



"We Keep the Records of Your Life"

The following information is conveniently located on our Calhoun County Clerk-Election's webpage at co.calhoun.mi.us in the Elections menu. Accessing the electronic version will provide easy access to forms and additional information underlined in blue.

Filing for the Recall of Albion City Precinct 3 Council Member, partial term ending 12/07/2020.

A 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. Elections for this city office shall be by nonpartisan elections.

Special Election: November 5, 2019

Filing Official: the Albion City Clerk's Office; City Clerk Jill Domingo may be contacted at 517.629.7864, by email at jadomingo@cityofalbionmi.gov, or at the Albion City Hall, 112 W. Cass Street in Albion, office hours are Monday through Friday, 8:00am to 5:00pm.

Recall petitions have been reviewed, and the County Clerk-Election's staff has determined the minimum of 132 petition signatures required to effect a recall of Albion City Precinct 3 Council Member Sonya Brown, have been found valid. On July 16, 2019 Calhoun County announced the Official Call of Election for the November 5, 2019 Special Election.

Filing requirements for

- **Incumbent Candidate**

Sonya Brown, the current City of Albion Precinct 3 Council Member, did not withdraw within 10 days of the petition filing, thus her name will appear on the November Special Election ballot.

- **Candidates seeking a nonpartisan city office**

The filing deadline for nonpartisan **ALBION CITY, PRECINCT 3** candidates is **JULY 26, 2019, 4:00 pm.**

A complete filing includes an **Affidavit of Identity** AND
Nonpartisan Nominating Petitions (minimum of 1, no more than 2 signatures) **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 filings fees with any filing official in the State as of the date the affidavit is executed.

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 Nonpartisan Nominating petitions can be obtained at your City Clerk's office.

Once approved the candidates name will appear on the official Special Election ballot.

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.

Once any of the conditions above has been met, you have:

- 10 days to form a Candidate Committee
- 10 additional days to register your committee by filing a [Statement of Organization](#) with our County Clerk-Election's office in Marshall.
- You will receive a committee ID number from our County Clerk-Election's office to use on all of your future filings and documents; make sure your mailing address and email address is kept up to date so you receive all of the mail sent to you. File on time as late fees apply.

When completing the Statement of Organization:

- Pick a responsible and detail oriented treasurer (Item 8); the duties of the Treasurer are substantial and are covered in [Appendix A](#). Note: the candidate can also serve as Treasurer, simply indicate 'same'.
- Apply for a [Reporting Waiver](#) (Item 10) if you do not expect to spend or receive in excess of \$1,000 per election.
- Bank Accounts (Item 11): the committee must have a separate account in a bank, savings and loan or credit union to receive contributions. Do not commingle committee funds with any other funds. We do not issue FEIN numbers and we are not able to provide advice on the process of opening an account. Each financial institution has rules and regulations.

- Read the [Candidate Committee Manual and Appendices](#).
- Learn about [contributions](#) and [expenditures](#) and what you will be required to report for contributors and vendors used during the campaign. Know what contributions are prohibited as listed in [Appendix O](#) and [Appendix I](#). And know the [Contribution Limits](#) for your committee.
- If you do NOT request a Reporting Waiver, be certain you know what reports needs to be filed, and the [filing deadlines](#); avoid late filing fees, file on time!
Pre-November 5, 2019 General Election Report: Close of Books October 20th, file by October 25th
Post-November 5, 2019 General Election Report: Close of Books November 25th, file by December 5th
- The Election Cycle for this office is: **February 25, 2019 through November 5, 2019**
- Review and understand the [paper Campaign Statement Forms](#) that need to be filed timely with our County Clerk-Election's office in Marshall.
- Be aware of [Late Contribution Reporting](#) as late filing fees are substantial.
- Monitor your records [on-line](#) at the [County Clerk-Elections Campaign Finance webpage](#).
- Don't forget to put identifiers on your publications as explained in [Appendix J](#).
- Book mark these two web pages and read the material on them: [Candidate Committee Information](#) and [General Information on the MCFA](#).

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. This information can be obtained through a [Freedom of Information Request](#). The cost for a hard copy of the information is \$.02 per name; labels are \$.03 per name; or information emailed in an Excel spreadsheet format, or saved to your memory stick, is \$.005 per name (minimum charge of \$10.00).

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: tloew@calhouncountymi.gov.

MARSHALL OFFICE

315 W. Green Street, Marshall, MI 49068
Telephone: 269.781.0707
Fax: 269.781.0720
Clerk and Register of Deeds / Election Services

Visit our web page: www.co.calhoun.mi.us

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

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