



CALHOUN COUNTY CLERK AND REGISTER OF DEEDS

Kimberly A. Hinkley
Clerk & Register of Deeds
37th Circuit Court Clerk

Julie Peet
Chief Deputy Clerk & Register

"The history of your life is kept in our records!"

The following information is provided by Jill L. Stout – Election Specialist. Email: JStout@calhouncountymi.gov, Phone: 269-781-0988.

**FILING FOR THE CITY OFFICE OF: Mayor
Council Member, Commissioner**

A candidate shall be a resident and registered voter of the city the individual seeks to represent and shall remain a resident and registered voter to hold his/her office, if elected. Elections for city offices shall be by non-partisan elections.

GENERAL ELECTION DATE: November 8, 2022

FILING OFFICIAL: Your City Clerk's office

FILING REQUIREMENTS FOR:

- **Candidates seeking election**

The filing deadline for city candidates vary depending on City Charter requirements. Contact your City Clerk directly for details. A complete filing includes an **Affidavit of Identity** AND **Non-Partisan Nominating Petitions**.

Under **Michigan's Campaign Finance Act**, a candidate may not have any outstanding notices of Failure to File or late filing fees with any filing official in the state as of the date the affidavit is executed.

The proper petition for non-partisan city candidates to use is: "Nominating Petition (City/Township/Non-Partisan)". All nominating petitions can be obtained at you City Clerk's office.

Once the petition signatures are approved, the candidate's name will appear on the official General Election Ballot in November.

Withdrawal: the deadline for withdrawing a candidate filing is generally three (3) days. Check with your City Clerk for the exact day., The withdrawal must be in writing and must be filed with your City Clerk.

❖ *The information in this document is also available at www.calhouncountymi.gov/elections where you can find digital versions of the forms and instructions.*

MARSHALL OFFICE

315 W. Green Street, Marshall, MI 49068
Telephone **269.781.0707**
Fax **269.781.0721**
Clerk and Register of Deeds/ Election Services
Visit our web page: www.calhouncountymi.gov

BATTLE CREEK OFFICE

161 E. Michigan Ave., Battle Creek, MI 49014
Clerk's Office: **269.969.6908**
Circuit Court Clerk's Office: **269.969.6518**
www.Clerk-ROD@calhouncountymi.gov

- **Write in Candidates**

A candidate who wishes to seek a city office with “write-in” votes for the November General election must file a Declaration of Intent with your City Clerk no later than October 28, 2022 by 4:00pm.

- **Petitions**

A summary of the laws, court rulings and Attorney General Opinions which govern the validity of signatures is available in the [‘Circulating and Canvassing City/Township Nominating and Qualifying Petitions Forms’](#) booklet ED-106 (April 2020).

CAMPAIGN FINANCE REPORTING:

State and **local candidates are required to comply with the financial disclosure requirements** provided under [Michigan’s Campaign Finance Act](#), P.A. 377 of 1976.

- You must complete and file a [Statement of Organization](#) with the County Clerk in Marshall (be sure to request the waiver if you don’t expect to exceed \$1,000 in contributions, expenditures or debt) within 20 days of becoming a candidate.
- If you spend, receive or have a debt of over \$1,000 by **October 23RD** you are required to file a **Pre-Election Campaign Finance Report** by **October 28TH** with the County Clerks Office – Elections Division in Marshall. If you filed a Pre-Election report OR you spent, received or have debt of over \$1,000 by **November 28TH** you are required to file a **Post-Election report** by **December 8TH**. The Campaign Finance booklet and/or various forms are available on the internet, simply go to [Secretary of State, Campaign Finance Disclosure, Instructions and Forms](#) – Candidate Committees.
- An individual becomes a candidate under the MCFA as soon as he/she:
 - Files an affidavit, fee or nominating petition OR
 - Is certified as the nominee of his/her political party OR
 - Receives a contribution (includes contributions from the candidate’s own personal funds), makes an expenditure, or authorizes someone else to do so on his/her behalf OR
 - Is the subject of a recall vote OR
 - Was elected to an elective office and can seek re-election.

After the Election:

- Successful candidates may be required to file the [Campaign Finance Compliance Affidavit](#).
- Future Campaign Finance Reports include: July and October Quarterly Reports, and Annual Reports.
- If you are not successful in your campaign efforts, you must gain a [Reporting Waiver](#), continue to file campaign statements or [dissolve the committee](#). Don’t let fees accrue; work with us to wrap up the committee. Committees that have a Reporting Waiver may file a single-page [Dissolution Campaign Statement](#).

Helpful Candidate Information:

The Qualified Voter File (QVF), a statewide voter registration file, is available in our office and can be a valuable tool for your campaign. Information acquired from the QVF includes: registered voters in the county, those who voted in a previous Primary or General election, absentee voters, voters by age group, a street index of the county, or a walking list if you’re planning to go door-to-door.

The County's Freedom of Information Act (FOIA) request system has changed effective 3/04/19. Calhoun County Board of Commissioners FOIA [Policy Statement 233](#). If you choose not to use the FOIA Portal, this [FOIA form](#) can be used to make your request.