

CITY OF STERLING HEIGHTS

2017 GENERAL CITY ELECTION GUIDELINES FOR MAYOR AND CITY COUNCIL CANDIDATES

1. The dates for the 2017 General City Election for Mayor and City Council are as follows:

PRIMARY ELECTION – TUESDAY, AUGUST 8, 2017

Note: A primary election is only required when three (3) or more candidates file for Mayor or thirteen (13) or more candidates file for City Council.

GENERAL ELECTION – TUESDAY, NOVEMBER 7, 2017

2. **Filing Deadline for all Candidates is 4:00 p.m., Tuesday, April 25, 2017** (MCL 168.644 (f))
The Mayor and six (6) City Council positions are elected at-large. The Mayor is a separate elected office. The following items must be filed with the City Clerk's Office before the filing deadline:

- Each candidate must file petitions of candidacy with the City Clerk containing valid signatures of a minimum of 1% and no more than 4% of the total registered voters of the City. Since there were 85,955 voters at the time of the last City General election in 2015, the minimum number of qualified petition signatures would be 860. A candidate may circulate petitions any time after November 6, 2015, the date the last City General Election was certified. City elections are held every odd year. It is suggested that candidates obtain 1,000 or more signatures because many times people that sign the petitions are not registered voters in the City, they move, or they sign more petitions than number of vacant positions (for instance a registered voter may only sign one petition for Mayor and 6 petitions for City Council. If they sign more than that, then the latest petitions signed in excess of the maximum will not be counted). If the candidate wishes, you may type your name, office and other information on one petition sheet and then copy the nominating petition (front and back must be copied). The petition sheet may not be reduced in size when copied. They must be copied so that the entire wording is legible on both front and back. The circulator must not sign or date the certificate on the petition until after circulating the petition. Failure to do so will render the petition invalid.
- Must file one completed Affidavit of Identity with the City Clerk.

Candidates must also file the proper campaign finance records with the Macomb County Clerk Elections Office. Phone: 469-5500.

3. **Qualifications.**

To be eligible for office, the candidate must meet the following filing criteria per the City Charter:

- Must have been a resident of the City of Sterling Heights for at least one year prior to the primary election in which he/she desires to become a candidate for nomination.
- Must be a qualified and registered voter of the City of Sterling Heights on the last day for filing.
- May not be in default to the City.

Petitions and Affidavit of Identity forms may be obtained at the Sterling Heights City Clerk's Office, City Hall, 40555 Utica Road, Sterling Heights, MI 48313. Business hours: 8:30 AM to 5:00 PM, Monday through Friday. Phone 586-446-2420.



CITY OF
**Sterling
Heights**

InnovatingLiving

Richard J. Notte Sterling Heights City Center

City Hall

40555 Utica Road | P.O. Box 8009
Sterling Heights, MI | 48311-8009

City Council

<i>Mayor</i>	Michael C. Taylor
<i>Mayor Pro Tem</i>	Doug Skrzyniarz
<i>Councilwoman</i>	Deanna Koski
<i>Councilman</i>	Joseph V. Romano
<i>Councilwoman</i>	Maria G. Schmidt
<i>Councilman</i>	Nate Shannon
<i>Councilwoman</i>	Barbara A. Ziarko

City Manager Mark D. Vanderpool

TEL 586.446.CITY (2489) FAX 586.276.4077

cityhall@sterling-heights.net | www.sterling-heights.net

facebook.com/cityofsterlingheights | twitter.com/sterling_hts

DATE: November 17, 2015

**RE: 2017 Election of Mayor and City Council
Filing Deadline and Nominating Petition Update**

Filing Deadline

The Filing Deadline for all Candidates is 4:00 p.m., Tuesday, April 25, 2017.

Nominating Petitions and Affidavit of Identity will not be accepted after this deadline.

Prior to the Filing Deadline, each candidate must file nominating petitions of candidacy with the City Clerk containing valid signatures of a minimum of 860 registered voters of the City. The candidate must also file with the City Clerk an Affidavit of Identity. The City Clerks Office will provide the Public Notary required for the signature of the candidate on the Affidavit of Identity. Pursuant to local rule, please call the City Clerk's Office and arrange for an appointment to meet with the City Clerk when filing as a candidate.

Nominating Petitions

Attached is a sample copy of the nominating petition that has been developed and approved by the State of Michigan. Blank copies of the approved nominating petition forms are available from the City Clerk's Office. Candidates are now required to use this approved form. Please be sure to read, understand and follow the Certificate Of Circulator and Warning statements on the front of the petition and the Instructions on the reverse side of the petition.

Importantly:

- The heading of the petition must be completed before registered voter signatures have been affixed to the petition. Since all offices have the same term, there is no need to insert a Term Expiration Date.
- Only one circulator can circulate a petition and that circulator must certify that the signatures contained on the petition were signed in his or her presence.
- Petition sheets are not left unattended (i.e. on a counter or table, see above rule).
- Circulators should question signers on their city of registration.
- Circulator signs and dates petition only after circulating petition.

Please contact the City Clerk's Office at 446-2420 if you have any questions.

Interoffice Memorandum

Date: December 13, 2016

To: Candidates for Mayor / City Council

From: 
Mark Carufel, City Clerk / Risk Manager

Subject: 2017 City Elections – Campaign Finance Act Requirements

The Macomb County Clerk / Macomb County Elections Department administers Campaign Finance Act Requirements and filings for candidates for mayor and city council.

Under Michigan's Campaign Finance Act, P.A. 388 of 1976, as amended, an individual becomes a candidate through, but not limited to, the following actions:

- Filing a nominating petition for an elective office.
- Accepting a contribution in an attempt to be nominated or elected to office
- Making an expenditure in an attempt to be nominated or elected to office
- Giving consent to someone else to receive a contribution or make an expenditure in an attempt to be nominated or elected to office.

Generally, as soon as a person becomes a "candidate" he or she has ten (10) calendar days to form a Candidate Committee. After the committee's formation date the candidate has ten (10) additional calendar days to register the committee with the Macomb County Election Department. To register, the committee files a Statement of Organization Form For Candidate Committees with the Macomb County Clerk.

Prospective candidates are hereby advised that the forms, registration requirements and regulations regarding candidates and candidate filings as required by the Macomb County Clerk or the State of Michigan are subject to change. All prospective candidates are instructed to contact the Macomb County Election Department or the Michigan Department of State Bureau of Elections to obtain the most recent and up to date forms, information and requirements.

For any further questions regarding campaign finance requirements and deadlines, please contact the Macomb County Election Department at 586-469-5500. Additional Information is available at clerk.macombgov.org and michigan.gov/sos.

INSTRUCTIONS ON REVERSE SIDE

NOMINATING PETITION

(CITY/TOWNSHIP NONPARTISAN)

We, the undersigned, registered and qualified voters of the City }
 Township of } _____, in the County of _____, and State of Michigan,
 [STRIKE ONE]

nominate _____,
 (Name of Candidate) (Street Address or Rural Route) (City or Township)

as a candidate for the office of _____,
 (Title of Office/Term Expiration Date) (District, if any) to be voted for at the Primary Election to be held on the _____ day of _____, 20 _____.

WARNING - A PERSON WHO KNOWINGLY SIGNS MORE PETITIONS FOR THE SAME OFFICE THAN THERE ARE PERSONS TO BE ELECTED TO THE OFFICE, SIGNS A PETITION MORE THAN ONCE, OR SIGNS A NAME OTHER THAN HIS OR HER OWN IS VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAW.

Signature	Printed Name	Street Address or Rural Route	Zip Code	DATE OF SIGNING		
				Month	Day	Year
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

NEW NOMINATING PETITION FORM - SAMPLE

CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is 18 years of age or older and a United States citizen; that each signature on the petition was signed in his or her presence; that he or she has neither caused nor permitted a person to sign the petition more than once and has no knowledge of a person signing the petition more than once; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a registered elector of the City or Township listed in the heading of the petition, and the elector was qualified to sign the petition.

If the circulator is not a resident of Michigan, the circulator shall make a cross [X] or check mark [v] in the box provided, otherwise each signature on this petition sheet is invalid and the signatures will not be counted by a filing official. By making a cross or check mark in the box provided, the undersigned circulator asserts that he or she is not a resident of Michigan and agrees to accept the jurisdiction of this state for the purpose of any legal proceeding or hearing that concerns a petition sheet executed by the circulator and agrees that legal process served on the Secretary of State or a designated agent of the Secretary of State has the same effect as if personally served on the circulator.

WARNING - A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.

CIRCULATOR — DO NOT SIGN OR DATE CERTIFICATE UNTIL AFTER CIRCULATING PETITION.

_____/_____/_____
 (Signature of Circulator) (Date)

 (Printed Name of Circulator)

 (Complete Residence Address [Street and Number or Rural Route]) - [Do not enter a post office box]

 (City or Township, State, Zip Code)

 (County of Registration, if Registered to Vote, of a Circulator who is not a Resident of Michigan)

READ BEFORE CIRCULATING PETITION

The validity of signatures placed on this petition may be affected if the following is not observed.

Complete the heading of the petition before circulating it.

- Enter the city or township and county where the petition will be circulated. Indicate whether the jurisdiction listed is a “city” or a “township.” Do not list more than one city or township.
- Enter the candidate’s complete name and address and the office the candidate seeks and the term expiration date. Include the district number of the office if there is one. (Additional office information is needed if the candidate seeks a judicial position. See “Important Information for Judicial Candidates” below.)
- Enter the date of the primary election.

Make sure that all signers properly complete the petition.

- Each signer must be registered to vote in the city or township listed in the heading.
- Each signer must sign and print his or her first and last name.¹
- Each signer must enter his or her full address. A rural route number is acceptable. A post office box is not acceptable.
- Each signer must enter his or her Zip Code.²
- Each signer must date his or her signature with the month, day and year.

Complete the circulator’s certificate after circulating the petition.

- Sign and print your full name and enter the month, day and year.¹ Signatures on the petition which are dated after the date on the circulator’s certificate are invalid.
- Enter your complete residence address (street and number or rural route – do not enter a P.O. Box), city or township, state, and zip code ².
- If you do not reside in Michigan, enter your county of registration if you are registered to vote in your home state, and make a cross or a check mark in the box that precedes the final paragraph of the circulator certificate statement on the left side of the form.

Circulate the petition properly.

- Do not fail to question signers on their city or township of registration.
- Do not complete the heading of the petition after signatures have been affixed on the petition.
- Do not leave the petition unattended.

¹The failure of the circulator or an elector who signs the petition to print his or her name or to print his or her name in the proper location does not affect the validity of the circulator’s or signer’s signature. However, a printed name located in the space designated for printed names does not constitute the signature of the circulator or elector.

²The failure of the circulator or an elector who signs the petition to enter a Zip Code or to enter his or her correct Zip Code does not affect the validity of the circulator’s or signer’s signature.

IMPORTANT INFORMATION FOR JUDICIAL CANDIDATES

Petitions circulated for a judicial office must bear the appropriate designation listed below to indicate the office sought by the candidate.

- Regular Term - Incumbent Position
- Regular Term - Non-Incumbent Position
- Partial Term - Incumbent Position*
- Partial Term - Non-Incumbent Position*
- New Judgeship

*Add expiration date of term if more than one partial term will be filled in judicial district. The terms “vacancy,” “partial term” and “unexpired term” are interchangeably used to reference a judicial position which will be filled at an election for less than the full term.

OBTAINING INFORMATION ON APPROPRIATE OFFICE DESIGNATIONS:

Michigan election law stipulates that in instances where a candidate for Court of Appeals Judge, Circuit Court Judge, District Court Judge, Probate Court Judge or Probate District Court Judge seeks election in a district where there is a combination of “new” positions, “incumbent” positions and/or “nonincumbent” positions to fill, the candidate must apply to the Department of State’s Bureau of Elections for a “written statement of office designation to correspond to the judgeship sought by the candidate.”

Michigan election law further directs the Bureau of Elections to designate a judicial position as an “incumbent” position in any instance where 1.) there is an incumbent judge eligible to seek reelection to the position and 2.) the deadline for filing the Affidavit of Candidacy has not yet elapsed. If the incumbent judge does not file for reelection by the deadline for submitting an Affidavit of Candidacy, Michigan election law directs the Bureau of Elections to 1.) redesignate the position as a “nonincumbent” position and 2.) notify all candidates seeking election in the judicial district that a “nonincumbent” position exists. Michigan election law further stipulates that in such instances, 1.) nominating petition sheets circulated for the “nonincumbent” position subsequent to the Affidavit of Candidacy filing deadline “shall bear an office designation of nonincumbent position” and 2.) signatures collected prior to the Affidavit of Candidacy filing deadline “may be filed with the nonincumbent nominating petitions.” The Affidavit of Candidacy filing deadline elapses 134 days prior to the date of the August primary election.

For further information, contact the Michigan Department of State, Bureau of Elections, P.O. Box 20126, Lansing, Michigan 48901-0726. Phone: (517) 373-2540 Email: elections@michigan.gov Web: www.michigan.gov/elections

