



**Orrock TOWNSHIP
CANDIDATE FILING
INFORMATION 2024**

This packet contains selected general information regarding the candidate filing and election process for township offices. The process is principally governed by Minnesota Statutes, Chapter 200 through 211B. Please refer to these sources for more complete information.

If you have any questions pertaining to the election, feel free to call the Orrock Town Clerk 763-263-6411

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FILING FOR OFFICE

When to File:

Filing for the Township office opens Tuesday, July 30, 2024 and ends at 5:00 p.m. on Tuesday, August 13, 2024.

A candidate who provides the filing fee by a check or other instrument for which sufficient funds are not available will have his or her name removed from the ballot and is liable for all costs incurred by election officials in removing the name from the ballot. (MS 204B.11)

A candidate for a municipal elective office may withdraw from the election by filing an affidavit of withdrawal with the township clerk no later than 5:00 p.m. August 15, 2024. After that date, no candidate may file an affidavit of withdrawal. Filing fees are not refundable.

July/August 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

Qualifications for candidates filing for office:

- eligible voter
- at least 21 years of age when assuming office
- resident of district for thirty days preceding the General Election
- has not filed for another office in the same election

AFFIDAVIT OF CANDIDACY

An individual who is eligible and desires to become a candidate for an office to be voted on at the election must file an affidavit of candidacy with the township clerk. The affidavit must be in substantially the same form as that in section 204B.06 subdivision 1. The township clerk shall also accept an application signed by at least 5 voters and filed on behalf of an eligible voter in the township whom they desire to be a candidate, if service of a copy of the application has been made on the candidate and proof of service is endorsed on the application being filed. No individual shall be nominated by nominating petition for a township elective office except in the event of a vacancy in nomination as provided in section 205A.03, subdivision 6. Upon receipt of the proper filing fee, the clerk shall place the name of the candidate on the official ballot without partisan designation. Affidavits of candidacy for township candidates must be filed during the applicable filing period. The affidavit must be signed in the presence of a notarial officer. Filings are not complete without the filing fee or petition filed in lieu of the fee. The candidate should be prepared to supply satisfactory evidence of identification.

All candidates, including those filing by petition, must file affidavits stating, in part,

- the name of the office sought
- that the candidate is an eligible voter
- that he/she has no other affidavit on file for any other office for the election
- that the candidate meets the qualifications for the office; and
- that the name listed on the affidavit is the candidate's true name or name by which the candidate is commonly known in the community.

Filing Fee (or Petition in Lieu of Filing Fee)

To petition in lieu of a filing fee, five or more voters may "draft" a candidate by filling an application on behalf of a candidate with the clerk. The candidate must indicate his or her willingness to run by signing the application. The petition in lieu of a filing fee must have signatures of people who are eligible to vote in the election, either 500 signatures or a number equal to 2% of the total number of persons who voted in the last township election when the office was on the ballot (whichever is less). (M.S. 204B.11, subd 2; M.S. 205A.06, subd. 3 and 4)

Address of Residence

This form is to be attached to the Affidavit of Candidacy when a candidate has checked the Private Data box.

Campaign Financial Report

This form is to be submitted at various times throughout the campaign. The initial report of the candidate or committee must be filed within 14 days of the candidate or committee receiving contributions or making disbursements of more than \$750.

Additional reports are required as follows:

1. 10 days before the primary election
2. 10 days before the general election
3. **Annual report each year the campaign fund remains open**
4. A final report may be filed any time after the candidate or committee has settled all debts and disposed of all assets in excess of \$100.

Campaign Financial Report - Certificate of Filing

Each candidate or committee is required to submit this form within 7 days after the general election. A certificate of election for winning candidates will not be issued until this form is properly completed.

Affidavit of Withdrawal

If you wish to withdraw, you may do so until 5:00 pm on Thursday, August 15th, 2024. This form must be completed and submitted by that time if you wish to remove your name from consideration. Once this deadline has passed, your name can no longer be removed from the ballot.

Placement of Signs Along Trunk Highways

Please review this notice from the Minnesota Department of Transportation regarding placing signs in the right of way.

Additional Information

Additional information can be found via the Secretary of States webpage.
<https://www.sos.state.mn.us/>

2024 TOWNSHIP ELECTION DATE

(General Election)

TOWNSHIP ELECTION: Tuesday, November 5, 2024

If you have any questions on any of the items above, feel free to call the Township Clerk's Office at 763-263-6411.

Thank you.



26401 – 180TH ST. NW BIG LAKE, MN 55309

TEL: 763-263-6411 EMAIL: clerk@orrocktownship.com WEB: www.orrocktownship.com

Orrock Township has the following positions on the General Election Ballot

CANDIDATES MAY FILE FROM JULY 30, 2024 UNTIL AUGUST 13, 2024 at 5PM

Supervisor C (Bob Hassett) – 4-year term

Supervisor D (Gary Goldsmith) – 4-year term

Clerk (Chris Weber) – 4-year term

Candidates may file for only one position

Form Instructions for Township Office Candidates

Fill out the Affidavit of Candidacy form and file with the office of the town Clerk

1. Town clerks are the filing officers for the township offices, meaning the clerk, or designated deputy, administer candidate filing. If a town clerk has not appointed a deputy, the town treasurer shall perform the candidate filing duties when the clerk is absent. Arrangements may be made with the county auditor to receive township filings instead. (M.S. 205.13, subd. 1; 367.033)

If you check the box requesting that your residence address be private you MUST fill out the Address of Residence form and provide the documentation required

1. **Address of Residence form**
 - Fill out this form and provide a copy of:
 - A police report
 - OR
 - A copy of an order for protection
 - Form AND supplemental information MUST be filed at the same time as Affidavit of Candidacy

Ensure that the Affidavit is NOTARIZED prior to filing

Filing fee of \$2.00 may be made by personal check or cash only

Campaign Financial Report

- Completed only if candidate receives funding from another individual or group
- OR
- Candidate spends over \$750 on their campaign
- Form MUST be filed with the office of the clerk within 7 days after the board of Canvass (which occurs after the election)

Campaign Financial Report Certification of Filing

- MUST be completed by ALL Candidates
- Form MUST be filed with the office of the clerk within 7 days after the board of Canvass (which occurs after the election)

Office of the Minnesota Secretary of State - Elections Division
2023 Candidate Filing Information Sheet
(2022 Campaign Manual Supplement)

New Affidavit of Candidacy

There is a new [Affidavit of Candidacy](#) to be used for all candidate filings after June 1, 2023.

Email Addresses

[2023 Session Laws, chapter 62, article 4, section 70](#)

Candidates **must** provide a non-government issued email address on the affidavit of candidacy or attest that they do not have an email address.

- Affidavits of candidacy are updated to note this requirement and include an option to check if the candidate does not have an email address.

Residence Classified as Private Data

[2023 Session Laws, chapter 62, article 4, section 70](#)

Candidates may request their residence be classified as private data if the candidate has a reasonable fear regarding the safety of the candidate or the candidate's family.

- The candidate must provide their residential address to the filing officer to be kept privately.
- Any office where the residency requirement must be satisfied by the close of the filing period and where the candidate has requested their address be classified as private data, the filing officer must, within one day, determine whether that address is within the boundaries of the district represented by the office. *This is only for the offices of Governor, Lieutenant Governor, State Senator, and State Representative.*

There is a new [Address of Residence Form](#) that may be used for this request.

Pre-Primary Financial Reports

[2023 Session Laws, chapter 62, article 4, section 127](#)

All candidates are now required to submit a pre-primary report even if the jurisdiction has never been primary-possible.

- If a candidate has filed an initial report after receiving contributions or making disbursements of more than \$750, they are then required to file another report ten days before the primary or special primary (or the date when the primary would have taken place).



Office of the Minnesota Secretary of State
AFFIDAVIT OF CANDIDACY

Filing # _____
Cash/Check # _____
Amount \$ _____

Instructions

All information on this form is available to the public. Information provided will be published on the [Secretary of State's website](#). If filing for partisan office and not a major party candidate, you must file both an affidavit of candidacy and a nominating petition. (Minn. Stat. 204B.03)

Candidate Information

Name, Office, and Party

Candidate Name (as it will appear on the ballot)

Office Sought

District #

Political Party or Principle (State or Federal offices only)

Name of Incumbent (Judicial seats only)

Contact Information

Required (federal, judicial, county attorney, and county sheriff candidates are exempt)

Check box if you do not have an email address

Phone number

Email (non-government issued)

Address Information

Residence Address Required (unless box is checked; federal, judicial, county attorney, and county sheriff candidates are exempt)

My residence address is to be classified as private data.

I certify a police report has been submitted, an order for protection has been issued, or I have a reasonable fear for my or my family's safety; or my address is otherwise private by Minnesota law. I have attached a separate form listing my residence address.

Residence Address

City

State

Zip Code

Campaign Contact Information (Address required if box above is checked)

Campaign Address

City

State

Zip Code

Campaign Website

Affirmation

For all offices, I swear (or affirm) that this is my true name or the name by which I am generally known in the community.

If filing for a state or local office, I also swear (or affirm) that:

- I am eligible to vote in Minnesota;
- I have not filed for the same or any other office at the upcoming primary or general election except as authorized by Minn. Stat. 204B.06, subd. 9;
- I am, or will be on assuming office, 21 years of age or more;
- I will have maintained residence in this district for at least 30 days before the general election; and
- If a major political party candidate, I either participated in the party's most recent precinct caucuses or intend to vote for a majority of that party's candidates at the next general election.

If filing for one of the following offices, I also swear (or affirm) that I meet the requirements listed below:

- **United States Senator** – I will be an inhabitant of this state when elected and I will be at least 30 years old and a citizen of the United States for not less than nine years on the next January 3rd, or if filled at special election, within 21 days after the election.
- **United States Representative** – I will be an inhabitant of this state when elected and I will be at least 25 years old and a citizen of the United States for not less than seven years on the next January 3rd, or if filled at special election, within 21 days after the election.
- **Governor or Lieutenant Governor** – I will be at least 25 years old on the first Monday of the next January and a resident of Minnesota for not less than one year on election day. I am filing jointly with _____
- **Supreme Court Justice, Court of Appeals Judge, District Court Judge, or County Attorney** – I am learned in the law and licensed to practice law in Minnesota. My Minnesota attorney license number is _____ and a copy of my license is attached.
- **Supreme Court Justice, Court of Appeals Judge, or District Court Judge** – I will not turn 70 years of age before the first Monday of next January.
- **State Senator or State Representative** – I will have maintained residence in Minnesota not less than one year and in this district for six months on the day of the general or special election.
- **County Sheriff** – I am a licensed peace officer in Minnesota. My Board of Peace Officer Standards and Training license number is _____ and a copy of my license is attached.
- **School Board Member** – I have not been convicted of an offense for which registration is required under Minn. Stat. 243.166.
- **County, Municipal, School District, or Special District Office** – I meet any other qualifications for that office prescribed by law.

Candidate Signature _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary public or other officer empowered to take and certify acknowledgement

(Notary stamp)

Office of the Minnesota Secretary of State

ADDRESS OF RESIDENCE FORM

Instructions

This form is to be attached to the Affidavit of Candidacy when a candidate has checked the Private Data box.

The address of residence is classified as private data at the request of the candidate. The address of residence is used by the filing officer who received the affidavit of candidacy, upon written request of a registered voter, to determine whether the address of residence listed by the candidate is actually located in the area represented by the office sought, pursuant to *Minnesota Statutes*, section 204B.06, subd. 1b (b). While the candidate is not required to provide the address of residence, failure to provide the address of residence will result in an incomplete affidavit of candidacy and the rejection of the affidavit of candidacy, which will result in the omission of the candidate’s name from any ballot in the election for which the candidate attempts to file the affidavit of candidacy and pay the filing fee. This information will be available to the filing officer to whom the written request is delivered, to employees of that filing officer and to other elections officials with whom that filing officer consults in order to obtain information necessary to make the determination whether the address of residence listed by the candidate is actually located in the area represented by the office sought.

Candidate and Address of Residence

Candidate Name

Office Sought

Street Address

City

MN ZIP Code

Statement

Pursuant to *Minnesota Statutes* 204B.06, subd. 1b (c), I certify that a police report has been submitted, an order for protection has been issued, or I have a reasonable fear for my or my family’s safety; or my address is otherwise private by Minnesota law.

Signature of candidate

Date

Filing Officer Verification of Residence

For offices where a residency requirement must be satisfied by the close of the filing period (Governor, Lieutenant Governor, State Senator, and State Representative). Must be completed by the filing officer within one business day of receiving the filing.

I have determined that the address provided by the candidate on this form is within the area represented by the office the candidate is seeking.

Signature of filing officer

Date

CAMPAIGN FINANCIAL REPORT

(All of the information in this report is public information)

Name of candidate, committee or corporation _____

Office sought or ballot question _____ District _____

Type of report _____ Candidate report
 _____ Campaign committee report
 _____ Association or corporation report
 _____ Final report

Period of time covered by report:
 from _____ to _____

CONTRIBUTIONS RECEIVED

Give the total for all contributions received during the period of time covered by this report. Contributions should be listed by type (money or in-kind) rather than contributor. See note on contribution limits on the back of this form. Use a separate sheet to itemize all contributions from a single source that exceeded \$100 during the calendar year. This itemization must include name, address, employer or occupation if self-employed, amount and date for these contributions.

CASH \$ _____ TOTAL CASH-ON-HAND \$ _____
 IN-KIND + \$ _____
 TOTAL AMOUNT RECEIVED = \$ _____

DISBURSEMENTS

Include the amount, date and purpose for all disbursements made during the period of time covered by report. Attach additional sheets if necessary.

<i>Date</i>	<i>Purpose</i>	<i>Amount</i>
TOTAL		

CORPORATE PROJECT EXPENDITURES

Corporations must list any media project or corporate message project for which contribution(s) or expenditure(s) total more than \$200. Submit a separate report for each project. Attach additional sheets if necessary.

Project title or description _____

<i>Date</i>	<i>Purpose</i>	<i>Name and Address of Recipient</i>	<i>Expenditure or Contribution Amount</i>
TOTAL			

I certify that this is a full and true statement. _____

Signature _____ Date _____

Printed Name _____ Telephone _____ Email (if available) _____

Address _____

Report

Office

Name

For Office Use Only:

INSTRUCTIONS

(Reference: Minnesota Statutes, Chapters [211A](#) and [211B](#))

This CAMPAIGN FINANCIAL REPORT is for use by candidates and committees for county, municipal, school district and special district office **who receive contributions or make disbursements of more than \$750 in a calendar year**; committees or corporations spending more than \$750 for or against a ballot question in a calendar year; and corporations spending more than \$200 on activities to encourage participation in precinct caucuses, voter registration or voting.

Where to file this report:

Hospital Districts	The municipal (city or town) clerk – same place where filed affidavit of candidacy
Park Districts	The county auditor or municipal clerk – same place where filed affidavit of candidacy
School Districts	School district clerk
Townships	Town clerk
Cities	City clerk
Soil & Water Conservation Districts	County auditor
Counties	County auditor

Candidate or committee report: The initial report must be filed within 14 days after the candidate or committee receives contributions or makes disbursements of more than \$750 in a calendar year. Subsequent reports must be filed.

During an Election Year - An "election year" is any year in which the candidate's name or a question appears on the ballot.

In such a year (if an initial report has been filed) reports are required to be filed:

- 10 days before the primary or special primary
- 10 days before the general election or special election
- 30 days after a general election or special election
- By January 31 of each year following the year when the initial report was filed.

During a non-election year - By January 31 of each year following the year when the initial report was filed.

Once a final report* is filed, no further subsequent reports are required to be filed.

CONTRIBUTIONS: Means anything of monetary value that is given or loaned to a candidate or committee for a political purpose. "Contribution" does not include a service provided without compensation by an individual. **Each candidate or committee must list the total amount of cash-on-hand designated to be used for political purposes as of the close of the reporting period.**

CONTRIBUTION LIMITS: Candidates or candidate's committees for county, municipal, school district offices may not accept aggregate contributions in excess of \$600 in an election year or in excess of \$250 in a non-election year made or delivered by an individual or committee. However, candidates seeking election from districts with a population in excess of 100,000 may not accept aggregate contributions in excess of \$1,000 in an election year and \$250 in a non-election year.

BALLOT QUESTIONS: Any political committee, association or corporation that makes a contribution or expenditure to promote or defeat a ballot question as defined in Minnesota Statutes, section [211A.01](#) shall file reports with the filing officer responsible for placing the question on the ballot. Reports must be filed within 14 days of receiving contributions or making disbursements of more than \$750 in one calendar year, using the same schedule as above.

CONGRESSIONAL CANDIDATES: Candidates for election to the United States House of Representatives and Senate and any committee raising funds exclusively on behalf of any one of those candidates may file copies of the reports required by federal law in lieu of those required by Minnesota Statutes Chapter [211A](#).

CORPORATE ACTIVITIES TO ENCOURAGE PARTICIPATION: Corporations may contribute to or conduct public media projects to encourage individuals to attend precinct caucuses, register or vote if the projects are not controlled by or operated for the advantage of a candidate, political party or committee. The total amount of expenditures or contributions for any one project greater than \$200, together with the date, purpose and the names and addresses of the persons receiving the contribution or expenditures must be reported. Reports must be filed with the Secretary of State, 180 State Office Building, St. Paul, MN 55155-1299, using the same schedule as above.

***FINAL REPORT:** A final report may be filed any time after the candidate, committee or corporation has settled all debts and disposed of all assets in excess of \$100 in the aggregate. Check final report under "type of report".

PROHIBITED TRANSFERS: Candidates for county, municipal, school district or special district offices may not accept contributions from the principal campaign committees of any candidate for legislative, judicial or state constitutional office. In addition, a candidate may not make contributions to the principal campaign committee of any candidate for legislative, judicial or state constitutional office unless the contributions are made from the candidate's personal funds.

STATE CANDIDATES: Candidates and committees for state constitutional offices, the state legislature, supreme court, court of appeals, district court and committees for state constitutional amendments are governed by Minnesota Statutes Chapter [10A](#). Contact the State [Campaign Finance and Public Disclosure Board](#) for further information at (651) 539-1180.

Note: The filing officer must restrict public access to the address of any individual who has made a contribution that exceeds \$100 and who has filed with the filing officer a written statement signed by the individual that withholding the individual's address from the financial report is required for the safety of the individual or the individual's family.

Office of the Minnesota Secretary of State

CAMPAIGN FINANCIAL REPORT CERTIFICATION OF FILING

Instructions

Each county, municipal or school district candidate or treasurer of a committee formed to promote or defeat a ballot question shall certify to the filing officer that all reports required by *Minnesota Statutes* 211A.02 have been submitted to the filing officer or that the candidate or committee has not received contributions or made disbursements exceeding \$750 in the calendar year. The certification shall be submitted to the filing officer not later than seven days after the general or special election. (*Minnesota Statutes* 211A.05, subdivision 1)

Campaign Information

Name of candidate or committee

Office sought by candidate (if applicable)

Identification of ballot question (if applicable)

Certification

Select the appropriate choice below, and sign.

I do swear (or affirm) that all campaign financial reports required by Minnesota Statutes 211A.02 have been submitted to the filing officer.

I do swear (or affirm) that all campaign contributions or disbursements did not exceed \$750 in the calendar year.

Signature of candidate or committee treasurer

Date

Office of the Minnesota Secretary of State

AFFIDAVIT OF WITHDRAWAL

Instructions

Generally, a candidate who has filed an affidavit of candidacy may remove his or her name from the ballot by filing an affidavit of withdrawal by 5 p.m. no later than 2 days after the end of the filing period. The affidavit of withdrawal is filed with the same filing officer where the original affidavit of candidacy was filed. The withdrawal affidavit should include the candidate's name and office for which they filed and include a request to have their name withdrawn from the ballot. See the [Candidate Withdrawal](#) webpage for details regarding U.S. Presidential and Vice Presidential candidates, and candidates for State Constitutional Offices (Governor and Lieutenant Governor, Secretary of State, Attorney General, and State Auditor).

Statement

I,
certify that I filed an affidavit of candidacy for the office of
on _____, 2022. I request that my name be withdrawn from the ballot,
pursuant to *Minnesota Statutes* 204B.12, subd. 1.

Signature

Date

RE: Placement of Signs along Trunk Highways

CANDIDATES FOR PUBLIC OFFICE:

The Minnesota Department of Transportation reminds members of the public that placing signs, including campaign signs, within trunk highway right of way is prohibited. State law ([Minn. Stat. 160.2715](#)) prohibits the placement, painting, printing or affixing of advertisements or any object within the limits of a trunk highway, which includes driving lanes, inside and outside shoulders, ditches, sight corners at intersections and the area above and below the highway. The trunk highway system includes state, U.S. and interstate highways in Minnesota.

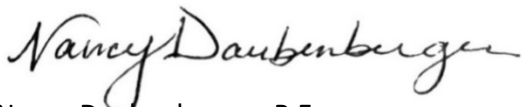
In addition, the Minnesota Outdoor Advertising Control Act ([Minn. Stat. 173.15](#)), which applies to land next to trunk highway right of way, prohibits the placement of advertising devices on private land without the consent of the owner or occupant; on trees, shrubs, or public utility poles; or by painting on rocks or natural features.

These laws protect the safety of both the traveling public and those who would place signs. They ensure that Minnesota complies with federal highway beautification laws. Right of way is used for a variety of purposes, including providing a safe place for vehicles that leave travel lanes, snow storage, location of public utilities, drainage of excess water away from roads, vegetation growth for aesthetics and erosion control and even pollinator habitat. Unauthorized signs and people stopping to place signs within the limits of the highway can create a safety hazard and compromise these functions.

County, city and township employees administer applicable laws on roads under their jurisdiction. MnDOT is responsible for the trunk highway system. Please contact local MnDOT offices for assistance when placing signs where trunk highway right of way cannot be clearly identified. Please ensure that those who place signs on your behalf are familiar with the law. Illegally placed signs will be removed by MnDOT employees and temporarily stored; please contact [local MnDOT district offices](#) promptly to retrieve signs that have been removed.

Thank you for your cooperation.

Respectfully,



Nancy Daubenberger, P.E.
Interim Commissioner