



## 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 County Office of: County Commissioner** ([District Maps](#) available on Co Clerk's webpage)

**District 1:** City of Battle Creek Precincts 4, 5, 7, 12, 20 and 22, City of Springfield Precincts 1 and 2

**District 2:** City of Battle Creek Precincts 1, 10, 15, 17, 18, 19, and 21

**District 3:** City of Battle Creek Precincts 2, 3, 6, 8, 9, 11, 13, and 23

**District 4:** Charter Townships of Bedford Pcts. 1, 2, 3 and Pennfield Pcts. 1, 2, 3, and Convis Twp.

**District 5:** Charter Twp. of Emmett Pcts. 1, 2, 3, 4, Leroy Pcts. 1 and 2, and Newton

**District 6:** City of Marshall Precincts 1 and 2, and Townships of Athens, Burlington, Clarendon, Fredonia, Marshall, and Tekonsha

**District 7:** City of Albion Precincts 1, 2, 3, 4, 5 and 6, and Townships of Albion, Clarence, Eckford, Homer, Lee, Marengo, and Sheridan.

Candidate shall be a resident and registered voter of the district in which election is sought and shall remain a resident and registered voter to hold his/her office, if elected. Nominations and elections for county commissioner offices shall be by partisan elections.

**Primary Election: August 2, 2022**

**General Election: November 8, 2022**

**Election Cycle: January 01, 2023 through December 31, 2024**

**Filing Official:** Calhoun County Clerk-Election's Office located at 315 W. Green Street, Marshall, Michigan; room 2-100; office hours: Monday-Thursday, 8:00am to 5:00pm, Fri, 8:00am – 12pm

### Filing requirements for ....

- Candidates seeking the Republican Party or Democratic Party nomination**

The filing deadline for a partisan candidate is **APRIL 19, 2022, 4:00 pm**. A complete filing includes an **Affidavit of Identity** AND either **Partisan Nominating Petitions** OR a **Non-Refundable \$100 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 filings fees with any filing official in the State as of the date the affidavit is executed.

#### 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)

The proper petitions for partisan county commissioner candidates to use are: ‘**Nominating Petitions (City/Township Partisan)**’. Petitions must bear a [minimum of 20 valid signatures](#) from registered voters in the district; up to 50 signatures can be filed to cover the minimum signature requirement. 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. These City/Township Partisan Nominating petitions can be obtained at our County Clerk-Election’s office in Marshall.

A \$100.00 filing fee may be submitted in lieu of a petition. Cash or check is accepted, and a receipt will be issued at time of filing. If filing by check, please make payable to: The Calhoun County Clerk’s Office.

Once approved the candidates name will appear on the official Primary ballot; the winning nominees will appear on the General election ballot.

Withdrawal: the deadline for withdrawing a candidate filing for party nomination is **APRIL 22, 2022, 4:00 pm**. The withdrawal must be in writing and must be filed with the County Clerk-Election’s office in Marshall.

❖ *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.*

- **‘No Party Affiliation’ candidates**

The filing deadline for candidates without political party affiliation is **JULY 21, 2022, 4:00 pm**. A complete filing includes an **Affidavit of Identity AND Qualifying Petitions**.

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 filings fees with any filing official in the State as of the date the affidavit is executed.

The proper petitions for county commissioner candidates without political party affiliation to use are: ‘**Qualifying Petitions Candidate Without Party Affiliation (City/Township Partisan)**’. Petitions must bear [a minimum of 60 valid signatures](#) from registered voters in the district; up to 150 signatures can be filed to cover the minimum signature requirement.

Once approved the candidates name will appear on the official General election ballot in November.

Withdrawal: the deadline for withdrawing a no party affiliation candidate filing is **JULY 25, 2022, 4:00 pm**. The withdrawal must be in writing and must be filed with the County Clerk-Election’s office in Marshall.

- **For minor party candidates**

A candidate who wishes to seek a county commissioner office as a minor party candidate must receive nomination to the office at the party’s nominating convention. The party’s convention must be held no later than August 2, 2022. The minor party must have ballot status in Michigan.

Within one business day after the conclusion of the nominating convention, party officials must submit a Certificate of Nomination to document the individual’s nomination to the office, an [Affidavit of Identity](#) (in duplicate completed by the candidate) and a [Certificate of Acceptance](#) (completed by the candidate).

Such candidates will appear on the November 8, 2022 General election ballot.

Withdrawal: candidates nominated and certified via convention shall not be permitted to withdraw.

- **For write-in candidates**

A candidate who wishes to seek the **Republican Party** or **Democratic Party** nomination to the office of county commissioner with write-in votes must file a [Declaration of Intent](#) with our County Clerk-Election’s office in Marshall no later than **4:00 pm on JULY 22, 2022**.

A candidate who wishes to seek election of the office of county commissioner with write-in votes must file a [Declaration of Intent](#) with our County Clerk-Election's office in Marshall no later than **OCTOBER 28, 2022, 4:00 pm** to be eligible for the November 8, 2022 general election.

### Campaign Finance Reporting:

- State and local candidates are required to comply with the financial disclosure requirements provided under [Michigan's Campaign Finance Act](#) (MCFA), P.A. 388 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 bid, 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. Committee's 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).