



## CALHOUN COUNTY CLERK AND REGISTER OF DEEDS

**Kimberly A. Hinkley**  
Clerk & Register of Deeds  
37<sup>th</sup> 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](mailto:JStout@calhouncountymi.gov), Phone: 269-781-0988.

**Filing for the Village Offices of:**

- President**
- Clerk, Treasurer, Trustee**
- Library Board**

Elected village offices vary by Village. A candidate shall be a resident and registered voter of the village in which election is sought and shall remain a resident and registered voter to hold his/her office, if elected. A village shall hold its regular election for a village office at the general election and the appropriate township clerk shall conduct the election. Elections for village offices shall be by nonpartisan elections.

**GENERAL ELECTION DATE: November 8, 2022**

**Filing Official: Your Township Clerk's Office**

**Filing requirements for:**

- Candidates seeking a nonpartisan village office**

The filing deadline for nonpartisan village candidates is **JULY 26, 2022, 4:00 pm**. A complete filing includes an [\*\*Affidavit of Identity\*\*](#) **AND** [\*\*Nominating Petitions \(Village\)\*\*](#). Special Note: A Village Library Board candidate may file an Affidavit of Identity AND either Village Nominating Petitions OR a \$100 nonrefundable filing fee.

*All candidates* must submit an **Affidavit of Identity**. 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 petitions for nonpartisan village candidates to use are: "**Nominating Petition (Village)**". Village nominating petitions can be obtained at your Township Clerk's office.

Once the petition signatures have been approved, the candidate's name will appear on the official General election ballot in November.

Withdrawal: the deadline for withdrawing a candidate filing is **JULY 29, 2022, 4:00 pm**. The withdrawal must be in writing and must be filed with the Township Clerk.

❖ *The information in this document is also available at [www.calhouncountymi.gov/elections](http://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](http://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](mailto:www.Clerk-ROD@calhouncountymi.gov)

- **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).

- **For write-in candidates**

A candidate who wishes to seek election to a village office with write-in votes must file a [Declaration of Intent](#) with your Township Clerk no later than **4:00 pm on OCTOBER 28, 2022**.

### 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.
- 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.

Please let us know if we can be of assistance to you. Our phone number is 269.781.0988, fax 269.781.0703, or email: [JStout@calhouncountymi.gov](mailto:JStout@calhouncountymi.gov).