)*
4. Signs may not be erected, constructed, or maintained upon any property without the consent of the owner or person entitled to possession of the property.  
*Utah Code 20A-17-102(2c)*

To avoid public nuisance issues and as a matter of courtesy, please remove campaign signs within 24 hours after the election.

## ELECTIONEERING

“Electioneering” includes any oral, printed, or written attempt to persuade persons to refrain from voting or to vote for or vote against any candidate or issue; and a “polling place” means the physical place where ballots are cast and includes the physical place where a ballot drop box is located. [UCA § 20A-3a-501](#)

An individual may NOT, within a polling place or in any public area within 150 feet of the building where a polling place is located:

- Do any electioneering;
- Circulate cards or handbills of any kind;
- Solicit signatures to any kind of petition; or
- Engage in any practice that interferes with the freedom of voters to vote or disrupts the administration of the polling place.
- Obstruct the doors or entries to a building in which a polling place is located or prevent free access to and from any polling place.
- Solicit any voter to show the voter's ballot.
- Knowingly possess or control another individual's voted manual ballot, unless:
  - the individual is an election official or postal worker acting in the capacity of an election official or postal worker;
  - the individual possesses or controls the voted ballot in accordance with Section 20A-3a-301, relating to emergency ballots;
  - the possession or control is authorized in order to deliver a military-overseas ballot in accordance with Chapter 16, Uniform Military and Overseas Voters Act;
  - subject to Section 20A-3a-208, the individual is authorized by a voter to possess or control the voter's voted ballot if the voter needs assistance delivering the ballot due to the voter's age, illness, or disability; or
  - the individual resides in the same household as the voter.

An individual who violates any provision of this section is, in addition to the penalties described in Subsections [20A-1-609\(2\)](#) and [\(3\)](#), guilty of a class A misdemeanor.





## GENERAL INFORMATION

### 2025 VOTE BY MAIL ELECTION (VBM)

In accordance with [UCA § 20A-3a-202](#) the election will administered by mail. The City has contracted with Utah County Clerks Office for conduct of a Vote by Mail (VBM) election. [UtahCounty.Vote](#)

In the course of your campaigning you may run into a question concerning VBM or voter registration. It is very important for Voters to verify their voter registration information at [vote.utah.gov](#) to make sure they properly receive a ballot when first mailed out by the County Clerk's office. Voters must RE-REGISTER if they have moved, have in-active status, or have any changes to their information. Updated and accurate voter registration is very important with VBM and will help lessen the long lines at the election service center on Election Day who are primarily voters that did not receive a ballot in the mail or misplaced a ballot at home. An active voter is a voter that has voted at least once in the last four years.

## BALLOTS

The Utah County Clerk's office will mail ballots to active registered voters no sooner than 21 days before the election to active voters. Voters may return their completed ballot by:

- **Placing their voted ballot into a ballot drop box.** The Santaquin City ballot drop box is located curbside on the east side of the Public Safety Building at 275 W. Main Street, Santaquin, UT 84655. Voters can also use any drop box located in other cities if that City.
- Mailing the ballot back after voting - **Ballots must be received by Utah County no later than 8:00 p.m. on Election Day.** It is best if voters mail their ballot back as soon possible after voting to allow the County the best timing for counting and to help not misplace or lose the ballot;
- Submit to the Utah County Elections Office ballot drop box, 100 E. Center Street, #3100, Provo UT 84606; or
- **On Election Day,** place it in the ballot drop box at the Election Day Service Center.

Voters who did not receive a ballot within a few days after mailing should check and update their voter registration information at [vote.utahcounty.gov/voter-information](#). If time allows, Utah County Elections (801) 851-8109 will spoil the first ballot sent and trigger a new ballot. Or the Voter may vote provisionally at the Election Service Center.

Once the County has received the ballot, signatures are checked and verified before the ballot is counted. If a voter's signature cannot be verified, the voter will be contacted and has the opportunity to correct the error prior to the canvas. The ballot is not removed



from the envelope for processing until the signature has been verified, maintaining the secrecy of the ballot.

For additional information, please contact the Utah County Elections Office at (801) 851-8128. [UtahCounty.Vote](https://utahcounty.vote)

## VOTER REGISTRATION AND ABSENTEE VOTING

### REGISTRATION DEADLINES

To register to vote your voter registration must be received by the county clerk by 5:00 p.m. no later than 11 calendar days before the date of the election. [UCA § 20A-2-102.5](#)

- For Municipal Primary Election August 12, 2025 – **August 01, 2025**
- For Municipal General Election November 4, 2025 – **October 24, 2025**

### VOTER REGISTRATION

You can register to vote using one of the methods below:

- **Register online** at the website [voter.utah.gov](https://voter.utah.gov). A valid Utah driver license or valid Utah ID is required. In order to register online to vote, your address must match the address on file with the Driver License Division. If your current address does not match the address on your Driver's License, update your UT Driver's License address online first at <https://secure.utah.gov/dlr/index.html> There's no need to stand in line and it's free. The address printed on your UT Driver's License/ID card does not need to match your voter registration address. It may take 24-48 hours before the new address is active.
- **Register with a paper form.** Fill out a paper registration form found on [voter.utah.gov](https://voter.utah.gov), and mail or email a scanned copy to Utah County Clerk's office. 100 E. Center St. Rm. 3100, Provo, UT 84606.  
<https://www.utahcounty.gov/dept/clerk/aud/Elections/how/Registration.html>  
Email: [elections@utahcounty.gov](mailto:elections@utahcounty.gov)
- **Register in-person** at Utah County Clerk's office. 100 E. Center St. Rm. 3100, Provo, UT 84606.

### ABSENTEE/VOTE BY MAIL

The City of Santaquin will be conducting a VBM election through the Utah County Election Division. This means all active voters are mailed a ballot about 3 weeks before each election. Absentee ballot applications only need to be filled out by those voters that need a ballot sent to a location other than their normal voter registration mailing address.

Missionaries, Students, Snowbirds or any voter *residing temporarily in another state or other address within Utah* may request to have their ballot mailed to that location on a



temporary basis.

<https://www.utahcounty.gov/dept/clerk/aud/elections/how/votebymail.html>

## MILITARY & OVERSEAS VOTERS

The Federal Voting Assistance Program (FVAP) provides voting assistance to military service members, their families and voters overseas. Their web site offers information and assistance to members of these groups.

<https://www.utahcounty.gov/dept/clerk/aud/elections/how/militaryoverseas.html>

FVAP Web Site for Utah: <https://www.fvap.gov/utah>

## ELECTION RESULTS/CANVASS

As the City is contracting with Utah County for a vote by mail election, election counting will be conducted by the Utah County Elections office and preliminary and final results found at: <https://www.utahcounty.gov/dept/clerk/aud/elections/results.html>

The Mayor and City Council are the Board of Municipal Canvassers. A simple majority of the legislative body constitutes a quorum. Pursuant to State Code, the Board of Canvassers must meet no sooner than 7 days and no later than 14 days after the election to conduct the Canvass. [UCA § 20A-4-301](#)

Canvass for Primary: August 26, 2025

Canvass for General: November 18, 2025



## IMPORTANT DATES!

### CANDIDATE FILING

**June 2, 2025 – June 6, 2025.** Candidate Filing Period. [UCA § 20A-9-203](#) (Office Hours M-F 9-5.)

**June 30, 2025** Ballots are transmitted to overseas and military (UOCAVA) voters. [UCA § 20A-16-403](#)

**June 18, 2023 at 7:00 p.m.** Candidate Orientation and 1<sup>st</sup> Session of Santaquin University

**June 27, 2025** Last day to submit “Voter Information Bio” to Santaquin City Recorder to be added to the City’s website.

**June 27, 2025 by 5:00 pm.** Deadline for candidates to submit 200-word candidate profile for the State website (*45 days prior to General Election*) (optional). Submit online at [Vote.Utah.Gov](#), Click the link for: Resources for Candidates, Political Groups & Parties. For assistance contact the Utah Lieutenant Governor’s Office at (801) 538-1041 or [elections@utah.gov](#). [UCA § 20A-7-801\(4\)](#) (\*optional \*)

**July 22, 2025** Ballots are sent to voters no sooner than 21 days before Primary Election Day. [UCA § 20A-3a-202](#)

**July 29, 2025** In-person early voting begins

**August 1, 2025** Voter registration deadline for the Primary Election. [UCA § 20A-3A-202\(3\)C](#)

**August 5, 2025** Campaign Financial Reporting Statement filing deadline for each candidate participating in the Primary Election. (*no later than seven days before the Primary Election*) [UCA § 10-3-208](#)

### AUGUST 12, 2025 - PRIMARY ELECTION DAY

**August 12, 2025** Ballots must be received by Utah County by 8:00 p.m. on Election Day if returned by mail. [UCA § 20A-3a-204](#), [HB 300](#)

**August 13-25, 2025** Canvass Period, on each day, beginning on the day after the date of the election and ending on the day before the date of the canvass, the election officer shall publicly release the results of all ballots, including provisional ballots, counted on that day. [UCA § 20A-3a-402](#)

**August 26, 2025** Election Canvass. [UCA § 20A-4-301](#)



**September 2, 2025** Write-in candidate deadline [UCA § 20A-9-601](#)

**September 5, 2025, 5:00 pm.** Deadline for municipal General Election candidates to submit 200-word candidate profile for State website (*60 days prior to general election*) (optional). Submit online at [Vote.Utah.Gov](#), Click the link for: Resources for Candidates, Political Groups & Parties. For assistance contact the Utah Lieutenant Governor's Office at (801) 538-1041 or [elections@utah.gov](#). [UCA § 20A-7-801](#) (\*optional \*)

**September 11, 2025, 5:00 p.m.** Campaign Financial Reporting Statement filing deadline for candidates who were eliminated at the Primary Election to submit a final financial disclosure statement. (*30 days after the Primary Election*). [UCA § 10-3-208](#)

**September 19.** Ballots are transmitted to overseas and military (UOCAVA) voters. [UCA § 20A-6-403](#)

**October 7, 2025, 5:00 p.m.** Campaign Financial Reporting Statement filing deadline for candidates continuing to the General Election to submit a Campaign Finance Disclosure Statement (*no later than 28 days before the General Election*). [UCA § 10-3-208](#)

**October 14, 2025.** Ballots to be mailed to active voters 21 days before General Election Day. [UCA § 20A-3a-202](#)

**October 24, 2025** Voter registration deadline for the Primary Election. [UCA § 20A-3A-202\(3\)C](#)

**October 28, 2025, 5:00 p.m.** Campaign Financial Reporting Statement filing deadline for candidates continuing to the General Election to submit a Campaign Finance Disclosure Statement (*no later than seven days before the General Election*). [UCA § 10-3-208](#)

## **NOVEMBER 4, 2025 - GENERAL ELECTION DAY.**

**November 4, 2025** Ballots must be received by Utah County by 8:00 p.m. on Election Day if returned by mail. [UCA § 20A-3a-204, HB 300](#)

**November 5 – November 18, 2025.** Canvass Period, on each day, beginning on the day after the date of the election and ending on the day before the date of the canvass, the election officer shall publicly release the results of all ballots, including provisional ballots, counted on that day. [UCA § 20A-3a-402](#)

**November 18, 2025.** Election Canvass. [UCA § 20A-4-301](#)

**December 4, 2025, 5:00 p.m.** Campaign Financial Reporting Final Statement Deadline for all General Election candidates (*30 days after the election*). [UCA § 10-3-208](#)



**January 2026.** Oath of Office, families welcome! (Date & Time TBD) [UCA § 10-3-828](#)



## **QUALIFICATIONS FOR ELECTED OFFICE**

[Utah Code Annotated § 20A-9-203](#)

[Utah Code Annotated § 10-3-301](#)

- The person is a United States Citizen.
- The person will be at least 18 years old at the time of the next election.
- The person is a registered voter in the municipality (Santaquin City).
- The person has been a legal resident of the municipality (Santaquin City) or a resident of a recently annexed area for a period of 12 consecutive months immediately before the date of election.
- The person must not be mentally incompetent, convicted of a felony, convicted of treason or a crime against the elective franchise, unless their right to hold elective office has been restored pursuant to [UCA § 20A-2-101.3](#) or [20A-2-101.5](#), as amended.
- An individual may not hold a county and municipal office at the same time, effective January 1, 2020. [UCA § 20A-9-201](#).

**Do you meet each of these requirements?**

- ☐ **Yes**  
☐ **No**

**MUST BE SIGNED IN FRONT OF  
CITY RECORDER OR NOTARY**

\_\_\_\_\_  
Candidate signature

\_\_\_\_\_  
Date



**2025 MUNICIPAL  
DECLARATION OF CANDIDACY**

STATE OF UTAH                     )  
   : §  
COUNTY OF UTAH                )

I, \_\_\_\_\_, being first sworn, and under penalty of perjury  
(Print name as it is to appear on the ballot – no amendments or modifications after 5:00 pm on June 7, 2023)  
Say that I reside at \_\_\_\_\_, Santaquin City, County of Utah,  
State of Utah, 84655, Telephone No. \_\_\_\_\_; that I am a registered voter; and that I am a  
candidate for the office of \_\_\_\_\_ for the term of four years. I will meet the legal  
qualifications required of candidates for this office. [If filing via a designated agent, I attest that I will be  
out of the State of Utah during the entire candidate filing period.] I will file all campaign financial disclosure  
reports as required by law, and I understand that failure to do so will result in my disqualification as a  
candidate for this office and removal of my name from the ballot. I request that my name be printed upon  
the applicable official ballots.

**MUST BE SIGNED IN FRONT OF  
CITY RECORDER OR NOTARY**

(Signed)

Subscribed and sworn to (or affirmed) before me by \_\_\_\_\_ on this \_\_\_\_\_  
day of June, 2025.

(Signed)

City Recorder or other Officer Qualified to Administer Oath

NOTE: The qualifications to be a candidate are:

1. Be a United States citizen at the time of filing.
2. Be a registered voter of the municipality.
3. Be a resident of the municipality or recently annexed area for 12 consecutive months immediately preceding the date of the election.
4. Not be a convicted felon, unless the right to hold elective office has been restored.

The following information would be helpful in  
contacting you if the need arises:

E-mail \_\_\_\_\_

Cell Phone \_\_\_\_\_





**CANDIDATE CONTACT INFORMATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

I authorize my address be made available to the Public YES \_\_\_\_\_ NO \_\_\_\_\_

PHONE: \_\_\_\_\_

I authorize my phone number to be made available to the Public YES \_\_\_\_\_ NO \_\_\_\_\_

E-MAIL: \_\_\_\_\_

I authorize my email to be made available to the Public YES \_\_\_\_\_ NO \_\_\_\_\_

ELECTION WEBSITE: \_\_\_\_\_

I authorize my website be made available to the Public YES \_\_\_\_\_ NO \_\_\_\_\_

**OTHER**

Facebook: \_\_\_\_\_

I authorize my social media to be made available to the Public YES \_\_\_\_\_ NO \_\_\_\_\_

Twitter: \_\_\_\_\_

I authorize my social media to be made available to the Public YES \_\_\_\_\_ NO \_\_\_\_\_

Instagram: \_\_\_\_\_

I authorize my social media to be made available to the Public YES \_\_\_\_\_ NO \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**MUNICIPAL CAMPAIGN FINANCIAL DISCLOSURE**

[UCA § 10-3-208](#)

\_\_\_\_\_  
Full Name of Candidate

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Office

1. Total contributions of donors who gave more than \$50.00  
(Form "A" total) \$ \_\_\_\_\_
2. Aggregate total of contributions of \$50.00 or less \$ \_\_\_\_\_
3. Total campaign expenses  
(Form "B" total) \$ \_\_\_\_\_
4. Balance at the end of the reporting period \$ \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Candidate



ITEMIZED CONTRIBUTION REPORT (FORM "A")

Date Received	Name of Contributor	Amount of Contribution
*****	TOTAL CONTRIBUTIONS OF MORE THAN \$50.00	\$



ITEMIZED EXPENDITURE REPORT (FORM "B")

Date of Expenditure	Person/Organization to Whom Expenditure was made	Purpose of Expenditure	Amount of Expenditure
*****	*****	TOTAL CAMPAIGN EXPENDITURES	\$



I have received the following: Campaign Financial Report Information & Forms, Instructions and Disclosure Information, the Pledge of Fair Campaign Practices, Political Campaign Sign and Polling Place Information, and Statewide Electronic Voter Information Website Information.

CANDIDATE SIGNATURE	FILING DATE



# DISCLOSURE COMPLIANCE (CONFLICT OF INTEREST) UNDER THE MUNICIPAL OFFICERS' AND EMPLOYEES' ETHIC ACT

(Section 10-3-1301, *et. Seq.*, Utah Code Annotated 1953, as amended)

To: Santaquin City

From: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Print name)

1. **POSITION:**

a. I am a:

- ☐ City Council Member (skip to #2)  
☐ Appointed Member of a Public Body  
☐ Appointed or Municipal Employee (skip to #2)

b. I am a member of the following public body.

- ☐ Planning Commission  
☐ Other \_\_\_\_\_

2. **FOUR TYPES OF DISCLOSURE** (check any that may apply):

☐ **BUSINESS ASSISTANCE DISCLOSURE** (Section 10-3-1305 UCA): I have agreed to receive compensation for assisting a person or business entity in any transaction involving the City of Santaquin. I understand that I must file this Disclosure Statement 10 days before the date of any agreement between myself and the person or business entity I am assisting, or 10 days before I receive any compensation, whichever is earlier. In addition to filing this Disclosure Statement with the City Recorder, I understand that I must disclose the information identified below, under DISCLOSURE INFORMATION.

- a. **If I am a City Council Member or Appointed Member of a public body**, in an open meeting to the members of the body of which I am a member, immediately before discussing the transaction, OR
- b. **If I am an Appointed or Municipal Employee**, to my immediate supervisor and to any municipal officer or employee who may rely upon my representations in evaluating or approving the transaction.

☐ **REGULATED BUSINESS DISCLOSURE** (Section 10-3-1306 UCA): I am an officer, director, agent, or employee, or the owner of a substantial interest<sup>1</sup> in a business entity (of more than \$2,000 value), which is subject to regulation by the City of Santaquin. I understand that, under the disclosure below, I must disclose the position I hold and the nature and value of my interest when I am first elected, appointed, or employed by the City and again at any time thereafter if my position in the business entity has changed significantly or if the value of my interest has increased significantly since the last disclosure.

<sup>1</sup> Substantial interest means the ownership, either legally or equitably by the officer or employee, his or her spouse, or his or her minor children, of at least 10 percent of the outstanding shares of the corporation or 10 percent interest in any other business entity.



- ☐ **DOING BUSINESS WITH CITY DISCLOSURE** (Section 10-3-1307 UCA): I am an officer, director, agent, employee, or owner of a substantial interest (see footnote 1) in any business entity that does or anticipates doing business with the City of Santaquin. This disclosure is only required immediately prior to any discussion by the public body of which I am a member of by which I am employed, prior to the discussion of the matter relating to such business entity.
- ☐ **PERSONAL INTEREST OR INVESTMENT CITY DISCLOSURE** (Section 10-3-1308 UCA): I have a personal interest or investment that creates a conflict between my personal interests and my public duties.
- ☐ **SPOUSE INFORMATION** (Section 20A-11-1604(h)): The name of each of the officeholder's spouse; the spouse's current employers and each of the regulated officeholder's spouse's employers during the preceding year, if the regulated officeholder believes the employment may constitute a conflict of interest.
- Spouse's Name:
  - Spouse's Current Employer(s):
  - Spouse's Previous Employer(s):

**3. DISCLOSURE INFORMATION:**

- a. Name and address of person disclosing information:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State and Zip \_\_\_\_\_

- b. Name and address of the person or business entity being assisted or in which the appointed elected official or municipal employee has a substantial interest:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State and Zip \_\_\_\_\_

- c. A brief description of the transaction as to which services are rendered or are to be rendered, and the nature of the service performed or to be performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ☐ I am an at-risk government employee, and/or my spouse is an at-risk government employee as that term is defined in Subsection 63G-2-303(1)(a). I request that information relating to my employment, as well as my spouse's name and employment be redacted in accordance with 20A-11-1604(7)(a). (Check box)

**I UNDERSTAND THAT THIS STATEMENT IS PUBLIC INFORMATION AND SHALL BE AVAILABLE FOR PUBLIC EXAMINATION.**



Signature: \_\_\_\_\_

STATE OF UTAH       )  
                              :ss.  
COUNTY OF UTAH    )

Subscribed and sworn to before me by

\_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**MUST BE SIGNED IN FRONT OF  
CITY RECORDER OR NOTARY**

\_\_\_\_\_  
Notary Public

Privacy Notice:

The personal data collected in this form will be available to the public under 63G-2-301.

Any personal data redacted in accordance with 20A-11-1604(7)(a) is not considered a public record under 63G-2-301. This data will be used for administrative purposes and will not be displayed to the public. This information is required under 20A-11-1604. Violation of this section may result in a class B misdemeanor and a \$100 fine. The information, unless specified, will be publicly available on the disclosures and possibly other election-related websites. Personal data collected on the website will not be sold. The personal data will be included in the record series GRS 1911.