



2023

HYRUM CITY

CANDIDATE'S GUIDE



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Mayor, Stephanie Miller
Council Members
Steve Adams
Jared L. Clawson
Paul C. James
Vicky McCombs
Craig Rasmussen
Recorder
Stephanie B. Fricke
Treasurer
Todd Perkins

June 2023

Dear Candidate,

Congratulations on your decision to run for an elected office in our fine City. Your name will be placed on the official Hyrum City Election Ballot exactly the way you wrote it on your Declaration of Candidacy Form. There is a \$25.00 filing fee for that is due at the time of filing a Declaration of Candidacy (Resolution 19-08).

This Candidate's Guide has been designed to provide some basic information about your candidacy and Hyrum City Government. I hope it will be helpful to you. In particular, the campaign financial disclosure information should be closely studied.

Few people realize that the Mayor and City Council Members sometimes spend more than forty hours a month in city-related work. In addition to council and committee meetings there are various workshops and seminars that help provide you with the information and training you will need to be an effective Council Member. If you aren't already attending City Council Meetings you may want to start, it will help you be abreast on the issues facing our City. City Council Meetings are held on the first and third Thursdays of the month at 6:30 p.m. You can view the City Council agenda and related materials on the City's website at www.hyrumcity.org.

The Primary Election, if necessary, will be held Tuesday, August 15, 2023 and the Municipal General Election will be held Tuesday, November 7, 2023.

The General and Primary Election will be conducted using Vote by Mail (VBM) which is a system where all registered voters use ballots that are mailed to them to vote. Ballots and instructions will be mailed to all registered voters approximately 21 days prior to the election. Voted ballots must be either returned by mail and clearly postmarked before Election Day, dropped off at Hyrum

City Hall at 60 West Main (Ballot Box) or the Cache County Clerk's office.

A primary election will not be held if not more than six people file for the three available Council Seats.

Hyrum City Offices are used as a polling place for vote by mail, therefore, no 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) is allowed within 150 feet of the Hyrum City Offices, between 8:00 a.m. and 5:00 p.m. Monday through Friday *Utah Code Section 20A-3-501*. I have also included a copy of Hyrum City's Sign Ordinance.

Candidates are required to submit a Campaign Financial Report(s), even if you didn't receive or spend any money. The first report is to be turned into me no sooner than August 7, 2023 and no later than 5:00 p.m. on August 8, 2023. The second report is to be turned into me no later than October 10, 2023 at 5:00 p.m. The third report is to be turned into me no later no later than October 31, 2023 at 5:00 p.m. Candidates eliminated in the Primary Election must submit a Campaign Financial Report on or before September 14, 2023. Candidates must file a final report by December 7, 2023. In accordance with *Utah State Code Section 10-3-208* if a candidate fails to file a Campaign Financial Report by the dates specified above, the candidate's name will be removed from the ballot.

Utah's Lieutenant Governor hosts a statewide electronic voter information website. Candidates can create an online profile page at <http://vote.utah.gov/create-candidate-profile/> (see Exhibit on instructions for submittal of your Candidate Profile) You will be able to submit statements of qualifications (up to 200 words) and certain biographical information for inclusion on the website. The deadline to complete this is 5:00 p.m., July 3, 2023 for the Primary Election and September 8, 2023 for the General Election. *Utah State Code Section 20A-7-801*.

If you have any questions or comments, please feel free to call me at 245-6033 or email sfricke@hyrumcity.com.

Sincerely,

Stephanie Fricke
City Recorder

QUALIFICATIONS FOR CANDIDATE FILING DECLARATION

Before the filing officer accepts any declaration of candidacy, the filing officer shall read to the candidate the constitutional and statutory requirements for candidacy, and the candidate shall state whether he/she fulfills the requirements. If the candidate indicates that he/she does not qualify, the filing officer may not accept his/her declaration of candidacy (Utah Code Section 20A-9-203).

MUNICIPAL CANDIDATE

Utah Code 510-3-301

Utah Code '20A-9-203

*Registered voter in the municipality in which the individual is elected

Must have resided within the municipality for which the candidate is seeking office for the 12 consecutive months immediately before the date of the election.

Maintain a principal place of residence within the municipality, and within the district that the elected officer represents, during the officer's term of office.

If the individual resides in a territory which was annexed into the municipality: must have resided within the annexed territory or the municipality the 12 consecutive months immediately before the date of the election. ■

Pay filing fee of \$25.00 Resolution 19-08.

Not convicted of a felony**

*Utah Code 520,4-2-101 states: A registered voter (1) is a citizen of the United States; (2) is a resident of Utah; (3) will, on the date of that election, be at least 18 years old, (4) has been a resident of Utah for 30 days immediately before that election; (5) and is registered to vote.

** Utah Code '2014-2-101.5 states: A person convicted of a felony loses the right to hold office until (1) all felony convictions have been expunged, OR (2) ten years have passed since the most recent felony conviction AND the person has paid all court-ordered restitution and fines AND the person has completed probation, been granted parole, or completed the term of incarceration associated with the felony.

Municipal Financial Disclosure Dates & 2023 Dates to Remember

Thursday, June 1st through Wednesday, June 7 th	Filing period for Declaration of Candidacy Forms or Nominating Petition. Forms must be filed with the City Recorder during regular business hours.
Monday, July 3rd	Deadline for candidates to submit 200 — word blurb for the State Voter Information Website.
Tuesday, July 25 th — Tuesday, Aug 8 th	Vote-by-Mail ballots to be mailed no sooner than 21 days and no later than 14 days before election day. Each registered voter will be mailed a ballot with instructions.
Monday, August 7 th Tuesday, August 8 th	Each candidate who will participate in the municipal primary shall file a campaign finance statement with the recorder/clerk no later than seven days before the primary election
Tuesday, August 15 th	Municipal Primary Election Date
Tuesday, August 29 th	Municipal Primary Election Canvass (verification of election results)
September 5 th or before	Last day a <u>write-in</u> Candidate can file a Declaration of Candidacy for the Municipal General Election. 65 days before General Election.
Friday, September 8 th	Deadline for candidates to submit 200 — word blurb for the State Voter Information Website.
Thursday, September 14 th	Deadline for Candidates who were eliminated at the primary election to submit a financial disclosure report 30 days after the primary election.
Friday, October 10,	Each candidate who is not eliminate in the primary shall final a campaign finance statement with records 28 days before the general election.
Tuesday, October 17 th Tuesday, October 31 st	Vote-by-Mail ballots to be mailed no sooner than 21 days and no later than 14 days before election day. Each registered voter will be mailed a ballot with instructions.
Tuesday, October 31 st	Each candidate who is not eliminated in the municipal primary shall file a campaign finance statement with the recorder no later than seven days before the general election, and no later than 30 days after the general election
Tuesday, November 7	Municipal General Election Day.
Tuesday, November 21 st	Municipal General Election Canvass (verification of election results).
Thursday, December 7 th	Deadline for filing the Campaign Financial Reporting Statements. (30 days after the General Election.
Thursday, January 4 th	Oath of Office Ceremony.

POWERS AND DUTIES OF MAYOR AND COUNCIL

Hyrum City's form of government is traditional with a six-member council form of government in which the Mayor is a non-voting member of the Council except in case of a tie vote of the Council. Hyrum City is classified as a Third Class City.

POWERS OF MAYOR (Administrative)

The Mayor of Hyrum City:

- A. Is the Chief Executive Officer to whom all employees of Hyrum City report.
- B. Is to keep the peace and enforce the laws of Hyrum City.
- C. Is to perform all duties prescribed by law, resolution, or ordinance.
- D. Is to ensure that all the laws and ordinances and resolutions are faithfully executed and observed.
- E. May examine and inspect books, papers, records, or documents of the City or any officer, employee, or agent of Hyrum City.
- F. Reports to the City Council the condition of the City and recommend for council consideration any measures as deemed to be in the best interests of Hyrum City.
- G. Appoints with the advice and consent of the City Council, persons to fill municipal offices or vacancies on commission or committees.
- H. Presides at all meetings of the Council.
- I. Designate assignments to the Council.
- J. Signs and executes bonds, contracts, agreements, legal documents and written obligations of the City.
- K. Prepares and submits the annual General Fund and Utility Funds Operating Budgets for Council consideration and approval.

POWERS OF CITY COUNCIL (Legislative)

The City Council of Hyrum City (actions taken by the City Council requires a simple majority of three votes):

- A. Adopt, modify, or repeal ordinances and resolutions.
- B. Authorize the issuance of bonds.
- C. Attends all City Council meetings and other miscellaneous meetings.
- D. Serves on various boards.
- E. Sets appropriate tax levies for municipal services.
- F. Sets sewer, water, electric, pressurized irrigation, and storm water rates.
- G. Adopts and amends the City Budget.

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**HYRUM CITY MUNICIPAL CODE
CITY COUNCIL**

2.04.010 Meetings time, place and frequency.

The governing body shall hold two regular meetings, which shall be held on the first and third Thursday of each month at the Hyrum Civic Center, 60 West main, Hyrum, Utah. Council meetings shall begin at 6:30 p.m.; provided that:

- A. If meeting date falls on a legal holiday, the meeting may be canceled or rescheduled and proper notice shall be given accordingly.
- B. If there is no business to conduct, no meeting will be held.
- C. The governing body may, by resolution, provide for a different time and place for holding regular meetings of the governing body.

MUNICIPAL OFFICERS GENERALLY

2.12.010 Salaries.

The salaries of the officers and employees of Hyrum City shall be paid in the amounts and at such times as follows:

	Frequency	Amount
Mayor	Monthly	\$1,500.00
Council Member	Monthly	500.00

**HYRUM CITY MUNICIPAL CODE
SIGNS**

17.72.060 Signs On Public Property:

No signs shall be located on or attached to public property, except signs owned and erected by permission of the authorized public agency. This includes handbills, posters, advertisements and notices of any kind. Public property includes curbstones, lampposts, telephone poles, electric light or power poles, hydrants, bridges, rocks, trees, sidewalks or streets. Small temporary political signs may be allowed with agreement from adjacent property owner. A small for sale, lease, or rent sign may be allowed in planting strip adjacent to property for sale, lease or rent.

17.72.010 (22) Permitted Signs

22. Temporary sign any sign, banner, pennant, balloon or advertising display constructed of paper, cloth, canvas, light fabric, cardboard, wallboard or other light materials, with or without light frames, intended to be displayed outdoors for short periods of time usually no more than 30 days. Examples: Political signs, grand openings, garage sales, school activities, chuck wagon breakfasts or other City sponsored events. Temporary signs must be removed within 24 hours of the event for which it was erected. Gas filled balloons (unmanned) must be securely tethered and must not exceed ten feet in height at the end of the tether.

Exhibit 17.72.010 Permitted Signs

Type of sign	Max Size in Feet	Max Height in Feet	Permitted Zones	Conditional Use Zones
Street Banner	120 sq. ft.		C-1, C-2, M-1, M-2, PT	None
Temporary	45 sq. ft.	4	All Zones ***	None
Wall	20 sq. ft.	8	C-1, C-2, M-1, M-2, PT	None

Candidates sh

ould check with their respective municipal clerk/recorder to ensure that they are in full compliance with their local financial disclosure ordinances.

Campaign financial disclosures are due by 5:00 p.m. on the due date.

Municipal Candidates

Report Due Date (by 5:00 p.m.)	Report includes transactions between	Who this applies to
08-08-2023	01/01/2023 - 08/07/2021	Candidates in a Primary
09-14-2023	08/08/2023 - 09/14/2023	Candidates eliminated at Primary
10-10-2023	01/01/2023 10/09/2023 (no primary) 08/09/2023 - 10/09/2023 (won primary)	Candidates not in a Primary, or Candidates who won Primary
10-31-2023	10/9/2023-10/30/2023	Candidates in the General Electino
12-07-2023	10/31/2023 - 12/07/2023	Candidates in the General Election
30 days after disqualification	Varies, contact your municipal clerk/recorder	Candidates who are disqualified for failing to file a financial report by the deadline

