



Shari Thornes

City Clerk

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CANDIDATES FOR CITY COUNCIL INFORMATION SHEET

One Mayor and Two City Council Member positions are up for election on April 11, 2017. The positions available are as follows:

- One (1) Mayor, for a term of one (1) year – currently held by Scott Munsterman.
- Two (2) City Council Members, each for a term of three (3) years – currently held by Ope Niemeyer and Dan Hansen.

IMPORTANT ELECTION DATES:

- January 27 First day to circulate petitions and first day to turn in to the City Clerk
- February 24 Deadline to submit petitions to the City Clerk
- _____ File Financial Interest Statement within 15 days after filing petition
- March 27 Deadline to Register to Vote at the County Finance Office
- April 4 File Pre-Election Campaign Finance Forms (7 days prior)
- April 11 Election Day
- May 26 File Post-Election Campaign Finance Forms (45 days after)

PETITION INFORMATION:

- Petitions are available at the following locations:
 - City Clerk's Office. It is recommended you call ahead in order to prepare the required documents (692-6281).
 - Secretary of State's Website: <http://www.sdsos.gov/>
 - School District Business Office
 - County Finance Office
- 50 signatures are required (24 signatures per petition). It is recommended you obtain extra signatures.
- NOTE: Petitions can be prepared prior to January 27th; however, the Secretary of State's Office does not recommend signing the "Declaration of Candidacy" prior to that date. State statute does not prohibit this, but a court could rule otherwise if challenged by another candidate.

- The petition will consist of the following information:
 - Municipality of Brookings
 - Name of Candidate (doesn't have to be the registered name)
 - Address
 - 3-year term OR 1-year term
 - City Council Member or Mayor position
 - 11th Day of April, 2017

- Declaration of Candidacy:
 - Does not have to be done at City Hall, BUT it must be done before circulating the petition.
 - Must be signed by a Notary or signed by the City Clerk with the City Seal.
 - Name to appear on Ballot: cannot list titles such as Dr. or Rev. The name on the ballot and the petition must exactly match.
 - Brookings
 - Precinct Number
 - Notary or City Clerk Information

- All candidates must be a registered voter in the City of Brookings and a resident for 6 months. Other requirements are stipulated in the City Charter.

- All candidates will be notified when the required number of petitions is filed.

- Campaign Finance Reports are required in Brookings.

- All winning candidates must complete a Financial Interest Statement Form within 15 days of taking the Oath of Office.

CANDIDATE INFORMATION AND FORMS (LOCATED ON THUMB DRIVE):

- 2017 Municipal Election Calendar
- Nomination Petition Circulating Guidelines
 - Instruct every person who circulates a petition is required to read this sheet.
- Candidate Financial Interest Statement SDCL 12-25
 - Candidate Form (Due: within 15 days of filing petitions)
- Campaign Finance
 - Campaign Finance Reporting Guidelines – City of Brookings
 - City of Brookings Ordinance 23-06
 - City of Brookings Ordinance 16-022
 - Candidate Pre-Election Campaign Report (Due: April 4, 2017)
 - Candidate Post-Election Campaign Report (Due: May 26, 2017)
 - Campaign Finance Reporting Guidelines – State of SD
- Poll Watchers Guidelines
- Voter Action Flowchart

- Election Sign Regulations – City of Brookings
- City Organizational Chart
- City Charter
- City Governance & Ends Policy (dated: June 28, 2016)
- 2017 City of Brookings Budget Book
- Petitions

If you have any questions, please do not hesitate to contact me at 697-8641 or sthornes@cityofbrookings.org.

Sincerely,

A handwritten signature in black ink that reads "Shari Thornes". The signature is written in a cursive, flowing style with a long, sweeping tail on the final letter.

Shari Thornes
City Clerk