

Candidate Information

General Election

November 3, 2020

The filing periods for the November 3, 2020, General Election is:
March 2 – March 20, 2020 (5:00 p.m.)

**County Agriculture Extension Deadline is August 26, 2020

Position & Requirements

- County Offices: 82 Signatures Required, Recommended 100 for Petition
- Township Trustee & Clerk: No Petition Required – Just Affidavit
- Soil & Water Conservation: 25 Signatures Required, Recommended 30 for Petition
- Agricultural Extension Council: 25 Signatures Required, Recommended 30 for Petition

Important Note:

Nomination petition circulator information is now required on each petition page.

**State of Iowa
Affidavit of Candidacy**

Candidate's Name (exactly as it should appear on the ballot – no titles, parentheses, or quotation marks): _____

Candidate's Name Sounds Like (phonetic spelling): _____

Office Sought: _____ **District or Ward** (if any): _____

Vacancy – Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder? Yes No

Type and Date of Election:

- Primary on ____/____/____ General on ____/____/____
 City/School on ____/____/____ Special on ____/____/____

Candidate's Affiliation (only complete for partisan offices or Ch. 44 city nominations):

- Democratic Republican
 Not affiliated with any organization
 Name of Non-Party Political Organization: _____

No more than 5 words and exactly as it should appear on the ballot.

Candidate's Home Address:

Street (no P.O. boxes) City State Zip County

Candidate's Mailing Address (if different than above):

Street City State Zip County

Candidate's Phone: _____ **Email:** _____

Candidate's Affirmation

I swear (or affirm) that the information provided on this form is correct. I will be qualified to hold this office and if I am elected, I will qualify by taking the oath of office. I know that I cannot hold public office if I have been convicted of a felony or other infamous crime and my rights have not been restored by the governor or by the president of the United States.

I know that I am required to organize a candidate's committee, which shall file an organization statement and disclosure reports if I (or my committee) receive contributions, make expenditures, or incur indebtedness in excess of \$1,000 in a calendar year for the purpose of supporting my candidacy for public office. (This does not apply to candidates for federal office.)

I know that I cannot be a candidate for more than one office to be filled at this election (except in the case of county agricultural extension council or soil and water conservation district commission).

Candidate's Signature: _____

Must be signed in the presence of a notary.

State of: ____ County of: _____

(Stamp)

Signed and sworn (or affirmed) before me on date of: _____

By: _____
Print Candidate's Name

Notary Signature: _____, Notary Public or authorized notary under §9B.10

Nomination Petition Circulator Information - Required by Iowa Code §45.5(1)(f)

Name: _____ Signature: _____

Address: _____ Phone Number: _____

**State of Iowa
Nomination Petition for Non-Partisan Office**

Candidate Information

Name of Candidate: _____ Office Sought: _____

Candidate's County of Residence: _____ Candidate's City of Residence: _____

Type and Date of Election:

General on ___/___/___ Special on ___/___/___ City/School on ___/___/___

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder? No Yes

For School Elections Only

School District: _____ School Director District (if any): _____

For City Elections Only

Office Ward (if any): _____

For Other Elections Only

Office District (if any): _____

We, the undersigned eligible electors of the appropriate county, city, school district, school or community college director district, or other district as established by law, and 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, city, school district, school or community college director district, or other district established by law as required by law.

Sign your name	Address where you live in Iowa		Today's Date
	House number and street	City	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Nomination Petition Circulator Information - Required by Iowa Code §45.5(1)(f)

Name: _____ Signature: _____

Address: _____ Phone Number: _____

**State of Iowa
Nomination Petition for Non-Partisan Office**

Candidate Information

Name of Candidate: _____ Office Sought: _____

Candidate's County of Residence: _____ Candidate's City of Residence: _____

Type and Date of Election:

General on ___/___/___ Special on ___/___/___ City/School on ___/___/___

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder? No Yes

For School Elections Only

School District: _____ School Director District (if any): _____

For City Elections Only

Office Ward (if any): _____

For Other Elections Only

Office District (if any): _____

We, the undersigned eligible electors of the appropriate county, city, school district, school or community college director district, or other district as established by law, and 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, city, school district, school or community college director district, or other district established by law as required by law.

Sign your name	Address where you live in Iowa		Today's Date
	House number and street	City	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Candidate's Guide to the General Election

November 3, 2020

Prepared by the Office of the Iowa Secretary of State

(515) 281-0145

sos@sos.iowa.gov

<http://sos.iowa.gov/elections/candidates/index.html>

For more information, please contact your county auditor or the Iowa Secretary of State's office.

Important Note: The information provided in this guide has been compiled in the Iowa Secretary of State's Office to assist candidates and the public in meeting the requirements of Iowa's election laws. If any errors in compilation or computation have occurred, or if there have been amendments to the *Iowa Code* or *Iowa Administrative Code*, the provisions of the *Iowa Code*, *Iowa Administrative Code*, and the session laws shall prevail.

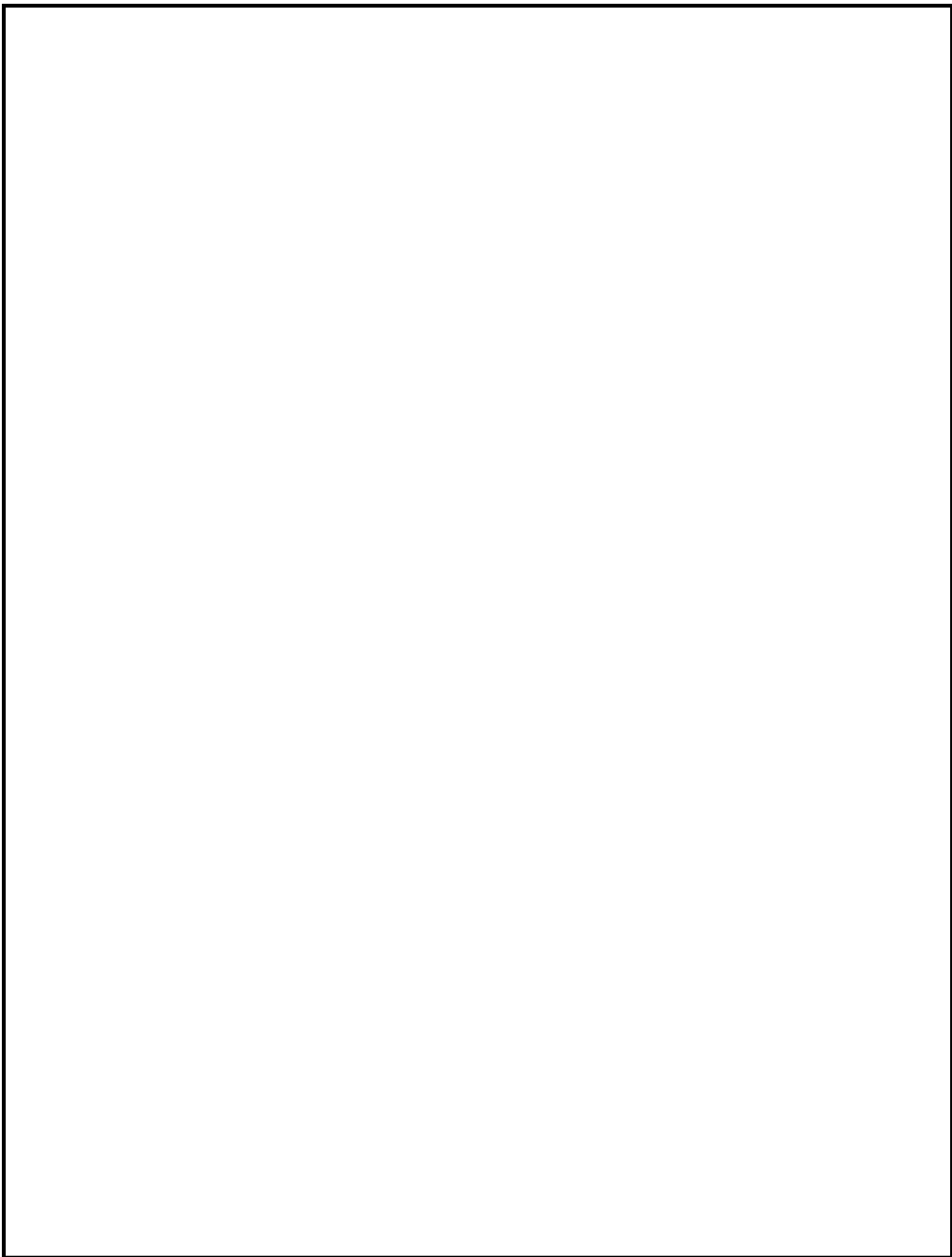


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Overview

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.

Exception: Township officials only file an affidavit of candidacy.

Important Note for President and Vice President Candidates: Candidates for President and Vice President 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 (except President and Vice President):

First day: Monday, February 24, 2020

Last day: Friday, March 13, 2020 – 5 p.m.

President and Vice President:

First day: Monday, July 27, 2020

Last day: Friday, August 14, 2020 – 5 p.m.

County Offices:

First day: Monday, March 2, 2020

Last day: Friday, March 20, 2020 – 5 p.m.

There are no filing fees in Iowa.

[§44.4(1), 45.4]

General Election Candidate Qualifications – Partisan Offices

Federal Office	U.S. Citizenship	Residence	Age	Term	Signatures Needed	Papers Filed In:
President/Vice President <small>[U.S. Constitution, Art. 2, Sec. 1]</small>	Natural born citizen.	U.S. resident for 14 years and at time of the election.	35 when sworn in.	4 years	1500; must run as team; must collect signatures from at least 10 counties. [§45.1(1)]	Iowa Secretary of State's Office*
U.S. Senator <small>[U.S. Constitution, Art. 1, Sec. 3]</small>	At least 9 years when sworn in.	Iowa resident at the time of the election.	30 when sworn in.	6 years	1,500; must collect signatures from at least 10 counties. [§45.1(1)]	Iowa Secretary of State's Office*
U.S. Representative <small>[U.S. Constitution, Art. 1, Sec. 2]</small>	At least 7 years when sworn in.	Iowa resident at the time of the election.	25 when sworn in.	2 years	375 from the congressional district. [§45.1(2)]	Iowa Secretary of State's Office*
Iowa General Assembly	U.S. Citizenship	Residence	Age	Term	Signatures Needed	Papers Filed In:
State Senator <small>[Iowa Constitution, Art. III, Sec. 5]</small>	Citizen at the time of the election. [§39.26]	1 year in Iowa. 60 days in the district at the time of the general election.	25 when sworn in.	4 years	100 from state senate district. [§45.1(3)]	Iowa Secretary of State's Office*
State Representative <small>[Iowa Constitution, Art. III, Sec. 3-4]</small>	Citizen at the time of the election. [§39.26]	1 year in Iowa. 60 days in the district at the time of the general election.	21 when sworn in.	2 years	50 from state representative district. [§45.1(4)]	Iowa Secretary of State's Office*
County Offices	U.S. Citizenship	Residence	Age	Term	Signatures Needed	Papers Filed In:
County Supervisor	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Registered voter of the county/supervisor district when sworn in.	18 at the time of the election. [§39.26]	4 years	Plan 1 and 2 Counties: At least 250 or 1% of registered voters in the county as of July 1 of previous year, whichever is less. Plan 3 Counties: At least 150 or 1% of registered voters in the supervisor district as of July 1 of previous year, whichever is less. *Contact county auditor for specific numbers. [§45.1(5-6), IAC 721—21.601(2)]	County Auditor's Office
County Auditor	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Registered voter in the county when sworn in. [§39.26, 331.751(2)]	18 at the time of the election. [§39.26]	4 years	At least 250 or 1% of registered voters in the county as of July 1 of previous year, whichever is less. [§45.1(5)]	County Auditor's Office
County Sheriff**	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Resident of the county when sworn in. [§39.26-27]	21 when sworn in. [§331.651]	4 years	At least 250 or 1% of registered voters in the county as of July 1 of previous year, whichever is less. [§45.1(5)]	County Auditor's Office

*The Iowa Secretary of State's Office is open Monday through Friday from 8 a.m. to 4:30 p.m. The office will be open until 5 p.m. on the last day of the filing period.

***Elected county sheriffs must also meet the requirements in *Iowa Code* §331.651.

General Election Candidate Qualifications – Non-Partisan Offices

Non-Partisan Office	U.S. Citizenship	Residence	Age	Term	Signatures Needed	Papers Filed In:
Township Trustee	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Trustees must be registered voters of the township when sworn in. [§39.26, 359.17]	18 at the time of the election. [§39.26]	4 years	No petition is required. [§39.22(2)]	County Auditor's Office
County Hospital Trustee	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Resident of the county when sworn in. [§39.26-27, 347.9]	18 at the time of the election. [§39.26]	6 years	50 from the county. [§347.25]	County Auditor's Office
Soil and Water Conservation Board	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Resident of the conservation district; cannot reside in the same township as any other board member. [§39.26, 161A.5]	18 at the time of the election. [§39.26]	4 years	25 from the conservation district. [§161A.5(3)]	County Auditor's Office
County Agricultural Extension	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Registered voter of the district when sworn in. [§39.26, 176A.5]	18 at the time of the election. [§39.26]	4 years	25 from the extension district. [§176A.8(3)]	County Auditor's Office

General Election Candidate Qualifications - Eligible Electors

In general, candidates must be eligible electors of the jurisdiction and district or ward (if any) they are seeking to represent at the time of the election. See the Candidate Qualifications chart for specific residency requirements for each office.

An eligible elector meets all of the requirements to register to vote but does not have to be registered to vote. An eligible elector must:

- Be a citizen of the United States,
- Be a resident of Iowa, and
- Be at least 18 years old.

An eligible elector may not:

- Be a convicted felon (unless voting rights have been restored by the president or governor),
-
- Be currently judged incompetent to vote by a court, and
- Claim the right to vote in any other place.

[§39.3(6), 39.26, 161A.5, 277.27, 376.4(1)]

Preparing Nomination Papers

Affidavit of Candidacy

Each candidate must complete and file an affidavit of candidacy. Affidavits lacking the required information listed below cannot be accepted. The affidavit of candidacy form is available on the Secretary of State's website: <http://sos.iowa.gov/elections/pdf/candidates/affidavit.pdf>.

- 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 2020 General Election will be held on Tuesday, November 3.

- 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 President and Vice President Candidates: Candidates for President and Vice President 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>
- Pres / Vice Pres.:
<http://sos.iowa.gov/elections/pdf/candidates/Presidential%20Petition%2010-2015%20fillable.pdf>
- Certificate of Presidential Electors:
<http://sos.iowa.gov/elections/pdf/candidates/preselectors.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 President/Vice President Candidates: Candidates for president and vice president file as a team. Both candidates must be named on the same petition.
[§45.1(7)(a)]

- 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 2020 General Election will be held on Tuesday, November 3.

- 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.

- Candidate's County of Residence

Circulator Information

The candidate or person collecting signatures on behalf of any candidate or campaign must provide their name, address, phone number and signature on each petition page on which the circulator collects signatures.

[§45.5(1)]

Signature Requirements

See the candidate qualifications chart on pages 3-4 for the number of signatures required. Signatures gathered for the 2020 general election must come from within the boundaries of the district (applicable).

Supervisor Plans 1 and 2 Counties

Petition signers may live anywhere in the county.

Supervisor Plan 3 Counties

Petition signers must live in the supervisor district.

[§43.15(3), 45.1(5), 45.1(6)]

Collecting Signatures

Eligible electors of the appropriate county or district (if applicable) may sign nomination petitions. An eligible elector meets all of the requirements to register to vote but does not have to be registered to vote. An eligible elector must:

- Be a citizen of the United States,
- Be a resident of Iowa, and
- Be at least 18 years old.

An eligible elector may not:

- Be a convicted felon (unless voting rights have been restored by the president or governor),
- Be currently judged incompetent to vote by a court, and
- Claim the right to vote in any other place.

[§39.3(6)]

Candidates may sign their own petitions assuming they are eligible electors of the county or district.

Candidates may begin collecting signatures at any time. However, the signers must still be eligible electors when the papers are filed in order for the signatures to count.

All signers must include the following information:

- A signature (the signature may be printed)
- The address of their residence

This must include a house number, street name, and city. Providing a post office box only is not sufficient. A signer who is homeless should describe where the signer lives or write “homeless.”

There is no limit on the number of nomination petitions one elector may sign for different candidates.

[§45.5, 45.6]

Important Note: Petition signers often use “ditto” marks when appropriate (e.g. when the name of a city or the date of signing the petition is the same as the previous signer). The use of ditto marks alone does not invalidate a signature.

NPPO Information and Method to Fill Ballot Vacancies

NPPOs may file the names and addresses of the organization’s central committee and chairperson and secretary. It may also specify the organization’s provisions (if any) for filling vacancies in nomination. If it wishes to make a substitution for a ballot vacancy, the NPPO must file this information.

[§44.17]

Political Party Convention Certificate

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.

Important Note: The *Iowa Code* does not provide a “start date” for filing nomination papers from political party conventions held after the primary election to fill general election ballot vacancies. The nomination papers must be filed by the filing deadline but may be filed anytime after the state canvass of votes for the primary election for federal and state offices or anytime after the county canvass of votes for county offices.

Convention Attendance Requirements

Office	Convention Convened By:	Convention Attendees
U.S. Senator	State Party Chairperson	Party's state convention
U.S. Representative	State Party Chairperson	Party's congressional district convention
State Senate, State House	State Party Chairperson	Party precinct committee members whose precincts lie within the district
County Auditor, Sheriff, Board of Supervisors (at-large)	County Party Chairperson	Party's county convention
County Board of Supervisors (by district)	County Party Chairperson	Delegates to the party's county convention who represent the precincts lying within the district

[§43.78(1)]

Convention Certificate Elements

The convention certificate must include 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.

- Candidate's Home Address and Mailing Address (if different)

Candidates must provide their house number and street name.

- Office Sought and District or Ward (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.

- Name of Political Party

Either Democratic or Republican must be included.

- Signatures of Convention Chairperson and Secretary

The chairperson and secretary of the convention must certify the certification of nomination from the convention.

[§43.88]

The convention certificate should also include the following information:

- Date of Convention

- Type and Date of Election

The 2020 General Election will be held on Tuesday, November 3.

- 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.

NPPO Convention Certificate

NPPOs can hold conventions to nominate one candidate for each partisan office for the general election. Candidates must file an affidavit of candidacy and NPPO convention certificate. If the minimum attendance requirements are not met, the nominations made at the convention cannot be included on the ballot.

Convention Attendance Requirements

Office	Minimum Attendance	Number of counties or precincts that must be represented by at least one eligible elector
President/Vice President	250 eligible electors	25 counties
U.S. Representative	50 eligible electors	½ counties in district
State Senator	20 eligible electors	½ precincts in district
State Representative	10 eligible electors	½ precincts in district
County Offices	10 eligible electors	½ precincts in county

[§44.1]

An eligible elector meets all of the requirements to register to vote but does not have to be registered to vote. An eligible elector must:

- Be a citizen of the United States,
- Be a resident of Iowa, and
- Be at least 18 years old.

An eligible elector may not:

- Be a convicted felon (unless voting rights have been restored by the president or governor),
- Be currently judged incompetent to vote by a court, and
- Claim the right to vote in any other place.

[§39.3(6)]

There is no limit on the number of conventions one elector may attend.

Convention Certificate Elements

The convention certificate must include the following information:

- Name of NPPO

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.

- Name of Each Candidate Nominated

- Office(s) Sought and District or Ward (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.

- Home Address of Each Candidate

Candidates must provide their house number and street name.

- Names and Addresses of NPPO's Executive or Central Committee Members

- Method to Fill Ballot Vacancies

NPPOs may specify the organization's provisions (if any) for filling vacancies in nominations. If it wishes to make a substitution for a ballot vacancy, the NPPO must file these provisions.

- Affidavit of Convention Chairperson and Secretary

The chairperson and secretary of the convention must certify the certification of nomination from the convention. They must also include their places of residence.

- Names and Addresses of Each Delegate or Voter in Attendance

[§44.1, 44.2, 44.3]

The convention certificate should also include the following information:

- Date of Convention

- Type and Date of Election

The 2020 General Election will be held on Tuesday, November 3.

- 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.

When more than one candidate has been nominated at the same convention, those nominations may be added to the certificate by including the required information and using a separate sheet of paper.

Certificate of Presidential Electors

Candidates for president and vice president must file as a team. Along with nomination papers, candidates must file a certificate of presidential electors. The electors must include one person from each of Iowa’s four congressional districts and two from the state at-large.

The certificate must include:

- The candidates’ names for president and vice president
- Name of political party or NPPO
- Names and addresses of six presidential electors

[§44.3(1)(e), 45.1(7)(a), 54.1, 54.5]

Filing Checklist

- Review affidavit and nomination petition headers or convention certificate.**

Nothing can be added to a notarized affidavit of candidacy, convention certificate or a petition header if there are signatures on the page. Nomination papers can only be returned to the filer if they have been rejected.

[§44.16, 45.5(4)]

- Count the signatures.**

Best Practice: File more than the required number of signatures since it is possible for signatures to be challenged. If there are signatures on a petition that should not be included, simply draw a line through the names. Those signatures will not be counted.

- Organize nomination petitions by county (federal and statewide candidates only).**

This will help speed the review process by the Secretary of State's Office.

- Make a copy of nominations papers for own records.**

- Bind nomination papers together.**

Nomination papers may be rejected without examination if not bound together.

Best Practice: Use staples or a three-ring binder.

- File both the affidavit and nomination petitions or convention certificate at the same time.**

[§44.3, 45.3]

- File as early as possible.**

Nomination papers will be inspected for completeness before they are accepted for filing. If papers are filed early, candidates may have time to correct any errors in rejected papers and resubmit them.

Nomination papers may be filed in person or by mail. When filing by mail, postmark dates are irrelevant. The filing officer must receive the papers by 5 p.m. on the filing deadline. If candidates would like to be contacted when their nomination papers have been received, they should indicate that when they mail their papers and include a daytime phone number at which they can be reached.

Important Note: It is the responsibility of the candidate to ensure the nomination papers are received by the filing officer before the deadline.

Frequently Asked Questions

Can I run for more than one office?

No. If a candidate files nomination papers for more than one office appearing on the same ballot, the candidate must file an affidavit on or before the last day to file candidate nomination papers declaring the one office for which the candidate wishes to run. 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:

- County agricultural extension council members, or
- Soil and water conservation district commissioners

[§39.11, 49.41]

Can I hold more than one office?

Statewide elected officials, state senators, and state representatives cannot hold more than one elective office at time.

All other elected officials cannot hold more than one elective office at the same level of government at a time. For example, a person could serve on the school board and county board of supervisors, but a person could not serve on the county board of supervisors and serve as county auditor.

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

- County agricultural extension council members, or
- Soil and water conservation district commissioners

[§39.11]

What is the Hatch Act?

The Hatch Act restricts the political activities of people principally employed by state or local government executive agencies in connection with a program financed in whole or in part by federal loans or grants. For more information, contact:

U.S. Office of Special Counsel – Hatch Act Unit
1730 M. Street, N.W. Suite 218
Washington, D.C. 20036-4505
1-800-854-2824 or 202-254-3650
hatchact@osc.gov
www.osc.gov/hatchact.htm

Who do I contact for questions about nomination papers, filing procedures, and lists of registered voters?

The Elections Division of the Secretary of State's Office is available to assist with questions about the filing process and to provide lists of registered voters.

- Phone: 1-888-SOS-VOTE or 515-281-0145
- Email: sos@sos.iowa.gov
- Mail: Lucas Building, 1st Floor
321 E. 12th Street
Des Moines, IA 50319

The Secretary of State's website also provides useful information for candidates on these topics: sos.iowa.gov/elections/candidates/index.html.

Where can I find information about campaign disclosure and ethics requirements?

For information about candidates' ethics and campaign filing responsibilities and deadlines, please contact the Iowa Ethics and Campaign Disclosure Board at 515-281-4028 or www.iowa.gov/ethics.

Federal Candidates: For information about financial disclosure requirements, please contact the Federal Election Commission at www.fec.gov or 1-800-424-9530.

How do I contact the state's political parties?

Iowa Democratic Party
5661 Fleur Drive
Des Moines, IA 50321
515-244-7292
<http://iowademocrats.org>

Iowa Republican Party
621 E. 9th Street
Des Moines, IA 50309
515-282-8105
<http://iowagop.org/>

2020 General Election Calendar

Date	Event	Code Cite
Mon, Feb 24	State and Federal Candidate Filing Begins (except President/Vice President) First day for non-party political organization (NPPO) candidates and candidates nominated by petition to file nomination papers for state and federal offices with the Secretary of State.	§44.4(1)(a) 45.4
Mon, Mar 2	County Candidate Filing Begins First day for NPPO candidates and candidates nominated by petition to file nomination papers for county and township with the county auditor.	§44.4(1)(a) 45.4
Fri, Mar 13	State and Federal Candidate Filing Deadline Last day to file nomination papers with the Secretary of State. This includes NPPO candidates and candidates nominated by petition. Deadline is 5:00 p.m.	§44.4(1)(a) 45.4
Fri, Mar 20	County Candidate Filing Deadline Last day to file nomination papers with county auditor. This includes NPPO candidates and candidates nominated by petition. Deadline is 5:00 p.m.	§44.4(1)(a) 45.4
Mon, Mar 23	Draw Names for Non-Partisan Office Ballot Order County auditor draws the names of candidates for non-partisan offices to determine the order in which the names of those candidates will appear on the ballot.	§49.31(2)(c)
Mon, July 27	Chapter 44 and 45 President/Vice President Filing Begins First day for non-party political organizations (NPPO) candidates and candidates nominated by petition to file nomination papers for President/Vice President with the Secretary of State	§44.4(1)(b)
	Primary Nominee Withdrawal Deadline for State and Federal Offices Last day for state and federal candidates who were nominated at the primary election to withdraw. Notice of withdrawal must be submitted in writing to the Secretary of State.	§43.76(1)
Fri, Aug 14	Last Day for Vacancies – State and Federal If a midterm vacancy in a state or federal office occurs on or before today, the office must be on the ballot to fill vacancy at the general election. Political party nominations must be made by convention.	§43.6(1), 43.77(4), 43.78(1)
	Chapter 44 and 45 President/Vice President Filing Deadline Last day to file nomination papers with the Secretary of State. Deadline is 5:00 p.m.	§44.4(1)(b)
	Primary Nominee Withdrawal Deadline for County Offices Last day for county candidates who were nominated at the primary election to withdraw. Notice of withdrawal must be submitted in writing to the county auditor.	§43.76(2)
Fri, Aug 21	Last Day for Vacancies – County If a midterm vacancy in a county office occurs on or before today, the office must be on the ballot to fill the vacancy at the general election. Political party nominations must be made by convention.	§43.77(5)(b), 43.78(1), 69.14A(1)(b)(2)
	State and Federal Candidate Withdrawal Deadline Last day for NPPO candidates and candidates nominated by petition who filed with the Secretary of State to withdraw. Notice of withdrawal must be submitted in writing to the SOS.	§44.9(1), 45.4
Thur, Aug 27	State and Federal Candidate Objection Deadline Last day to file written objections to nomination papers with the Secretary of State. Deadline is 5:00 p.m.	§44.4(2)(a)(1)

Date	Event	Code Cite
	<p>State and Federal Candidate Substitution Deadline Last day for NPPOs to replace candidates who withdrew, died, or were found ineligible for state and federal offices.</p>	§44.11
	<p>County Candidate Withdrawal Deadline Last day for NPPO candidates and candidates nominated by petition who filed with the county auditor to withdraw. Notice of withdrawal must be submitted in writing to the county auditor.</p>	§44.9(2), 45.4
Mon, Aug 31	<p>County Candidate Objection Deadline Last day to file written objections to nomination papers with the county auditor. Deadline is 5:00 p.m.</p>	§44.4(2)(a)(2)
	<p>County Candidate Substitution Deadline Last day for NPPOs to replace candidates who withdrew, died, or were found ineligible for county offices.</p>	§44.11
Mon, Sept 7	Labor Day Holiday – State Offices Closed	§1C.1
Thur, Sept 17	<p>Satellite Absentee Voting Station Petitions Deadline A petition requesting a satellite absentee voting station must be filed with the county auditor no later than 5:00 p.m.</p>	§53.11(2)(a)
Mon, Oct 5	<p>Absentee Ballots Ready First day absentee ballots may be voted in the county auditor’s office.</p>	§53.10
Mon, Oct 19	<p>Worry-Free Postmark Date Mailed voter registration forms which are postmarked on or before today are considered on time to be pre-registered for the primary election even if they are received after pre-registration deadline.</p>	§48A.9(3)
	<p>Voter Pre-Registration Deadline The deadline to pre-register to vote for the general election is 5:00 p.m.</p>	§48A.9(1)
Sat, Oct 24	<p>Exception: Mailed registration forms postmarked on or before the worry-free postmark date, are considered on time even if they are received after 5:00 p.m. today.</p>	
	<p>Absentee Ballot by Mail Request Deadline Last day to request an absentee ballot be mailed. Deadline is 5:00 p.m.</p>	§53.2(1)(b)
Sat, Oct 31	<p>County Auditors’ Offices Open The county auditor’s office must be open for at least 8 hours for absentee voting and other election business.</p>	§47.2(5), 53.18(2)
Mon, Nov 2	<p>Absentee Ballot In-Person Deadline Last day to request and vote an absentee ballot in person at the county auditor’s office.</p>	§53.2(1)(a)
	<p>Last Day for Voters to Fix Incomplete Affidavits Voters have until 5:00 p.m. to fix incomplete affidavit envelopes at the county auditor’s office.</p>	§53.18(2)
Tue, Nov 3	<p>General Election Day Polls are open from 7:00 a.m. until 9:00 p.m. Absentee ballots may be delivered to the county auditor until 9:00 p.m.</p>	§39.1, 49.73, 53.17(1)(a)
Thur, Nov 8	<p>Number of Provisional Ballots Posted Number of provisional ballots cast in each precinct must be posted by the county auditor no later than 9:00 a.m.</p>	§50.20

Date	Event	Code Cite
	Special Precinct Board Convened The county auditor may reconvene the special precinct board no earlier than noon to consider provisional ballots and absentee ballots that were postmarked the day before the election or earlier.	§50.21, 50.22
Mon, Nov 9 - Noon	Absentee Ballot Deadline Absentee ballots that were postmarked the day before the election or earlier and received by noon today are considered to be on time to be counted.	§53.17(2)
Mon, Nov 9/ Tue, Nov 10	County Canvass of Votes May occur Monday or Tuesday.	§4.1(34), 50.24(1)
Wed, Nov 11	Veteran's Day Holiday – State Offices Closed If the auditor's office is closed on Veteran's Day, applicable deadlines move to the next business day.	§1C.1
Thur, Nov 12/ Fri, Nov 13	Recount Request Deadline Written requests for a recount must be filed in the county auditor's office by 5:00 p.m. on the third day after the county canvass of votes.	§50.48(1)(a)
Mon, Nov 30	State Canvass of Votes Must Be Complete	§50.38
	Election Contests Deadline Deadlines for contesting the results of the general election vary by office. See the county auditor or Secretary of State for specific contest deadlines.	

IOWA ETHICS AND CAMPAIGN DISCLOSURE BOARD

An Independent Agency of the Executive Branch

MEGAN TOOKER
Executive Director
& Legal Counsel

510 East 12th, Suite 1A
Des Moines, Iowa 50319
Telephone 515-281-4028/Fax 515-281-4073
www.iowa.gov/ethics

BOARD MEMBERS:
James Albert, Chair
Jonathan Roos, Vice Chair
Saima Zafar
Carole Tillotson
John Walsh
Mary Rueter

TO: LOCAL CANDIDATES, PARTIES, AND LOCAL PACS
FROM: IOWA ETHICS AND CAMPAIGN DISCLOSURE BOARD
Re: CAMPAIGN FINANCE ISSUES

The Iowa Ethics and Campaign Disclosure Board administers the campaign laws in Iowa Code chapter 68A.

1. The Board's Web site has campaign finance information at <http://www.iowa.gov/ethics>. Click on **Campaigns** on the main menu and then select your committee type.

2. Contact information:

Executive Director	Statewide PACs and County Central Committees	County/Local Candidates And Committees
Megan Tooker (515) 281-3489 megan.tooker@iowa.gov	Jason Hacker (515) 281-4411 jason.hacker@iowa.gov	Tim Annee (515) 281-4104 tim.annee@iowa.gov

3. A committee is registered by filing a statement of organization (DR-1). The form must be filed within 10 days of receiving contributions, making expenditures, or incurring debts in excess of \$1000 (a debt is incurred when an item is ordered). If you are not going to cross the \$1000 threshold but want to use the shorter "paid for by" attribution (see #7 below) you can file Form DR-SFA prior to distributing political material.

4. Know your campaign report due dates. Once you have filed a DR-1, you must start and continue filing reports until you dissolve your committee. Penalties are assessed for late reports. All reports for Statewide PACs and County Central Committees are required to be filed electronically via the Board's Web Reporting System. County/Local Candidates and Committees must file electronically beginning January 1, 2016. All committees required to file electronically must submit their reports by 4:30 on the due dates. All reports due 5 days or less prior to an election must be physically received by the Board by 4:30 p.m. on the day the report is due.

5. Remember that if an organization gives your committee a contribution in excess of \$1000 it has separate filing requirements and it should immediately contact the Board for assistance.

6. Do not accept contributions from corporations, insurance companies, or financial institutions (NOTE: This prohibition does not apply to ballot issue PACs).

7. Put the words "paid for by" on printed political materials (see Iowa Code section 68A.405 and rule 351-4.38). A "paid for by" must be placed even if a committee is not registered (the "paid for by" then includes name and address). If the material is paid for by a registered committee or by filing Form DR-SFA, only the name of the committee needs to be part of the "paid for by." Some campaign signs and other items are exempt, so read the law and rules carefully.

8. Review the campaign laws in Chapter 68A and the Board's rules found in Chapter 351 of the Iowa Administrative Code.