



First Time Candidate Guide for the April 5, 2022 Election

For the April 5, 2022 election of four Aldermen, one from each Ward of the City of Crestwood, for a term of three (3) years, which term shall expire in April 2025.

The information contained herein is meant only to serve as an informational guide for those interested in learning more about running for office.

City of Crestwood Charter - Article III

Section 3.3 QUALIFICATIONS. No person shall be elected or appointed to the Board of Aldermen who is not at least twenty-one (21) years of age, a citizen of the United States, an inhabitant and a qualified voter of the City for at least one (1) year, and a resident of the respective ward for at least ninety (90) days. Candidates must meet all qualifications as of the date of filing for election or on the date of appointment to office. No person may be elected or appointed to the Board of Aldermen who is either delinquent in the payment of any Crestwood taxes or fees, or a convicted felon. A person recalled from the office of alderman may again run for such office from which recalled following the expiration of the term in which such person was recalled, or may at any time run for a different office.

Bring these things to file:

1. The \$5.00 filing fee (Cash or check only).
2. Petition forms containing at least 20 signatures and addresses of registered voters *See instructions for Petitions

The following forms will be filled out at the City Clerk's Office -

- A copy of the Candidate's Affidavit of Tax Payments and Bonding Requirements filed with the Missouri Department of Revenue pursuant to 115.306.2 RSMo. Visit <https://dor.mo.gov/forms/5120.pdf> for an autofill copy if you wish to fill it out prior to coming to file.
- A copy of the Financial Disclosure Statement for Political Subdivisions form – this form may be filed online after Jan 1, 2022 - visit the Missouri Ethics Commission website at www.mec.mo.gov . You will need to create a login which may be done at any time.
- The Notice of Candidacy {this is also referred to as a Declaration of Candidacy}

NOTE: Identification needed for notarization if you are not known by sight to the City Clerk.

NOTE: The first day is a lottery system. YOU DO NOT NEED TO LINE UP OUTSIDE THE BUILDING.

A Lottery System means on the first day of filing the names of candidates shall appear on the ballot in an order determined by a random drawing. You will draw a number when at the time you file. For your safety we request that you contact the City Clerk by phone (314) 729-4711 or email hingold@cityofcrestwood.org prior to coming into the city offices to file. The City Clerk and/or her Deputy will be happy to set a time for you to file. You may walk in, but please be aware of all safety instructions posted. We apologize for any inconvenience and wish to provide accommodating access to candidates during the coronavirus pandemic. Please note due to the coronavirus pandemic walk in candidates may experience delays, so we do ask you to contact the City Clerk and set an appointment and be sent the documents you will need.

Instructions for Petitions

Our City Code states in Sec 8.5 Candidates for Office (d):

At the time of filing the notice of candidacy, each candidate shall file a petition containing the signatures and addresses of at least 20 registered and qualified voters of the City requesting that the candidate's name be placed on the ballot for the office requested. Candidates must also file, at the time of filing the notice of candidacy, a copy of his or her candidate's affidavit of tax payments and bonding requirements filed with the Missouri Department of Revenue pursuant to RSMo. 115.342.

QUALIFIED SIGNATURES - Don't assume that all signatures are "registered voters". At the time of filing the notice of candidacy, each candidate shall file a petition containing the signatures and addresses of at least twenty (20) registered and qualified voters of the city requesting that the candidate's name be placed on the ballot for the office requested.

The signatures can be from any ward in the City, not just the ward you are seeking to be elected to represent.

Please note the signature has to be legible and is subject to rejection by Saint Louis County for a variety of reasons. Most commonly that reason is the "voter" is not a registered voter at an address in the City of Crestwood.

Useful information for candidates:

DATES:

- Candidates may file their Notice of Candidacy and supporting petition(s) with the City Clerk or her designee beginning at 8:00 a.m. on Tuesday, December 7, 2021, and not later than 5:00 p.m. on Tuesday, December 28, 2021.
- Please note the Government Center is **closed** in honor of the Christmas Holiday on **Monday, December 27, 2021** and will **close at noon** on **Friday, December 24, 2021**. See the Notice of Election or the City's website.

Paid-for-by Disclaimer: Most Campaign materials need to have a paid-for-by disclaimer. See:

<https://www.mec.mo.gov/WebDocs/PDF/CampaignFinance/CampaignMaterialsIdReq.pdf>

for a brochure to aid in understanding the Campaign Finance Disclosure law.

Make sure your campaign volunteers are aware of State law: RSMo § 115.637

115.637. Class four election offenses. — The following offenses, and any others specifically so described by law, shall be class four election offenses and are deemed misdemeanors not connected with the exercise of the right of suffrage. Conviction for any of these offenses shall be punished by imprisonment of not more than one year or by a fine of not more than two thousand five hundred dollars or by both such imprisonment and fine: ...

Note >>> Subsection (18) which reads: Exit polling, surveying, sampling, electioneering, distributing election literature, posting signs or placing vehicles bearing signs with respect to any candidate or question to be voted on at an election on election day inside the building in which a polling place is located or within twenty-five feet of the building's outer door closest to the polling place, or, on the part of any person, refusing to remove or permit removal from property owned or controlled by such person, any such election sign or literature located within such distance on such day after request for removal by any person; ...



A few other helpful items:

The typical timeline for an election is as follows:

- October prior to the election year -The City will pass a resolution calling for an election
 - November—petition forms will be available on the Elections page on the City’s website
 - December—filing opens and closes (see the resolution issued in October for the exact date each year)
 - April - Election Day
 - The newly elected Aldermen are normally sworn in at the second meeting in April, after certified election results are received by the City Clerk.
-

After the Election successfully elected candidates should expect:

- The St Louis County Board of Elections will certify the election results, you will be sworn in after those results are received. Normally the meeting to take your seat would be the second meeting in April.
 - You will receive \$350 monthly compensation. (amount fixed by ordinance)
 - You will be expected to serve as an aldermanic representative on a couple of committees, please expect to be committed to approximately four meeting per month (two aldermen meetings and then two committee meetings or special meetings), as well as, closed sessions and workshops on occasion.
 - The MML training offered for the newly elected officials.(Next session - June 9-10, 2022)
-

Helpful Sections of the Charter and Code:

The City Code <https://www.ecode360.com/CR3957>

- Article Two -Board of Aldermen
- Section 8-5 Candidates for Office

The City Charter <https://www.cityofcrestwood.org/DocumentCenter/View/80/City-of-Crestwood-Charter-PDF>

