Candidate Filing

2022

Greene County Clerk's Office Springfield, Missouri elections@greenecountymo.gov

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Candidate Filing Dates and Location

For the August 2, 2022 Primary Election, the filing period for candidates begins at 8:00 AM on February 22, 2022 and ends at 5:00 PM on March 29, 2022.

Candidate Filing will be conducted in the Greene County Clerk's Office located at 940 N Boonville Ave, RM 113 in Springfield, Missouri.

Candidate Filing Qualifications

To run as a Candidate in Greene County (Art. VII § 8, Constitution of Missouri; § 115.349.3 RSMo), all candidates must meet the following qualifications:

- United States Citizen
- Resident of the state 1 year next preceding election
- Registered voter

Specific Qualifications for County Offices can be found below:

Office	RSMo Reference	Term	Specific Qualifications
County Auditor	§ 55.060, RSMo	4 Years	❖ Over 21 years of age ❖ Resident of County for 3 months next preceding election ❖ Familiar with the theory and practice of accounting by education, training and experience
Circuit Clerk	§ 483.010, RSMo	4 Years	❖ Over 21 years of age ❖ Resident of County for 3 months next preceding election
Collector of Revenue	§ 52.010, RSMo	4 Years	❖ Resident of the County ❖ Signed Affidavit from a Surety Company indicating that the candidate meets the bond requirements
County Clerk	§ 51.050, RSMo	4 Years	❖ Over 21 years of age ❖ Resident of County for 1 year next preceding election
Presiding County Commissioner	§ 49.020, RSMo	4 Years	❖ Resident of County
Prosecuting Attorney	§ 56.010, RSMo	4 Years	❖ At least 21 years of age ❖ Licensed to practice law in Missouri ❖ Resident of the County for 1 year next preceding election
Recorder of Deeds	§ 59.020, 59.021 RSMo	4 Years	❖ Over 21 years of age ❖ Resident of the State and County 1 year before election ❖ Signed Affidavit from a Surety Company indicating that the candidate meets the bond requirements

Candidate Filing Procedures

Verify	Obtain	Pay	Complete
• US Citizenship • Voter Registration in Greene County • All taxes have been paid (income, personal property, real estate, etc.)	•Valid Peace Officer License (Sheriff Only) •Valid Missouri Bar License (Prosecuting Attorney Only) •Signed Affidavit from a Surety Company indicating that the candidate meets the bond requirements (Collector, Recorder of Deeds, Public Administrator, Treasurer Only)	•$100 Filing Fee to the affiliated local political party (committepersons are exempt) •Filing fees may be waived by filing a Declaration of Inability to Pay and a peition endorsing the filer's candidacy (RSMo 115.357.3)	•Declaration of Candidacy •Form 5120 (commiteepersons are exempt) •Missouri Ethic's Commission's Notice to Candidate Acknowledgement •Greene County Acknowledgement of Committeepersons, How Selected (committee persons only)

On the first day of candidate filing, the Greene County Clerk's Office uses a random number system to generate ballot position for those candidates that file (instead of a first come, first serve basis).

The office will open at 8AM promptly and team members will serve each candidate one at a time.

For the remaining days available in candidate filing, the ballot position will be established on a first come, first serve basis.

Date: _____

Greene County Candidate Filing: August 2, 2022 Checklist

☐ **Name:** _____

☐ **Proof of Identity:** _____

☐ **Voter Registration Number** (Confirm in MCVR)**:** _____

☐ **Party** (check one)**:**

☐ **Constitution** ☐ **Democratic** ☐ **Green** ☐ **Libertarian** ☐ **Republican**

☐ **Office** (check one)**:**

☐ **Auditor** ☐ **Circuit Clerk** ☐ **County Clerk** ☐ **Presiding Commissioner**
☐ **Prosecuting Attorney** ☐ **Recorder of Deeds** ☐ **Collector**

☐ **Receipt Number** (Number is from Party's Receipt. If candidate is filing under Libertarian, Green or Constitution, our office receives the money and issues as receipt)**:** _____

☐ **Completed and Notarized Form 5120** (Make a photocopy. On the photocopy, redact the Social Security Number. The photocopy will be retained by the Greene County Clerk's Office. Original will go to the Candidate to Mail to the DOR. The address is on the form).

☐ **Issue Ethics Packet**

☐ **Candidate will complete Notice to Candidate Acknowledgement.** Sign the acknowledgement. Make a photocopy. The photocopy is issued to the candidate. Original is retained by the Greene County Clerk's Office.

☐ **Receive (or have Candidate complete) Greene County Declaration of Candidacy Form.** Make a photocopy. The photocopy is issued to the candidate. Original is retained by the Greene County Clerk's Office. Datestamp the Declaration.

☐ **Random Number Draw** (first day only): _____

_____ _____

Candidate Signature **Local Election Authority Signature**

DECLARATION OF CANDIDACY
Primary Election

State of Missouri)
) ss.
County of Greene)

Number Drawn
(1st Day Filing only)

Candidate Initials: _____

To: Shane Schoeller, County Clerk _____, 2022

I, _____ a resident and registered voter of the County of

Greene and the State of Missouri, residing at _____

do announce myself a candidate for the office of_____,

for the _____ Party, to be voted for at the Primary Election to be held

on the 2nd day of August, 2022.

I further declare that: Initial

A) I have conducted a thorough review of the qualifications for the office which I seek; _____

B) I am a fully qualified to become a candidate for the office which I seek and that I will be fully qualified to hold said office, if elected; _____

C) I have never pled guilty nor have been convicted of any felony; _____

D) I have no outstanding campaign financial disclosure reports due from any prior elections; _____

E) I have reviewed the attached "Notice to Candidate" showing which individuals are required to file a Financial Interest Statement with the Missouri Ethics Commission _____

NOTICE: Type or print your name **exactly** as you desire it printed on ballot.

Name:_____

Mailing Address: _____

City:_____, MO Zip code:_____

Date of Birth:_____

Telephone No. (Optional):_____

E-Mail Address (Optional):_____

AFFIDAVIT

State of Missouri)
) ss.
County of Greene)

I, the undersigned, do hereby solemnly swear (or affirm) that the facts and representations contained in the foregoing declaration of candidacy are, to the best of my knowledge, true and correct. I have been notified that I may be obligated to file a personal financial interest statement according to Missouri law (RSMo 105.483 to 105.492).

_____
Signature of Candidate

Voter ID #:_____

Subscribed and sworn to before me this ___ day of _____ , 2022 (_____ ___m.)

My Commission expires:_____

_____
Signature of Notary Public or Officer accepting declaration Authorized to Administer Oath

Statutory References (RSMo): 105.483-105.492; 115.306; 115.347; 115.349

MISSOURI DEPARTMENT OF REVENUE

Form 5120

Candidate's Affidavit of Tax Payments and Bonding Requirements

Candidate Information

First Name	Middle Name	Last Name	
Social Security Number	County of Residence	Telephone Number* (___ ___ ___)___ ___ ___-___ ___ ___ ___	
Street Address*	City	State	Zip Code
Elected Office Candidate is Seeking	E-mail Address		

* Please update the Department should any information change

Signature

Declaration under 115.306, RSMo: I hereby declare under penalties of perjury that I am not currently aware of any delinquency in the filing or payment of any state income taxes, personal property taxes, municipal taxes, real property taxes on the place of residence, as stated on my declaration of candidacy, or that I am not a past or present corporate officer of any fee office that owes any taxes to the state, other than those taxes which may be in dispute. I declare under penalties of perjury that I am not aware of any information that would prohibit me from fulfilling any bonding requirements for the office for which I am filing.

Signature	Date (MM/DD/YYYY) ___ ___/___ ___/___ ___ ___ ___

Notary Information

Embosser or black ink rubber stamp seal	Subscribed and sworn before me, this _____ day of _____ year		
	State	County (or City of St. Louis)	My Commission Expires (MM/DD/YYYY) ___ ___/___ ___/___ ___ ___ ___
	Notary Public Signature		
	Notary Public Name (Typed or Printed)		

Please review 115.306, RSMo. A failure to comply may disqualify you from the ballot. Upon request by the Department of Revenue, the candidate shall provide a copy of tax receipts for the candidate's personal property, municipal, and real property taxes, and any other information necessary to demonstrate compliance with 115.306, RSMo.

Form 5120 (Revised 08-2015)

Mail to: Missouri Department of Revenue
General Counsel's Office
P.O. Box 475
Jefferson City, MO 65105

Phone: (573) 751-4450
TTY: (800) 735-2966
Fax: (573) 751-7151

Visit http://dor.mo.gov/personal/candidates/ for additional information.

Missouri Ethics Commission Forms

The candidate will receive a packet of information about the Missouri Ethics Laws and the requirements each candidate is held to under the purview of the Missouri Ethics Commission (MEC).

Notice to Candidate

This form will be completed by the candidate and witnessed by the Local Election Authority.

Greene County has an annual operating budget over $1 million and has a conflict of interest ordinance on file with the MEC. This requires the candidate to file a Personal Financial Disclosure (PFD)/Financial Interest Statement.

If the candidate does not file a PFD/Financial Interest Statement by **April 12, 2022**, the candidate will be assessed a minimum of $10 per date late fee for each day the report is late.

If the candidate does not file a PFD/Financial Interest Statement by **April 19, 2022**, the candidate will be disqualified as a candidate and his/her name will be removed from the ballot.

The candidate will acknowledge the receipt of written obligation to file a PFD/Financial Interest Statement and the Guide to Ethics Laws.

A photocopy of the completed and signed document will be given to the candidate for their records.

MEC Packet Contents:

- Notice to Candidate
- Guide to Ethics Laws
- Paid For By Requirements
- When to Form & Register for a Committee
- Personal Financial Disclosure
- MEC Training Opportunities

Committeepersons Filing Procedures

Verify	Complete
• US Citizenship • Voter Registration in Greene County (Candidate must be a registered voter and resident in County and District for 1 year next preceding the election)	• Declaration of Candidacy • Form 5120 (commiteepersons are exempt) • Greene County Acknowledgement of Committeepersons, How Selected (committee persons only)

On the first day of candidate filing, the Greene County Clerk's Office uses a random number system to generate ballot position for those candidates that file (instead of a first come, first serve basis).

The office will open at 8AM promptly and team members will serve each candidate one at a time.

For the remaining days available in candidate filing, the ballot position will be established on a first come, first serve basis.

DECLARATION OF COMMITTEE CANDIDATE

Section 115.349, RSMo

I,_____, a resident and registered voter of Greene County and the State of Missouri, do announce myself a candidate for the office of COMMITTEE **Man / Woman** for _____Ward/Township on the **Constitution** Party ticket, to be voted for at the **August 2, 2022** election, and I further declare that if elected to such office I will qualify.

NOTICE: Print your name exactly as you desire it printed on the ballot.

NAME _____ PHONE (Optional) _____

ADDRESS _____ ADDRESS _____
(residence) (mailing, if different)

CITY/ZIP _____ CITY/ZIP _____

AFFIDAVIT

State of Missouri)
)ss.
County of Greene)

I hereby swear (or affirm) that the information contained in the foregoing declaration of candidacy is, to the best of my knowledge, true. I have been notified that I may be obligated to file campaign financial disclosure forms according to Missouri law.

_____ Voter ID No.:_____
Signature of candidate

Date: _____

Subscribed and sworn to before me this _____day of_____, 2022, _____am/pm

_____
Signature of officer accepting declaration

DECLARATION OF COMMITTEE CANDIDATE

Section 115.349, RSMo

I,_____, a resident and registered voter of Greene County and the State of Missouri, do announce myself a candidate for the office of COMMITTEE **Man / Woman** for _____Ward/Township on the **Democratic** Party ticket, to be voted for at the **August 2, 2022** election, and I further declare that if elected to such office I will qualify.

NOTICE: Print your name exactly as you desire it printed on the ballot.

NAME _____ PHONE (Optional) _____

ADDRESS _____ ADDRESS _____
(residence) (mailing, if different)

CITY/ZIP _____ CITY/ZIP _____

AFFIDAVIT

State of Missouri)
)ss.
County of Greene)

I hereby swear (or affirm) that the information contained in the foregoing declaration of candidacy is, to the best of my knowledge, true. I have been notified that I may be obligated to file campaign financial disclosure forms according to Missouri law.

_____ Voter ID No.: _____
Signature of candidate

Date: _____

Subscribed and sworn to before me this _____ day of_____, 2022, _____am/pm

_____
Signature of officer accepting declaration

DECLARATION OF COMMITTEE CANDIDATE

Section 115.349, RSMo

I,_____, a resident and registered voter of Greene County and the State of Missouri, do announce myself a candidate for the office of COMMITTEE **Man / Woman** for _____Ward/Township on the **Green** Party ticket, to be voted for at the **August 2, 2022** election, and I further declare that if elected to such office I will qualify.

NOTICE: Print your name exactly as you desire it printed on the ballot.

NAME _____ PHONE (Optional) _____

ADDRESS _____ ADDRESS _____
(residence) (mailing, if different)

CITY/ZIP _____ CITY/ZIP _____

AFFIDAVIT

State of Missouri)
)ss.
County of Greene)

I hereby swear (or affirm) that the information contained in the foregoing declaration of candidacy is, to the best of my knowledge, true. I have been notified that I may be obligated to file campaign financial disclosure forms according to Missouri law.

_____ Voter ID No.:_____
Signature of candidate

Date: _____

Subscribed and sworn to before me this_____ day of_____, 2022, _____am/pm

_____
Signature of officer accepting declaration

DECLARATION OF COMMITTEE CANDIDATE

Section 115.349, RSMo

I,_____, a resident and registered voter of Greene County and the State of Missouri, do announce myself a candidate for the office of COMMITTEE **Man / Woman** for _____Ward/Township on the **Libertarian** Party ticket, to be voted for at the **August 2, 2022** election, and I further declare that if elected to such office I will qualify.

NOTICE: Print your name exactly as you desire it printed on the ballot.

NAME _____ PHONE (Optional) _____

ADDRESS _____ ADDRESS _____
(residence) (mailing, if different)

CITY/ZIP _____ CITY/ZIP _____

AFFIDAVIT

State of Missouri)
)ss.
County of Greene)

I hereby swear (or affirm) that the information contained in the foregoing declaration of candidacy is, to the best of my knowledge, true. I have been notified that I may be obligated to file campaign financial disclosure forms according to Missouri law.

_____ Voter ID No.:_____
Signature of candidate

Date: _____

Subscribed and sworn to before me this _____ day of_____, 2022, _____am/pm

_____
Signature of officer accepting declaration

DECLARATION OF COMMITTEE CANDIDATE

Section 115.349, RSMo

I,_____, a resident and registered voter of Greene County and the State of Missouri, do announce myself a candidate for the office of COMMITTEE **Man / Woman** for _____Ward/Township on the **Republican** Party ticket, to be voted for at the **August 2, 2022** election, and I further declare that if elected to such office I will qualify.

NOTICE: Print your name exactly as you desire it printed on the ballot.

NAME _____ PHONE (Optional) _____

ADDRESS _____ ADDRESS _____
(residence) (mailing, if different)

CITY/ZIP _____ CITY/ZIP _____

AFFIDAVIT

State of Missouri)
)ss.
County of Greene)

I hereby swear (or affirm) that the information contained in the foregoing declaration of candidacy is, to the best of my knowledge, true. I have been notified that I may be obligated to file campaign financial disclosure forms according to Missouri law.

_____ Voter ID No.:_____
Signature of candidate

Date: _____

Subscribed and sworn to before me this _____ day of_____, 2022, _____am/pm

_____
Signature of officer accepting declaration

Acknowledgement of Committeepersons -Qualifications and How Selected

Please read the following state statutes pertaining to committee positions and the selection process of each committee person. Once read, please initial in the indicated spaces and return to the County Clerk's Office to be retained with your candidate filing declaration.

Initial Here

_____ **115.607. County or city committee, eligibility requirements, selection of. —** 1. No person shall be elected or shall serve as a member of a county or city committee who is not, for one year next before the person's election, both a registered voter of and a resident of the county or city not within a county and the committee district from which the person is elected if such district shall have been so long established, and if not, then of the district or districts from which the same shall have been taken. Except as provided in subsections 2, 3, 4, 5, and 6 of this section, the membership of a county or city committee of each established political party shall consist of a man and a woman elected from each precinct, township, or ward in the county or city not within a county. 7. If any election authority has failed to adopt a reapportionment plan by the deadline set forth in this section, the county commission, sitting as a reapportionment commission, shall within sixty days after the deadline, adopt a reapportionment plan. Changes of township, ward, or precinct lines shall not affect the terms of office of incumbent party committee members elected from districts as constituted at the time of their election.

Initial Here

_____ **115.613. Committeeman and committeewoman, how selected — tie vote, effect of — if no person elected a vacancy created — single candidate, effect. —** 1. Except as provided in subsection 4 of this section, the qualified man and woman receiving the highest number of votes from each committee district for committeeman and committeewoman of a party shall be members of the county or city committee of the party. 2. If two or more qualified persons receive an equal number of votes for county or city committeeman or committeewoman of a party and a higher number of votes than any other qualified person from the party, a vacancy shall exist on the county or city committee which shall be filled by a majority of the committee in the manner provided in section 115.617. 3. If no qualified person is elected county or city committeeman or committeewoman from a committee district for a party, a vacancy shall exist on the county or city committee which shall be filled by a majority of the committee in the manner provided in section 115.617. 4. The provisions of this subsection shall apply only in any county or city where no filing fee is required for filing a declaration of candidacy for committeeman or committeewoman in a committee district. If only one qualified candidate has filed a declaration of candidacy for committeeman or committeewoman in a committee district for a party prior to the deadline established in this chapter, no election shall be held for committeeman or committeewoman in the committee district for that party and the election authority shall certify the qualified candidate in the same manner and at the same time as candidates elected pursuant to subsection 1 of this section are certified. If no qualified candidate files for committeeman or committeewoman in a committee district for a party, no election shall be held and a vacancy shall exist on the county or city committee which shall be filled by a majority of the committee in the manner provided in section 115.617.

I, _____, hereby acknowledge that I have read and understand the above statutes pertaining to the qualifications of candidacy and how committee persons are selected for each political party's committee.

Signature of Candidate

Candidate's Email Address*(Optional)*

Signature of Election Official (Witness)

Date

Independent Candidate Procedures

Candidates that wish not to be affiliated with a political party are able to run for elected positions in a General Election as independent candidates.

- The candidate must submit a signed petition to the Greene County Clerk's Office by 5PM on the fifteenth Monday prior to the general election.

Signatures Needed (RSMo 115.321.4)

- At least 2% of the total number of registered voters who voted at the last election for candidates for the office being sought OR
- 10,000 voters, whichever is less

County _____
Page _____

It is a felony for anyone to sign any petition for the nomination of an independent candidate with any name other than his or her own, or knowingly to sign his or her name more than once to the same petition, or to sign a petition when he or she knows he or she is not a registered voter. Signing this petition does not obligate you to vote for any candidate or party.

PETITION FOR THE NOMINATION OF AN INDEPENDENT CANDIDATE

To the County Clerk of Greene County, MO:

We, the undersigned, citizens and registered voters of the state of Missouri, _____ County and _____ (district, if appropriate), nominate _____ (name of independent candidate), residing at _____ (address of candidate), as an independent candidate for _____ (name of public office for which candidate is to be nominated) and respectfully order that the name of _____ (name of candidate) be placed on the ballot, for election or rejection to such office at the next election, to be held on the _____ day of _____, _____, and each for himself or herself says: I have personally signed this petition, I am a registered voter of the state of Missouri, _____ County and _____ (district, if appropriate); my registered voting address and the name of the city, town or village in which I live are correctly written after my name.

CIRCULATOR'S AFFIDAVIT

STATE OF MISSOURI, COUNTY OF _____

I, _____, a resident of the state of Missouri, being first duly sworn, say (print or type names of signers)

	NAME (Signature)	DATE SIGNED	REGISTERED VOTING ADDRESS (Street) (City, Town or Village)	ZIP CODE	CONG DIST.	NAME (Printed or Typed)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

signed this page of the foregoing petition, and each of them signed his or her name thereto in my presence, I believe that each has stated his or her name, registered voting address and city, town or village correctly, and that each signer is a registered voter of the state of Missouri and _____ County.

_____ Signature of Affiant (Person obtaining signatures)

_____ Address of Affiant

Subscribed and sworn to before me this _____ day of _____, A.D. _____.

_____ Signature of Notary

Notary Public (Seal)

My commission expires _____

In addition to the petition, the candidate must also follow the same qualifications, declarations, and acknowledgements as party affiliated candidates filed during the filing period.

As primary elections are partisan elections, the independent candidate will ONLY appear in the general election for the filed office.

Sample Petition Page

Political Party Contact Information

Constitution Party of Missouri

- Website: https://cpmo.us/

Greene County Democratic Party

- Phone: 417.886.8980
- Email: execdirector@gcmodemocrats.org
- Website: http://www.gcmodems.org/

Missouri Green Party

- Phone: 573.207.9513
- Email: outreach@missourigreenparty.org
- Website: https://www.missourigreenparty.org/

Libertarian Party of Greene County

- Email: info@ozarkslp.org
- Website: http://www.ozarkslp.org/

Greene County Republican Party

- Phone: 417.823.9130
- Website: https://www.greenecountygop.org/