

2024 Council Election Checklist

Candidate Name: _____

Position: Mayor
 Council Position

Date	Action	Initials
	Candidate picked up Candidate Packet from City Elections Official	
	Candidate files for position <i>Not sooner than June 1st, 2024 but by August 22nd, 2024:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Candidate filing by Prospective Petition: <ul style="list-style-type: none"> <input type="checkbox"/> Submitted Form SEL 101; and <input type="checkbox"/> Submitted Signature Sheet Form SEL 121; and <input type="checkbox"/> Submitted Certification of Qualified Elector/Residency 	
	If filing by Prospective Petition, City Elections Official reviews forms for required information and if complete will provide <i>written</i> approval to circulate Prospective Petition: Written approval must include: <ul style="list-style-type: none"> ▪ Petition number ▪ Number of valid signatures required (<i>Minimum of 5</i>) ▪ Filing deadline 	
	Candidate filing by Prospective Petition must: <ul style="list-style-type: none"> <input type="checkbox"/> Ensure each signature sheet certification is signed and dated by the circulator <input type="checkbox"/> Number each signature sheet sequentially in the space provided <input type="checkbox"/> Submit the signature sheets to the City Elections Official with Form SEL 338 for verification allowing sufficient time for the verification process to be completed prior to the filing deadline 	
	County Elections Official verifies signatures against voters' current registration record and returns certified signatures sheets to City	
	City Elections Official Contacts Candidate to verify that their petition was approved by the County	
	Candidate is added to the official Statement of Candidates that will be sent to the County Elections Official	