



## 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), 269-781-0988

**FILING FOR TOWNSHIP OFFICE:**

- SUPERVISOR**
- CLERK**
- TREASURER**
- TRUSTEE**
- CONSTABLE** (*Burlington Township, one position only*)

A candidate shall be a resident and registered voter of the township in which election is sought and shall remain a resident and registered voter to hold his/her office, if elected. Nominations and elections for these townships' offices, except for library board candidates, shall be by partisan elections. Public library directors shall be listed on the non-partisan portion of the ballot (refer to separate filing instructions).

**Primary Election:** August 2, 2022  
**General Election:** November 8, 2022  
**Election Cycle:** November 2, 2020 through November 5, 2024, 4 Year Term

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

### Filing Requirements for:

- **Candidates seeking the Republican Party or Democrat Party nomination**  
The filing deadline for a partisan candidate is **April 19, 2022, 4:00pm**. A complete filing includes an [Affidavit of Identity](#) AND either **Partisan Nominating Petition or a \$100 Non-Refundable Filing Fee**.

**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 partisan township candidates to use are: "Nominating Petitions (City/Township Partisan)". All nominating petitions can be obtained at your Township Clerk's Office.

- ❖ In a jurisdiction with less than 10,000 in population (based upon the most recent federal census), petitions must bear a minimum of **3 valid signatures** from registered voters in your township: **up to 10 signatures** can be filed to cover the minimum signature requirement.
- ❖ In Emmett Charter Township, a population of 10,000 to 24,999 petitions must bear a minimum of **20 valid signatures** from registered voters in your township; **up to 50 signatures** can be filed to cover the minimum signature requirements.

#### 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)

Once the petition signatures are 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 nominations is **April 22, 2022, 4:00pm**. The withdrawal must be in writing and must be filed with your Township Clerk.

❖ This information in this document is also available at [www.calhouncountymi.gov/elections](http://www.calhouncountymi.gov/elections)

- **‘No Party Affiliation’ candidates**

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

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 officials in the State as of the date the affidavit is executed.

- ❖ The proper petitions for township candidates without political party affiliation to use are: **“Qualifying Petitions Candidate Without Party Affiliation (City / Township)”**. In a jurisdiction with less than 10,000 in population (based upon the most recent federal census), petitions must bear a minimum of *9 valid signatures* from registered voters in your township; *up to 30 signatures* can be filed to cover the minimum signature requirement.
- ❖ In Emmett Charter Township, a population of 10,000 to 24,999 petitions must bear a *minimum of 60 valid signatures* from registered voters in your township; *up to 150 signatures* can be filed to cover the minimum signature requirements.

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, 4:00pm. The withdrawal must be in writing and must be filed with your Township Clerk.

- **For Minor party candidates**

A candidate who wishes to seek a township office as a minor party 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 on 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, and an ***Affidavit of Identity*** (in duplicate) completed by the candidate.

- **For Write-In Candidates**

A candidate who wishes to seek the **Republican Party or Democratic Party** nomination to the office to township official with write-in votes must file a ***Declaration of Intent*** with your Township Clerk no later than **4:00pm on July 22, 2022** to be eligible in the August 2, 3033, primary election.

A write-in candidate is nominated to the office if he/she receives more votes than any other candidate seeking nomination to the position AND meets a vote threshold provided under Michigan election law (MCL 168.582)

A candidate who wishes to seek election of the office of township official with write-in votes must file a [Declaration of Intent](#) with your Township Clerk no later than October 28, 2022, 4:00pm 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 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 Statements, and Annual Reports.
- If you are not successful in your bid, you must gain a Reporting Waiver, continue to file campaign statements for 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 03/04/2019. See [Calhoun County Board of Commissioners FOIA Policy Statement](#) 233. If you choose not to use the FOIA Portal, this [FOIA form](#) is available online or at the Elections Office.

*Please let us know if we can be of assistance to you. The Elections Office phone # is 269-781-0988, or email: [JStout@calhouncountymi.gov](mailto:JStout@calhouncountymi.gov)*