



ELECTION OFFICIALS

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League of Cities

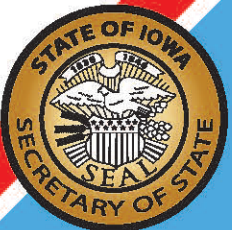
September 18, 2025

- Resources
- Election Calendar
- Responsibilities
 - Communications
 - Filing Officer
 - Post-Election



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Resources

- Secretary of State publications
 - City Clerk's Guide
 - Filing Officer's Guide
- County Auditor
- Professional networks
- **Legal counsel**



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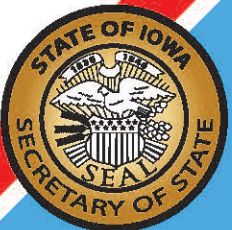
Election Calendar

- **Regular City-School Election:** 1st Tuesday after the 1st Monday in November of odd-numbered years
 - Primary election provisions is the default
 - If your city has runoff provisions or has a different nomination process (chapter 44 or 45), provide the ordinance with your planning worksheet
- Caveat: If your city has primary provisions, most of the following deadlines have passed



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Election Calendar

- November 4, 2025
 - Sept. 18, 5:00pm: Candidate filing deadline (regular election)
 - May be with city clerk or county auditor
 - Sept. 19, 12:00pm: Candidate filings and public measures delivered to Auditor's Office
 - Sept. 23, 5:00pm: Objection and withdrawal deadline
 - Oct. 6, 5:00pm: Satellite petition deadline



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Election Calendar

- November 4, 2025
 - Oct. 15: First day for ballots to mailed, in-person absentee voting to be held, notices may be published
 - Oct. 20: Pre-registration deadline, last day to request a mailed ballot
 - Nov. 3: Public testing deadline, poll worker training deadline
 - Nov. 4, 8:00pm: Absentee ballots must be returned to the Auditor's Office no later than polls close on Election Day



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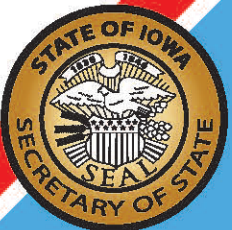
Election Calendar

- Special Elections
 - To fill vacancies: a few blackout dates, but generally can occur anytime
 - Public measures: 1st Tuesday in March or 2nd Tuesday in September
 - **As soon as you hear these may be a possibility, review the Clerk's Guide and communicate with your County Auditor**



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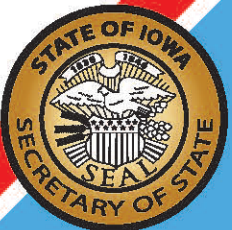
Election Responsibilities

- **Communicating with your county auditor**
 - Planning worksheets in odd-numbered years
 - Notice of vacancies, special elections for public measures
- **Communicating with the public**
 - Notice of council activities (intent to appoint to fill a vacancy, public hearings of bond/revenue questions)



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Election Responsibilities

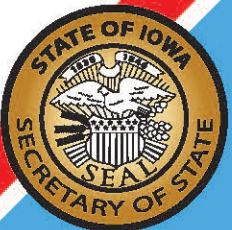
- **Filing Officer**

- May be designated by your county auditor
- Distributing, receiving, accepting/rejecting, and delivering nomination papers to the auditor after the filing period
- **Review the Filing Officer's Guide provided by our office**



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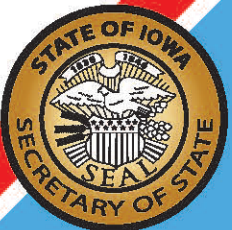
Filing Officer

- Distributing papers and guides to candidates upon request
- Receiving candidate papers during the filing window
 - Office availability (until 5:00pm on last day)
 - By petition (Chapter 45) or NPPO convention (Chapter 44)
- Delivering papers (including public measure language) to the auditor by noon the day after the filing deadline



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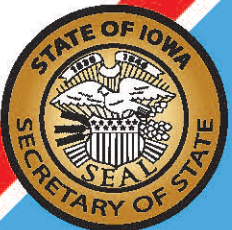
Filing Officer

- What if we don't have regular office hours?
 - Get ahead of it. Prominently post your hours at your office and anywhere else that makes sense for your community – post office, social media, community boards, etc.
 - You **must** be open until 5:00pm on the filing deadline, but there is no statutory start time.
 - Know your community.



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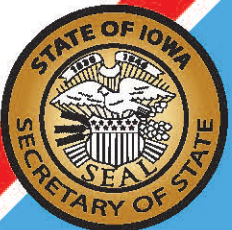
Filing Officer

- Materials at your counter
 - Candidate packets
 - Instructions and checklists
 - Receipts
 - Log book
 - Date stamps (received and filed)



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Receiving vs. Reviewing

- Receiving
 - Acknowledging that the papers have been delivered into your custody
 - Check for:
 - Correct forms
 - Nomination petition pages are bound (paper clip or staple)
 - Affidavit is complete and notarized



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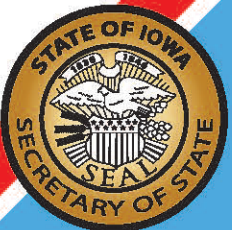
Receiving vs. Reviewing

- Receiving
 - Date stamp the affidavit as **received**
 - Complete a receipt form
 - Make a copy of both the receipt and the stamped affidavit
 - **You keep** the original affidavit (and petitions) and copy of the receipt, give candidate copy of affidavit and original receipt
 - Enter into the nomination papers log



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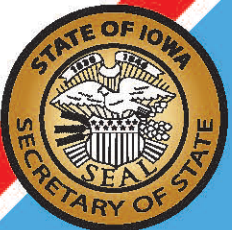
Receiving vs. Reviewing

- Reviewing
 - Should be done by two people (if possible), ideally at the time of receipt
 - Candidate papers are accepted “on their face”
 - Checking for required information, **not** investigating



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State of Iowa
Checklist for Reviewing Nomination Papers

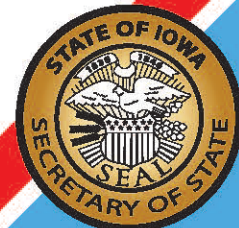
Affidavit of Candidacy

Required Element	Action to Take if Missing
Candidate's Name	Reject
Name Pronunciation	Do nothing
Office Sought	Reject
District or Ward (if applicable)	Reject when it is impossible to determine for which district or ward the candidate is filing
Vacancy Information	Reject when box not marked "yes" if the office will appear on the ballot as "to fill vacancy" and it is impossible to determine for which office the candidate is filing
Type and Date of Election	Do nothing if it is obvious the candidate is filing papers for a particular election
Party Affiliation	Partisan offices only: Reject
Home Address and County	Do nothing
Mailing Address	Do nothing
Phone and Email	Do nothing
Candidate's Signature	Reject
Notarization, including notary signature	Reject



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Petition Signatures

- Confirm minimum number with county auditor
- See checklist for required elements
 - Ditto marks are okay
 - If wards are relevant, have an idea of what addresses are within those boundaries



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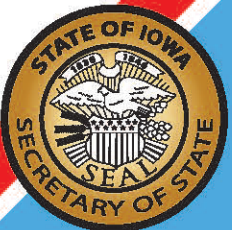
Accepting

- If all requirements are met, stamp the affidavit as filed, store in a secure location, notify the candidate, and be prepared to:
 - Make them available for inspection by the public
 - Deliver them to the county auditor no later than noon the day after the filing deadline



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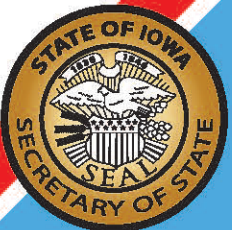
Rejecting

- If either the affidavit or petition pages are deficient and must be rejected:
 - Highlight the deficiencies so they cannot be corrected and returned
 - Return the originals to the candidate with an explanation of the deficiencies and how they can be corrected
 - Best practice: Review at the time of receipt (if time allows) so the candidate doesn't have to return to your office or wait for the mail



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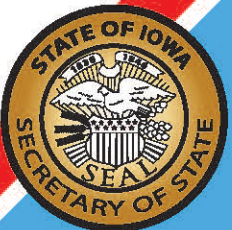
Objections and Withdrawals

- Deadline is five days after the filing deadline at 5:00pm
- Objections
 - A citizen believes a candidate did not meet the requirements (minimum signatures, residency)
 - Objection panel is convened (city clerk, mayor, and council member); ruling is final
- Withdrawals: A candidate formally withdraws and their name will not appear on the ballot



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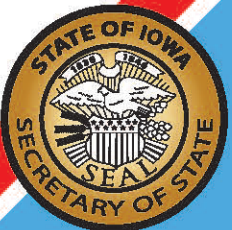
Public Measures

- Work with legal counsel to determine the process for different types of public measures (e.g., petitioned by the public or initiated by governing body)
- Council must pass a resolution calling for the measure to be submitted to the electorate
- Full text of the public measure must be delivered to the county auditor by **noon on September 19, 2025.**



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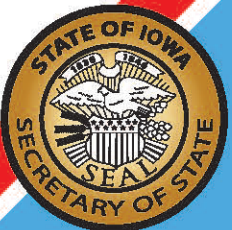
Post-Election

- Communicate with certified winners
 - Auditor will send your abstracts (for you to file) and potentially winners' certificates
 - Send winners their certificates (if applicable), open meetings *Code* chapters, and instructions for taking their oath



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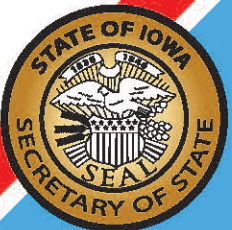
Post-Election

- Qualifying for office
 - If filling a vacancy, within 10 days of the canvass
 - If for a regular term, no later than noon on the first day in January which is not a Sunday or legal holiday
 - Oath of office (mayors may also require a bond)
 - Qualifying deadlines vs. “swearing in” ceremonies



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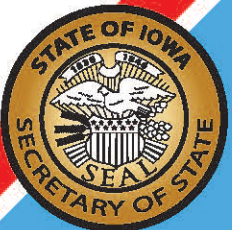
Post-Election

- Paying for the election
 - All city elections (regular or special) are billed out by the county auditor
 - Ballots and mailings, publication and printing, polling place rentals, poll worker compensation, equipment programming and delivery
 - Ask your auditor or review past elections for budget estimates



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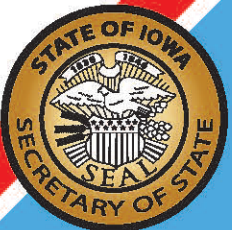
Resources

- sos.iowa.gov > Elections > Candidates > City
- County Auditor
- Iowa Ethics and Campaign Disclosure Board
- Professional networks
- Iowa *Code* Chapters 372-376 (not exhaustive)
- **Legal Counsel**



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Thank you!

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