INSTRUCTIONS FOR FILING AS A CANDIDATE FOR CITY OF FARGO OFFICE

Election To Be Held June 14, 2016

1. Forms are available in the City Auditor's Office, 200 3rd Street North.

2. City Commission candidates **must** file a **Campaign Contribution Form**.

3. City Commission candidates must file a Statement of Candidacy and file a petition of nomination **OR** pay $100.00 fee in lieu of filing petitions.

4. If petitions are filed, they must contain at least 300 signatures of qualified electors.

5. **All Candidates must file a Statement of Interest form.**

6. Filing deadline is no later than **4:00 o'clock Monday, April 11, 2016.**

7. Drawing for position on the ballot will be held at noon on **Tuesday, April 12, 2016**, in the City Commission Room.

8. Please be sure to indicate on your Statement of Candidacy how you would like your name printed on the Ballot.

ELECTION SEATS FOR 2016 CITY ELECTION

TWO CITY COMMISSIONERS - (4 year term) Must be a qualified elector in the City of Fargo and must have been in continuous residence for the last six months before filing nomination papers.

STATEMENT OF CANDIDACY

I, _____ whose residence and post office address is _____ in the City of Fargo, North Dakota, do hereby file for the office of _City Commission_ of the City of Fargo for a term of __4___ years to be voted on at the Primary Election on June 14, 2016.

_____
Signature

_____
Witness

On this _____ day of _____, 2016, I received $100.00 from the above.

_____
City Auditor's Office

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PETITION FOR NOMINATION

To City Auditor, Fargo, North Dakota

We, the undersigned legal voters and electors in the City of Fargo, North Dakota, do, hereby nominate

_____,

whose residence/post office address is _____ in the City of Fargo, North Dakota, for the office of **CITY COMMISSIONER** of the City of Fargo, North Dakota, for a term of four (4) years, to be voted on at the Primary Election to held on **June 14, 2016.**

Please indicate how you wish to have your name printed on the Ballot Form.

No.	Date Signed Month Day Year	Name of Elector	Post Office Address & Residence in Fargo ND **(Give Number & Street Name)**
1			
2			
3			
4			
5			
6			
7			
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25			

No.	Date Signed Month Day Year	Name of Elector	Post Office Address & Residence in Fargo, North Dakota **(Give Number & Street Name)**
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STATEMENT OF INTERESTS

SECRETARY OF STATE

SFN 10172 (10-2015)

Secretary of State
State of North Dakota
600 E Boulevard Ave Dept 108
Bismarck ND 58505-0500
Telephone: (701) 328-4146
Toll-Free: (800) 352-0867, option 6
Fax: (701) 328-3413
Email: soselect@nd.gov
Website: Vote.ND.Gov

SEE PAGE 4 FOR INSTRUCTIONS

References to the Statement of Interests are found in North Dakota Century Code, Chapter 16.1-09.

FILING REQUIREMENTS FOR STATEMENT OF INTERESTS

1. Every candidate for elective office shall file a Statement of Interests with the appropriate filing officer with whom the candidate filed his/her Certificate of Endorsement SFN 17196 or Petition/Certificate of Nomination SFN 2704.

   a. Candidates for President and Vice President of the United States shall file with the Secretary of State either a Statement of Interests as required by Chapter 16.1-09 of the North Dakota Century Code or a copy of the personal disclosure statement required by the Federal Election Commission.
   b. Candidates for US Senate and US House of Representatives shall file this form with the Secretary of State or a copy of the personal disclosure statement required by the Federal Election Commission.
   c. Candidates for statewide office shall file with the Secretary of State.
   d. Candidates for legislative office shall file with the Secretary of State.
   e. Candidates for Garrison Conservancy and Soil Conservation district shall file with the County Auditor in their county of residence.
   f. Candidates for District Judge shall file with the Secretary of State.
   g. Candidates for county offices shall file with the County Auditor.
   h. Candidates for city offices shall file with the City Auditor.
   i. Candidates for school district offices shall file with the School Business Manager of the school district.

   The Statement of Interests shall be filed at the same time a Petition/Certificate of Nomination or Certificate of Endorsement is filed.

   Candidates filing a Statement of Interests for the primary election need not re-file for the general election.

2. Every person appointed by the Governor to a state agency, board, bureau, commission, department, or occupation or professional licensing board shall file a Statement of Interests with the Secretary of State no later than the announcement of the appointment.

Please refer to the instructions provided on page 4 of the Statement of Interest for answering specific questions before completing this form.

Please Print

Name of Candidate or Appointee			Telephone Number
Spouse's Name			
Address	City	State	Zip Code

Office Which Candidate is Seeking	OR	Position to Which Appointed

ITEM A

Name of Business or Employer

PRINCIPAL OCCUPATION/SOURCE OF INCOME (Check One)

☐ Farmer ☐ Military ☐ Investor or Retired ☐ Clerical and Sales ☐ Government Employee
☐ Business Owner ☐ Laborer ☐ Professional ☐ Craftsman ☐ Student
☐ Other _____

Spouse's Name of Business or Employer

SPOUSE'S PRINCIPAL OCCUPATION/SOURCE OF INCOME (Check One)

☐ Farmer ☐ Military ☐ Investor or Retired ☐ Clerical and Sales ☐ Government Employee
☐ Business Owner ☐ Laborer ☐ Professional ☐ Craftsman ☐ Student
☐ Other _____

Please Print

ITEM B

List the name of each business or trust that is NOT the principal source of income in which you and/or your spouse have a financial interest.

[BUSINESS NAME OR TRUST NAME (list city and state where located)]	SELF	SPOUSE
EXAMPLE: Make Me A Lot of Money Investment Co. (Mutual Funds) Bismarck, ND	X	X

ITEM C

List below the associations or institutions with which you and/or your spouse are closely associated, or serve as a director or officer, AND which may be affected by legislative action (for legislative candidates), or action of the officeholder of the office to which you are a candidate or appointee.

Place an "X" to indicate the interested party.

ASSOCIATION OR INSTITUTION	CAPACITY	SELF	SPOUSE

Please Print

ITEM D

Identify below by name, any business offices, business directorships, and fiduciary relationships that you and/or your spouse have held in the preceding year.

Place an "X" to indicate the interested party.

ASSOCIATION OR INSTITUTION	CAPACITY	SELF	SPOUSE

AFFIDAVIT

I, the undersigned, declare this Statement of Interests has been examined by me and to the best of my knowledge is a true, correct, and complete statement of my financial interests. I understand any intentional violation of the law requiring the filing of this statement shall result in my being deprived of my appointment or assuming the duties of the elective office.

Signature of Candidate or Appointee	Date

INSTRUCTIONS FOR STATEMENT OF INTERESTS

WHO FILES: The Statement of Interests must be filed by all candidates seeking to have their name placed on the ballot for federal, statewide, judicial district, legislative, county, multi-district, city, and school district office. Every person appointed by the Governor to a state agency, board, bureau, commission, department, or occupation or professional licensing board shall also file a Statement of Interests.

WHEN TO FILE: Every candidate for elective office must file a Statement of Interests with the appropriate filing officer at the same time as filing his/her Certificate of Endorsement SFN 17196 or Petition/Certificate of Nomination SFN 2704 and Affidavit of Candidacy SFN 2703. Appointees of the Governor shall file a Statement of Interests no later than the announcement of the appointment.

WHERE TO FILE:

FEDERAL, STATEWIDE, JUDICIAL, AND LEGISLATIVE DISTRICT CANDIDATES - File with the Secretary of State:

Secretary of State
State of North Dakota
600 E Boulevard Ave Dept 108
Bismarck ND 58505-0500

APPOINTEES OF THE GOVERNOR - File with the Secretary of State
COUNTY AND MULTI-DISTRICT CANDIDATES - File with the County Auditor in their county of residence
CITY CANDIDATES - File with the City Auditor
SCHOOL DISTRICT CANDIDATES - File with the School Business Manager

HOW TO FILE:

ITEM A - PRINCIPAL OCCUPATION: The occupations listed are those defined on the North Dakota state income tax return. Check only one category for the principal source of income for yourself, and only one for your spouse. Please mark and complete the box labeled "Other" if you or your spouse's occupation is not listed.

ITEM B - List by name each **business or trust** that is **NOT** the principal source of income, in which you and/or your spouse have a financial interest. Include any of the following that apply:

1. Any business or trust in which you and/or your spouse own a legal or equitable interest.

2. Any business or trust in which you and/or your spouse have investments. Include the name of the business or trust of which you have stocks, mutual funds, bonds, debentures, or debt obligations of corporations and/or municipal corporations. Financial interests that are contained in diversified portfolios need only be mentioned by the brokerage establishment it is with.

3. Any business or trust from which you and/or your spouse receive compensation.

4. Any business or trust paying you and/or your spouse a fee or commission for professional or consulting services. Include those public agencies from which you and/or your spouse received a fee or commission. Attorneys and others who list their principal occupation as "professional" are not required to list clients.

5. Public agencies (state or local) to which you and/or your spouse sold goods or services.

ITEM C - List the **associations** or **institutions** with which you and/or your spouse are closely associated, or serve as a director or officer of, and which maybe affected by legislative action (for legislative candidates) or action of the officeholder of the office to which you are a candidate or appointee.

List organizations and associations and note the capacity of you and/or your spouse's relationship such as "member", "board of directors", "consultant", etc.

ITEM D - Identify by name any **business office, business directorship**, and **fiduciary relationship** that you and/or your spouse have held in the preceding calendar year.

Fiduciary means acting as a guardian, trustee, executor, administrator, or conservator for any person, whether individual or corporate. Specify the capacity of the relationship of you and/or your spouse for any of the listed businesses, trusts and/or fiduciary relationships, such as "director", "executor", "trustee", etc.

SPECIAL NOTES:

Items B, C and D of this form have limited space for listing items. If you need more space, attach additional sheets in the same format and clearly identify which of the three items (B, C or D) the additional sheet continues. Insert the additional sheets into this form.

Use an "X" to indicate the "interest" relationship for (a) yourself, or (b) your spouse.

You are not required to list dollar amounts or the nature of the work performed in ITEMS B, C or D.

ASSISTANCE: Questions regarding the Statement of Interests may be directed to the Elections Unit of the Secretary of State's Office at (701) 328-4146 or (800) 352-0867 or the appropriate filing officer.

CAMPAIGN CONTRIBUTION STATEMENT
COUNTY OR CITY CANDIDATES

SECRETARY OF STATE
SFN 53970 (09-2013)

Secretary of State
State of North Dakota
600 E Boulevard Ave Dept 108
Bismarck ND 58505-0500
Telephone 701-328-4146
Toll Free 800-352-0867
Fax 701-328-3413
Web Site: www.nd.gov/sos/electvote

Campaign contribution reporting provisions are found in North Dakota Century Code, Chapter 16.1-08.1.

Please print.

Section A

Name of candidate seeking or holding office			
Office candidate is seeking or currently holding			
Candidate address (street address or post office box)	City	State	Zip Code
Name of person completing this report		Daytime Telephone Number	

Section B

TYPE OF REPORT	ELECTION DATE	REPORT DUE DATE	REPORT COVERS
☐ PRE-PRIMARY ELECTION REPORT		Due 32 days before the election	January 1 through 40 days before election
☐ PRE-GENERAL ELECTION REPORT			
☐ PRE-SPECIAL ELECTION REPORT			
☐ YEAR END REPORT		January 31 each year	Entire calendar year
☐ 48-HOUR REPORT		Within 48 hours if a contribution in excess of $500 is received within 39 days before the election	39 day period before election
☐ AMENDED (also mark applicable report being amended above)			

Section C

I certify that I have examined this Campaign Contribution Statement, including any attached addenda for filing with this statement, and to the best of my knowledge and belief it is true, correct and complete.

Signature of Person Completing this Report	Print Name of Person Completing this Report	Date

REPORTING REQUIREMENTS

A candidate for a county or city office (in cities with a resident population of 5,000 or more), is required by law to file a statement of contributions, known as a Campaign Contribution Statement (SFN 53970).

The statement must include the name and mailing address of all contributors who contributed in excess of $200 in the aggregate during the reporting period, the aggregated amount of the contributions from each listed contributor, and the date the most recent contribution was received from that contributor.

A year-end report must be filed for any year in which a candidate's name appeared on the ballot or in which the candidate sought election through write-in votes. This report must be filed even if the candidate received no contributions during the year or any reportable contributions in excess of $200.

For any year a candidate is not on the ballot, no year-end report must be filed unless the candidate received a contribution during the year. Then, a year-end report must be filed.

If applicable and if a report must be filed, please note the options in Schedule # 1, i.e., "No reportable contributions for reporting period" and "No reportable contributions since last report filed."

TYPES OF REPORTABLE CONTRIBUTIONS:

A gift, transfer, conveyance, provision, receipt, subscription, loan, advance, deposit of money, or anything of value, made for the purpose of influencing the nomination for election, or election, of any person to public office or aiding or opposing the circulation or passage of a statewide initiative or referendum petition or measure.

The term also means a contract, promise, or agreement, express or implied, whether or not legally enforceable, to make a contribution for any of the above purposes.

The term includes funds received by a candidate for public office or a political party or committee, which are transferred or signed over to that candidate, party, or committee from another candidate, party, or political committee or other source.

The term "anything of value" includes any good or service of more than a nominal value. The term "nominal value" means the cost, price, or worth of the good or service is trivial, token, or of no appreciable value. The term "contribution" does not include:

1. A loan of money from a bank or other lending institution made in the regular course of business.
2. Time spent by volunteer campaign or political party workers.
3. Money spent by a candidate on the candidate's own behalf.
4. Money or anything of value received for commercial transactions, including rents, advertising, or sponsorships made as a part of a fair market value bargained-for exchange.
5. Money or anything of value received by a candidate in that person's personal capacity, including pursuant to a contract or agreement made for personal or private employment purposes, and not received for a political purpose or to influence the performance of that person's official duty.
6. Contributions of products or services for which the actual cost or fair market value are reimbursed by a payment of money.
7. Independent Expenditure

INSTRUCTIONS FOR CAMPAIGN CONTRIBUTION STATEMENT

SECTION A: Campaign Contribution Statements must include information for contact purposes. The statement must indicate the name and daytime telephone number of the person completing the report, as well as the full name of the candidate, and the office the candidate is seeking or currently holding.

SECTION B: Campaign Contribution Statements must indicate that the report is a pre-primary, pre-general, pre-special, year-end, 48-hour, or amended report.

SECTION C: The person completing the report must certify that the information contained in the report is true, correct, and complete by signing and dating the Campaign Contribution Statement.

Aggregate contributions must reference the date of the most recent contribution. Contributions made separately by different persons from joint accounts are considered separate contributions for reporting purposes.

FILING INSTRUCTIONS: Campaign Contribution Statements are deemed properly filed when deposited with or delivered to the appropriate filing officer within the prescribed time. A statement that is mailed is deemed properly filed when it is postmarked and directed to the appropriate filing officer within the prescribed time. If a statement is not received by the filing officer, a duplicate of the statement must be promptly filed upon notice by the filing officer of its nonreceipt.

WHERE TO FILE: COUNTY CANDIDATES	County Auditor in the candidates county of residence
WHERE TO FILE: CITY CANDIDATES	City Auditor in the candidates city of residence

SCHEDULE # 1 - Contributions Received In Excess of $200

Attach additional pages if necessary. Please print.

☐ No reportable contributions for reporting period.

☐ No reportable contributions since last report filed.

CONTRIBUTOR NAME	ADDRESS	AGGREGATE CONTRIBUTIONS	DATE OF MOST RECENT CONTRIBUTION MONTH/DAY/YEAR
EXAMPLE DOE, JOHN	100 1ST AVENUE BISMARCK ND 58501	$ 250	03/15/08

	CONTRIBUTOR NAME (last name, first name)	ADDRESS	AGGREGATE CONTRIBUTIONS	DATE OF MOST RECENT CONTRIBUTION MONTH/DAY/YEAR
1			$	
2			$	
3			$	
4			$	
5			$	
6			$	
7			$	
8			$	
9			$	
10			$	
11			$	
12			$	
13			$	