



2021 CANDIDATE GUIDE





June 1, 2021

Dear Candidate:

Thank you for your decision to run for elected office in the City of Saratoga Springs, Utah, and your willingness to serve the City and its residents.

This Candidate Guide has been prepared to share election information to assist you in your campaign, however; it is your obligation to follow the election laws of the State of Utah found in Title 10 and 20A of the Utah State Code.

If you have any questions or need more information, please feel free to contact me.

Best wishes for a successful campaign.

Yours truly,

Cindy LoPiccolo

Cindy LoPiccolo, MMC

City Recorder

City of Saratoga Springs

1307 N. Commerce Drive, Suite 100

Saratoga Springs, Utah 84045

(801) 766-9793 ext. 103

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FILING FOR CANDIDACY

OFFICES TO BE VOTED ON

Mayor 4 year term, serving January 2022 to January 2026
City Council two (2) positions – 4 year term, serving January 2022 to January 2026

CANDIDATE QUALIFICATIONS

MUNICIPAL CANDIDATE

Utah Code Annotated § 10-3-301

Utah Code Annotated § 20A-9-203

- Registered voter in the municipality in which the individual is elected*
- Must have resided within the municipality for which the candidate is seeking office for the 12 consecutive months immediately before the date of the election.
- If the individual resides in a territory which was annexed into the municipality: must have resided within the annexed territory or the municipality the 12 consecutive months immediately before the date of the election.
- Pay filing fee, if one is required by municipal ordinance (not required)
- Not convicted of a felony**

** Utah Code Annot. §20A-2-101 states: A registered voter (1) is a citizen of the United States; (2) is a resident of Utah; (3) will, on the date of that election, be at least 18 years old, (4) has been a resident of Utah for 30 days immediately before that election; (5) and is registered to vote.*

*** Utah Code Annot. §20A-2-101.5 states: A person convicted of a felony loses the right to hold office until (1) all felony convictions have been expunged, OR (2) ten years have passed since the most recent felony conviction AND the person has paid all court-ordered restitution and fines AND the person has completed probation, been granted parole, or completed the term of incarceration associated with the felony.*

An individual may not hold a county and municipal office at the same time, effective January 1, 2020. *UCA § 20A-9-201.*

No City employee shall serve as an elected official for the City of Saratoga Springs simultaneously with their active term of employment. A City employee who is seeking elected office to a municipal office for Saratoga Springs must take a leave of absence without pay when they declare their candidacy consistent with Utah Code § 10-3-1108. An employee may use PTO leave consistent with this Personnel Policy. Once PTO has been exhausted, all pay and benefits will be suspended consistent with this Personnel Policy. An elected official who desires to apply for a position as an employee must resign their office prior to applying for the position. (City Personnel Policies and Procedures Manual § III.3.B)

CANDIDATE FILING PERIOD

2021 Filing Period: **June 1, 2021 – June 7, 2021.**

Each person seeking to become a candidate for a municipal office shall file in person with the City Recorder during regular business days/hours beginning Tuesday, June 1, 2021 through Monday, June 7, 2021. (Office hours M-F from 8:00 a.m. – 5:00 p.m.) UCA § 20A-9-203, UCA § 10-3-301.

DECLARATION OF CANDIDACY OR NOMINATION PETITION

To file for office an individual must fill out the *Declaration of Candidacy* form (provided by the City Recorder) in its entirety and sign it in the presence of the City Recorder during the filing period.

Prior to signing the form, each candidate will be asked to swear/affirm that they meet the qualifications for candidacy and understand the campaign finance reporting requirements.

An individual may designate an agent to file a declaration of candidacy with the City Recorder if:

- the individual is located outside of the state during the entire filing period;
- the designated agent appears in person before the City Recorder;
- the individual communicates with the City Recorder using an electronic device that allows the individual and City Recorder to see and hear each other; and
- the individual provides the City Recorder with an email address to which the City Recorder may send copies of information described in UCA § 20A-9-203(4).

Any resident of a municipality may nominate a candidate for a municipal office by filing a nomination petition (provided by the City Recorder) with the city recorder during the office hours described in UCA § 10-3-301 and not later than the close of those office hours, between June 1 and June 7 of any odd-numbered year that includes signatures in support of the nomination petition of the lesser of at least (A) 25 registered voters who reside in the municipality; or (B) 20% of the registered voters who reside in the municipality. *UCA § 20A-9-203*

If you would like to obtain election information and forms before the Filing Period, please call or email the City Recorder to schedule an appointment - 801-766-9793 ext. 103, clopiccolo@saratogaspringscity.com

2020-2021 MASTER BALLOT POSITION LIST

Candidate names will appear on the ballot as it is written on the declaration of candidacy. *UCA § 20A-9-203*.

In accordance with Utah Code Section 20A-6-305, election officers shall use the master ballot position list for 2020-2021 to determine the order in which to list candidates on the ballot for any election held during those years. (See Appendix for full document.)

2020-2021 Master Ballot Position List:

1 – P	7 – B	13 – R	19 – Q	25 – L
2 – U	8 – D	14 – J	20 – H	26 – T
3 – Z	9 – N	15 – F	21 – I	
4 – E	10 – O	16 – V	22 – Y	
5 – K	11 – A	17 – C	23 – G	
6 – W	12 – S	18 – M	24 – X	

CANDIDATE WITHDRAWAL

A candidate who qualifies for the ballot may withdraw as a candidate by filing a written affidavit with the municipal clerk. *UCA § 20A-9-203(11)*
If possible, this should be done prior to printing ballots.

PERSONAL COMMITMENT

To conduct the official business of the City, your time will vary, however, ten (10) to twenty (20) hours per week is an estimate of time council members give to their council responsibilities. In addition to the regularly scheduled council meetings, there may be special or informal meetings and work sessions required to address special issues. Council members may also serve as representatives or liaisons to the City's advisory boards, commissions, and outside organizations or agencies.

ELECTED OFFICIAL COMPENSATION FY 2021-2022

<i>Elected or Appointed Positions</i>	<i>Minimum/Month</i>	<i>Mid/Month</i>	<i>Maximum/Month</i>
<i>City Council</i>	\$1,005	\$1,293	\$1,530
<i>Mayor</i>	\$1,683	\$2,062	\$2,440

MUNICIPAL CAMPAIGN FINANCIAL REPORTING

CAMPAIGN FINANCIAL REPORTING

Pursuant to Utah State Code UCA 10-3-208, Candidates for elected municipal office must file signed Campaign Finance Statements with the City Recorder containing itemized and total campaign contributions and expenditures. **The names of candidates who fail to comply with this deadline will be removed from the ballot for both Primary and General Election.**

Signed campaign financial statements received by the City Recorder are classified as a public record. *UCA 10-3-208*

DEFINITION OF TERMS

See [UCA § 10-3-208](#) for complete list of defined terms. See Appendix.

MUNICIPAL CANDIDATES FILING DEADLINES FOR DISCLOSURE STATEMENTS

Report Due Date (by 5:00 p.m.)	Report includes transactions between	Who this applies to
08-03-2021 7 days before	01/01/2021 – 07/29/2021	Candidates in a Primary
09-09-2021 30 days after	07/29/2021 – 09/04/2021	Candidates eliminated at Primary
10-26-2021 7 days before	01/01/2021 – 10/21/2021 (no primary) 09/05/2021 – 10/21/2021 (won primary)	Candidates not in a Primary, or Candidates who won Primary
12-02-2021 30 days after	10/22/2021 – 11/27/2021	Candidates in the General Election
30 days after disqualification	Varies, contact your municipal clerk/recorder	Candidates who are disqualified for failing to file a financial report by the deadline

A campaign finance statement required under this section is considered filed if it is received in the municipal clerk or recorder's office by 5 p.m. on the date that it is due. *UCA § 10-3-208(10)*

Campaign Finance Statements are classified as public documents and will be made available for public inspection and copying no later than one business day after filing. A copy will be posted on the City website and provided to the Lt. Governor. *UCA § 10-3-208(8)*

CONTRIBUTIONS AND EXPENDITURES REPORTED

See [UCA § 10-3-208](#)

The City Recorder will distribute printed and electronic copies of a Campaign Finance Reporting Statement form for candidates to use if wished. Candidates may prepare their own form if required criteria is included.

Candidates may report the total amount of contributions and expenditures if the candidate receives \$500 or less in contributions and spends \$500 or less on the candidates' campaign. *UCA § 10-3-208(4)(b)*

SEPARATE CAMPAIGN ACCOUNT

Each candidate shall deposit a contribution into a separate campaign account in a financial institution; and may not deposit or mingle any campaign contributions received into a personal or business account. *UCA § 10-3-208(3)(a)*

ANONYMOUS DONATIONS

Within 30 days after receiving a contribution that is cash or a negotiable instrument, exceeds the anonymous contribution limit of \$50, and is from a donor whose name is unknown, a candidate shall disburse the amount of the contribution to either the treasurer of the state or a political subdivision for deposit into the state's or political subdivision's general fund, OR an organization that is exempt from federal income taxation under Section 501(c)(3), Internal Revenue Code. *UCA § 10-3-208(4)(c)*

FAILURE TO TIMELY FILE CAMPAIGN FINANCE STATEMENT

If a candidate fails to timely file a required campaign finance statement, the municipal clerk or recorder shall inform the appropriate election official who shall if practicable, remove the candidate's name from the ballot by blacking out the candidate's name before the ballots are delivered to voters. If removing the candidate's name from the ballot is not practicable, inform the voters by any practicable method that the candidate has been disqualified and that votes cast for the candidate will not be counted; and may not count any votes for that candidate.

Notwithstanding a candidate who timely files each campaign finance statement required is not disqualified if the statement details accurately and completely the information required except for inadvertent omissions, insignificant errors, or inaccuracies; and the omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report. *UCA § 10-3-208(8)*

PLEASE SEE SEPARATE CAMPAIGN FINANCE STATEMENT PACKET FOR FORMS AND STATUTES/CODES.

CAMPAIGN REGULATIONS & INFORMATION

CANDIDATE PROFILE – STATE WEBSITE (VOLUNTARY)

(See Appendix for instructions)

As a candidate, you have the opportunity to submit a 200-word or less candidate statement of qualifications and/or biographical information for display on the State’s voter information website www.vote.utah.gov. There is no cost.

If submitted by the candidate to the election official's office at 5 p.m. at least 45 days before (June 28, 2021) the primary election and/or 60 days before (Sep. 3, 2021) the general election. The Profile may contain information such as age, occupation, years of residency, and email address or personal website address where voters may access more information about the candidate and the candidate’s views, a pictures, and a short statement. *UCA § 20A-7-801(4)(a)(ii)*

Profiles are available for both the Primary and General Elections and will be publicly posted on the State Elections website approximately 1 week after the submission deadline.

CANDIDATE PROFILE – CITY WEBSITE

As a service to voters in the City of Saratoga Springs, the Recorder’s office will publish the name, telephone number, and URL address of Candidate’s website. The City will not publish a profile page for each candidate.

MUNICIPAL ELECTION DEBATES

The City of Saratoga Springs City Council created policy (R19-53) to allow for City-sponsored election debates as a benefit to the citizens of the City. The policy provides rules for a City-sponsored municipal election debate to help facilitate fairness in the conduction of the debate. This policy does not apply to privately-held municipal election debates.

Any City-sponsored municipal election debate is limited by the following conditions:

1. Only one municipal election debate may be held per Saratoga Springs municipal election;
2. The debate participants must be official non-partisan candidates for Saratoga Springs Mayor and City Council positions;
3. The venue must not be City-owned, partisan, or owned or substantially controlled by a participating candidate. Examples of possible venues may include a high school or junior high school;
4. Any Saratoga Springs municipal election debate must take place after all major primary elections, but before general election ballots are mailed out;
5. The master of ceremonies or debate moderator must be non-partisan and may not be related to any of the debate participants through family or similarly close ties. An example of a possible moderator may include a president of a local chamber of commerce;
6. Any master of ceremonies or debate moderator must be agreed upon by the elected Saratoga Springs City Council members not running for office that year;
7. No municipal election debate may be streamed or broadcast on the Saratoga Springs’ YouTube channel;

8. City Council funds may be used to pay for any rental facilities associated with the debate; and
9. A Saratoga Springs municipal election debate may be advertised on City social media, webpages, newsletters, etc., but the only information that may be included is the following:
 - a. The date and time;
 - b. The location of the debate; and
 - c. A link to standard election information on the city website.

CAMPAIGN LITERATURE

Placing campaign literature inside residential mailboxes is a violation of federal postal standards. Anything placed in the mailbox must have proper postage attached and have been through the postal system. Any material found in the mailboxes will be removed by the postal carrier and, at the discretion of the Postmaster, the offender may be charged with violation of federal postal standards. You are encouraged to warn your campaign workers against the use of mailboxes for campaign literature. Please feel free to check with the Postmaster concerning any postal questions you may have.

POLITICAL CAMPAIGN SIGNS

General Guidelines for Sign Placement: ([See Saratoga Springs City Code, Section 19.18.06,](#))

- No sign shall be located on public property or within any right-of-way (includes sidewalk, parkstrip, medians, and roads). Please refer to the following map showing public property and right-of-way:
<https://www.saratogaspringscity.com/DocumentCenter/View/7653/Temporary-Political-Signs-Restricted-Areas-Map-2021>
- Signs shall be three feet behind the sidewalk.
- Signs shall not block the view of vehicles at intersections or driveways. No sign shall be placed within the Clear Site Triangle as defined in City Code (Saratoga Springs Development Code. [Section 19.06.11](#)) to allow for clear sight at all intersections of streets, driveways, or sidewalks.
- Any signs placed along Mountain View Corridor, Redwood Road, and Pioneer Crossing may be subject to removal by the Utah Department of Transportation.

Unlawful Removal or Vandalism of Campaign Signs:

- The removal, altering, defacing, or vandalizing of political signs is prohibited and a Class B misdemeanor.
- Candidates and their agents, people who placed the sign, property owners, and a public officer who moves the sign in accordance with their duties are exempt.

Removal of Campaign Signs:

It is respectfully requested campaign signs be removed no later than two weeks following the General Election, or two weeks following the Primary Election if a candidate is eliminated.

Temporary Sign Requirements

- Single Family Lot

Up to two temporary signs, each limited to four feet in height and six square feet in size, or multiple temporary signs, each limited to three feet in height, with the face area of all signs limited to a cumulative total of twelve square feet.

- Multi-family Lot

Each building in a multi-family development is permitted either of the following: up to two temporary signs, each limited to four feet in height and six square feet in size, or multiple temporary signs, each limited to three feet in height, with the face area of all signs limited to a cumulative total of twelve square feet.

- Agricultural, Vacant, and Active Development Lot/Parcel

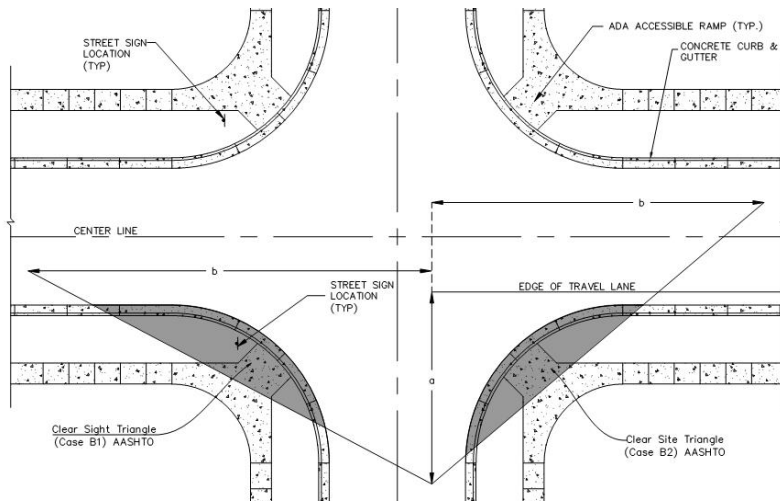
Parcels ranging in size from one acre to twenty acres are permitted a cumulative maximum of 64 square feet of total temporary signage per parcel, either in one or multiple signs, and maximum height of eight feet per sign. Parcels ranging in size from one acre to twenty acres are permitted a cumulative maximum of 64 square feet of total temporary signage per parcel, either in one or multiple signs, and maximum height of eight feet per sign. Parcels exceeding twenty acres in size are permitted up to a cumulative maximum of 96 square feet of total temporary signage per parcel, either in one or multiple signs, and maximum height of twelve feet per sign.

- Commercial Lot

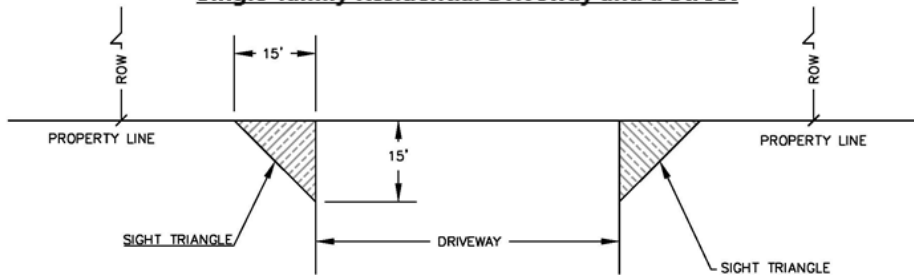
Up to two temporary signs, each limited to four feet in height and six square feet in size, or multiple temporary signs, each limited to three feet in height, with the face area of all signs limited to a cumulative total of twelve square feet.

- Banner Signs are allowed with a permit on a temporary basis in the following zones: Institutional/Civic, Commercial, and Industrial; and under guidelines found in Saratoga Springs Development Code, Section 19.18. & 19.06.

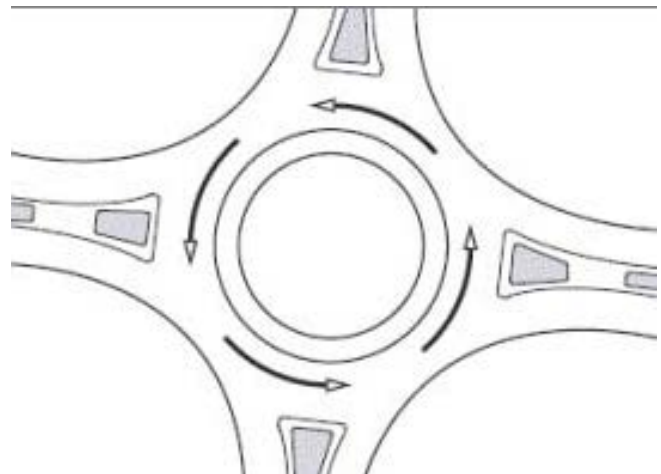
Clear Site Triangles examples



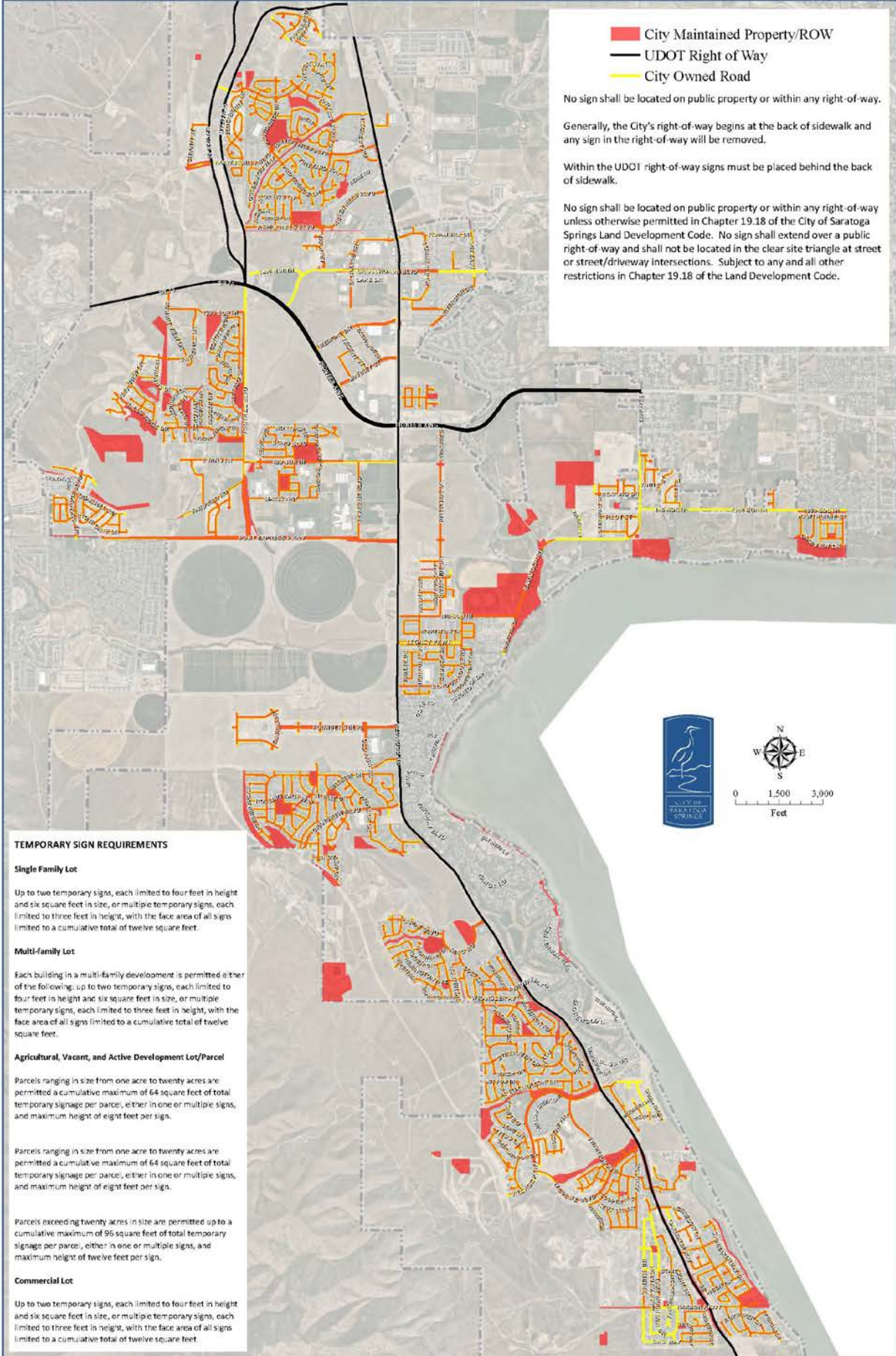
Single-family Residential Driveway and a Street



All areas inside an intersection including medians and roundabouts shall be considered a part of the clear vision triangles.



Temporary Political Signs (Restricted Areas Map)



- City Maintained Property/ROW
- UDOT Right of Way
- City Owned Road

No sign shall be located on public property or within any right-of-way.

Generally, the City's right-of-way begins at the back of sidewalk and any sign in the right-of-way will be removed.

Within the UDOT right-of-way signs must be placed behind the back of sidewalk.

No sign shall be located on public property or within any right-of-way unless otherwise permitted in Chapter 19.18 of the City of Saratoga Springs Land Development Code. No sign shall extend over a public right-of-way and shall not be located in the clear site triangle at street or street/driveway intersections. Subject to any and all other restrictions in Chapter 19.18 of the Land Development Code.

TEMPORARY SIGN REQUIREMENTS

Single Family Lot

Up to two temporary signs, each limited to four feet in height and six square feet in size, or multiple temporary signs, each limited to three feet in height, with the face area of all signs limited to a cumulative total of twelve square feet.

Multi-family Lot

Each building in a multi-family development is permitted either of the following: up to two temporary signs, each limited to four feet in height and six square feet in size, or multiple temporary signs, each limited to three feet in height, with the face area of all signs limited to a cumulative total of twelve square feet.

Agricultural, Vacant, and Active Development Lot/Parcel

Parcels ranging in size from one acre to twenty acres are permitted a cumulative maximum of 64 square feet of total temporary signage per parcel, either in one or multiple signs, and maximum height of eight feet per sign.

Parcels ranging in size from one acre to twenty acres are permitted a cumulative maximum of 64 square feet of total temporary signage per parcel, either in one or multiple signs, and maximum height of eight feet per sign.

Parcels exceeding twenty acres in size are permitted up to a cumulative maximum of 96 square feet of total temporary signage per parcel, either in one or multiple signs, and maximum height of twelve feet per sign.

Commercial Lot

Up to two temporary signs, each limited to four feet in height and six square feet in size, or multiple temporary signs, each limited to three feet in height, with the face area of all signs limited to a cumulative total of twelve square feet.



ELECTIONEERING

UCA 20A-3a-501 Prohibited conduct at polling place -- Other prohibited activities.

- (1) As used in this section:
 - (a) “electioneering” includes any oral, printed, or written attempt to persuade persons to refrain from voting or to vote for or vote against any candidate or issue; and
 - (b) “polling place” means the physical place where ballots are cast and includes the physical place where a ballot drop box is located.
- (2)
 - (a) An individual may not, within a polling place or in any public area within 150 feet of the building where a polling place is located:
 - (i) do any electioneering;
 - (ii) circulate cards or handbills of any kind;
 - (iii) solicit signatures to any kind of petition; or
 - (iv) engage in any practice that interferes with the freedom of voters to vote or disrupts the administration of the polling place.
 - (b) A county, municipality, school district, or local district may not prohibit electioneering that occurs more than 150 feet from the building where a polling place is located, but may regulate the place and manner of that electioneering to protect the public safety.
- (3)
 - (a) An individual may not obstruct the doors or entries to a building in which a polling place is located or prevent free access to and from any polling place.
 - (b) A sheriff, deputy sheriff, or municipal law enforcement officer shall prevent the obstruction of the entrance to a polling place and may arrest an individual creating an obstruction.
- (4) An individual may not solicit any voter to show the voter’s ballot.
- (5)
 - (a) An individual may not knowingly possess or control another individual’s voted manual ballot, unless:
 - (i) the individual is an election official or postal worker acting in the capacity of an election official or postal worker;
 - (ii) the individual possesses or controls the voted ballot in accordance with Section 20A-3a-301, relating to emergency ballots;
 - (iii) the possession or control is authorized in order to deliver a military-overseas ballot in accordance with Chapter 16, Uniform Military and Overseas Voters Act;
 - (iv) subject to Section 20A-3a-208, the individual is authorized by a voter to possess or control the voter’s voted ballot if the voter needs assistance delivering the ballot due to the voter’s age, illness, or disability; or
 - (v) the individual resides in the same household as the voter.
 - (b) A violation of Subsection (5)(a) does not invalidate the ballot.
- (6) An individual who violates any provision of this section is, in addition to the penalties described in Subsections 20A-1-609(2) and (3), guilty of a class A misdemeanor.
- (7) A political subdivision may not prohibit political signs that are located more than 150 feet away from a polling place, but may regulate their placement to protect public safety.

GENERAL INFORMATION

2021 VOTE BY MAIL ELECTION(S) - VBM

In accordance with UCA 20A-3a-202 the election will administered by mail. The City has contracted with Utah County Clerk/Auditor Elections Division for conduct of a Vote by Mail (VBM) election.

In the course of your campaigning you may run into a question concerning VBM or voter registration. It is very important for Voters to verify their voter registration information at Vote.Utah.Gov to make sure they properly receive a ballot when first mailed out by the County Clerk's office. Voters must RE-REGISTER if they have moved, have in-active status, or have any changes to their information. Updated and accurate voter registration is very important with VBM and will help lessen the long lines at the election service center on Election Day who are primarily voters that did not receive a ballot in the mail or misplaced a ballot at home. An active voter is a voter that has voted at least once in the last four years.

- Check voter registration information and On-line registration – www.vote.utah.gov

BALLOTS

The Utah County Clerk's office will mail ballots no sooner than 21 days before the election to active voters. Voters may return their voted ballot by:

- **Placing their voted ballot into a ballot drop box.** The Saratoga Springs ballot drop box is located curbside in the north side of the parking lot at Saratoga Springs City Hall, 1307 N. Commerce Drive, Saratoga Springs UT 84045. Voters can also use any drop box located in other cities if that city contracts with the county for VBM; or
- Mailing the ballot back after voting - **Ballots must be postmarked no later than the Monday before Election Day.** It is best if voters mail their ballot back as soon possible after voting to allow the County the best timing for counting and to help not misplace or lose the ballot; or
- Submit to the Utah County Elections Office ballot drop box, 100 E. Center Street, #3100, Provo UT 84606; or
- **On Election Day,** place it in the ballot drop box at the Election Day Service Center.

Voters who did not receive a ballot within a few days after mailing should check and update their voter registration information:

- Check voter registration information and/or Register – www.vote.utah.gov ;
<https://secure.utah.gov/voterreg/index.html>

If time allows, Utah County Elections (801) 851-8129 will spoil the first ballot sent and trigger a new ballot. Or the Voter may vote at the Election Service Center.

Once the County has received the ballot, signatures are checked and verified before the ballot is counted. If the ballot cannot be verified, it is passed to another team member before it is rejected. If a voter's signature cannot be verified, the voter will be contacted and has the opportunity to correct the error prior to the canvas. The ballot is not removed from the envelope for processing until the signature has been verified, maintaining the secrecy of the ballot.

The voter authentication process involves checking voter signatures with the signatures on file from the Driver's License Division and voter registration applications.

For additional information, please contact the Utah County Elections Office at (801) 851-8128.

VOTER REGISTRATION AND ABSENTEE VOTING

VERIFY CURRENT REGISTRATION INFORMATION:

State - Vote.Utah.gov

Utah County Elections Office – UtahCounty.Vote



REGISTRATION DEADLINES:

To register to vote your voter registration must be received by the county clerk by 5:00 p.m. no later than 11 calendar days before the date of the election.

- For Municipal Primary Election August 10, 2021 - **July 30, 2021**
- For Municipal General Election November 2, 2021 - **October 22, 2021**

VOTER REGISTRATION:

You can register to vote using one of the methods below:

- Registering online at the website voter.utah.gov. A valid Utah driver license or valid Utah ID is required. In order to register online to vote, your address must match the address on file with the Driver License Division. If your driver license address is not current, please update your address with the Driver License Division. This must be done before submitting your online voter registration. It may take 24-48 hours before the new address is active.
- Registering with a paper form. Fill out a paper registration form found on Voter.Utah.gov and mail or email a scanned copy to Utah County Clerk's office. 100 E. Center St. Rm. 3100, Provo, UT 84606.
<http://www.utahcounty.gov/Dept/ClerkAud/Elections/VoterRegistration.html>
- Registering in-person at Utah County Clerk's office. 100 E. Center St. Rm. 3100, Provo, UT 84606

ABSENTEE/VOTE BY MAIL

The City of Saratoga Springs will be conducting a VBM election through the Utah County Election Division. This means all active voters are mailed a ballot about 3 weeks before each election. Absentee ballot applications only need to be filled out by those voters that need a ballot sent to a location other than their normal voter registration mailing address.

Missionaries, Students, Snowbirds or any voter *residing temporarily in another state or other address within Utah* may request to have their ballot mailed to that location on a temporary basis. <https://ssl.utahcounty.gov/dept/clerkaud/elections/VotebyMail.html>

MILITARY & OVERSEAS VOTERS

The Federal Voting Assistance Program (FVAP) provides voting assistance to military service members, their families and voters overseas. Their web site offers information and assistance to members of these groups.

<https://ssl.utahcounty.gov/dept/clerkaud/elections/MilitaryOverseas.html>

FVAP Web Site for Utah: <https://www.fvap.gov/utah>

Utah County is also piloting the use of the Smartphone app Voatz for Military personnel of Utah County residents temporarily living overseas. Please see the Utah County website listed above for further information.

DISABLED VOTERS - VOATZ SMARTPHONE VOTING PILOT PROGRAM

Utah County is piloting the use of the smartphone app Voatz for Utah County residents who are temporarily or permanently disabled. If you or a loved one would qualify and would like to participate in the pilot program, please see the Utah County website for further information and fill out the form on or before 7 days before the election.

<https://ssl.utahcounty.gov/dept/clerkaud/elections/DisabledVoter.html>

ELECTION RESULTS/CANVASS

As the City is contracting with Utah County for a vote by mail election, election counting will be conducted by the Utah County Elections office and preliminary and final results found at:

<http://www.utahcounty.gov/Dept/ClerkAud/Elections/ElectRsIts/index.html>

The Mayor and City Council are the Board of Municipal Canvassers. A simple majority of the legislative body constitutes a quorum. Pursuant to State Code, the Board of Canvassers must meet no sooner than 7 days and no later than 14 days after the election to conduct the Canvass.

Primary: August 17 – August 24

General: November 9 – November 23

OATH OF OFFICE

Pursuant to State Code, after being elected, Council Members are required to take the Oath of Office during the Swearing in Ceremony held at 12:00 noon on the first Monday in January or as soon thereafter as practically possible. Saratoga Springs has traditionally scheduled the Oath of Office on the first City Council meeting in January, which will be January 4, 2022, 6:00 p.m., in the Council Chambers.

EXECUTIVE STAFF

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APPENDIX

GENERAL INFORMATION / INSTRUCTION

How to Submit your Candidate Profile to the State
2020-2021 Master Ballot Position List
Dates to Remember

How to Submit Your CANDIDATE PROFILE



The Lieutenant Governor's Office provides candidates with the opportunity to submit a candidate profile for the website, VOTE.UTAH.GOV. Your profile includes biographical information, a picture, and a short statement, and it will be available for voters to see.

HOW DO I SUBMIT MY PROFILE?

1. Visit the website VOTE.UTAH.GOV. Select the button "Resources for Candidates, Political Groups & Parties" at the bottom of the page.
 2. After being directed to a new page, select the option "Submit candidate profile."
 3. Click on the link provided.
 4. You will be prompted to enter a Utah ID. If you do not have a Utah ID, register a new account. If you already have a Utah ID, log in.
 5. After logging in to your Utah ID, select your name on the drop down list.
 6. Click "Request PIN." A PIN number will be emailed to the email address you provided when you declared candidacy.
 7. After obtaining your PIN in your email, enter your PIN in the website and click "Submit."
 8. Enter your candidate profile information and click "Submit" when you are done. **PLEASE NOTE:** the website will time out after one hour. A notification will appear before the time out and ask you to save your profile.
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WHEN DO I SUBMIT MY PROFILE?

You must submit your profile before the following deadlines:

- **Primary Election Profiles: Friday, June 28, 2021 at 5:00 p.m. (Mountain Time)**
- **General Election Profiles: Friday, September 3, 2021 at 5:00 p.m. (Mountain Time)**

Please note that these deadlines are established by law. As a result, late submissions and edits cannot be accepted.

Do you need assistance with your candidate profile? Contact the Utah Lieutenant Governor's Office at (801) 538-1041 or elections@utah.gov.

2020 – 2021 MASTER BALLOT POSITION LIST

In accordance with Utah Code Section 20A-6-305, Utah Lieutenant Governor Spencer J. Cox hereby establishes the Master Ballot Position List, establishes written procedures for election officials to use the Master Ballot Position List, establishes written procedures for the Lieutenant Governor in conducting the randomization in a fair manner, and provides a record of the random selection process used.

a. Master Ballot Position List

1. 1 P
2. 2 U
3. 3 Z
4. 4 E
5. 5 K
6. 6 W
7. 7 B
8. 8 D
9. 9 N
10. 10 O
11. 11 A
12. 12 S
13. 13 R
14. 14 J
15. 15 F
16. 16 V
17. 17 C
18. 18 M
19. 19 Q
20. 20 H
21. 21 I
22. 22 Y
23. 23 G
24. 24 X
25. 25 L
26. 26 T

b. Written procedures for election officials to use the master ballot position list.

In accordance with Utah Code Section 20A-6-305, election officers shall use the master ballot position list for 2020-2021 to determine the order in which to list candidates on the ballot for any election held during those years.

To determine the order in which to list candidates on the ballot, the election officer shall apply the randomized alphabet as so:

- The candidate's surnames.
- If two or more candidates have surnames that begin with the same letter, the list shall be applied to each subsequent letter in the candidates' surnames.
- If two or more candidates have an identical surname, the list shall be applied to the candidates' given (first) names.

- The list shall be applied to the surnames of President and Governor candidates for President/Vice President and Governor/Lieutenant Governor tickets, respectively.

The Master Ballot Position List does not apply for an office for which only one candidate is listed on the ballot or a judicial retention election under Section 20A-12-201.

c. Written procedures for the Lieutenant Governor in conducting the randomization in a fair manner and record of the random selection process used.

The Lieutenant Governor's Office conducted the randomization process by using Microsoft Excel and following these procedures:

1. Each letter was associated with a random number between 0 and 1 by using the RAND() function in Microsoft Excel.
2. The Office selected how many times the RAND() functions would be randomized by simulating the rolling of two dice. This was done by using a RANDBETWEEN(2,12) function in Microsoft Excel, which selects a random number between 2 and 12 (2 and 12 are inclusive).
3. The RANDBETWEEN function provided the number 2, and the Office randomized the RAND() functions 2 times.
4. After the RAND() functions were randomized 2 times, the values associated with each letter were permanently copied by pasting the formulas' values.
5. After the values were permanently retained, the Office sorted the values by SMALLEST TO LARGEST. This also rearranged the order of the associated letters.
6. After sorting, the order of the letters is the 2020-2021 Master Ballot Position List.

The randomization was done on Friday, March 27, 2020 on the video conference platform, GoToMeeting. Notice of the meeting was posted on the Office's Twitter account and on the Utah Public Notice Website. The recording of the meeting will be posted on the Utah Elections YouTube channel:

<https://www.youtube.com/user/utahelections/videos>

DATES TO REMEMBER

CANDIDATE FILING

June 1, 2021 – June 7, 2021. Candidate Filing Period. *UCA 20-9-203* (Office Hours M-F 8-5.)

June 14, 2021. CANDIDATE ORIENTATION, 5:30 p.m., City Council Chambers.

June 11, 2021. Last day to withdraw candidacy and have name removed from ballot. (Utah Co.)

PRIMARY ELECTION

June 25, 2021. Ballots are transmitted to overseas and military (UOCAVA) voters. *UCA 20A-16-403*

June 28, 2021, 5:00 pm. Deadline for candidates to submit 200-word candidate profile for the State website (*45 days prior to Primary Election*) (optional). *UCA 20A-7-801(4)(a)(ii)*

July 20, 2021. VBM Ballots are sent to voters 21 days before Primary Election Day. *UCA 20A-3a-202*.

July 30, 2021. Voter registration must be received by the county clerk no later than 5 p.m. 11 calendar days before the date of the election. *UCA 20A-2-102.5(2)(a)*.

August 3, 2021. Last day to request a replacement ballot from Utah County Clerk.

August 3, 2021. 5:00 p.m. Campaign Financial Reporting Statement filing deadline for each candidate participating in the Primary Election. *UCA 10-3-208 (3)(b)*

August 9, 2021. Ballots must be postmarked by this date if returned by mail. *UCA 20A-3a-204(2)(a)*

August 10, 2021. Primary Election Day. *UCA 20A-1-201.5*

August 11 – 24, 2021. Canvass Period, on each day, beginning on the day after the date of the election and ending on the day before the date of the canvass, the election officer shall publicly release the results of all ballots, including provisional ballots, counted on that day. *UCA 20A-3a-402*

August 24, 2021. Election Canvass. Traditionally tentatively scheduled for Council Meeting. *UCA 20A-4-301*

September 9, 2021. 5:00 p.m. Campaign Financial Reporting Statement filing deadline for candidates who were eliminated at the Primary Election to submit a final financial disclosure statement. (*30 days after the Primary Election*). *UCA 10-3-208(3)(d)*

GENERAL ELECTION

August 29, 2021. Last day to declare write-in candidacy. (*60 days before the General Election*). Candidates eliminated at primary election may declare write-in candidacy for the same office (but not for another office). *UCA 20A-9-601*

September 3, 2021, 5:00 pm. Deadline for municipal General Election candidates to submit 200-word candidate profile for State website (*60 days prior to general election*) (optional). *UCA 20A-7-801(4)(a)(ii)*

September 17, 2021. Ballots are transmitted to overseas and military (UOCAVA) voters. *UCA 20A-16-403*

October 12, 2021. VBM Ballots to be mailed to active voters 21 days before General Election Day. *UCA 20A-3-305(1)(b)*

October 22, 2021. Voter registration must be received by the county clerk no later than 5 p.m. 11 calendar days before the date of the election (*11 days before Primary Election*). *UCA 20A-2-102.5(2)(a)*.

October 26, 2021. 5:00 p.m. Campaign Financial Reporting Statement filing deadline for candidates continuing to the General Election to submit a Campaign Finance Disclosure Statement (*no later than seven days before the General Election*). *UCA 10-3-208(3)*

October 26, 2021. Last day to request a replacement ballot from Utah County Clerk.

November 2, 2021. General Election Day. *UCA 20A-1-202*

November 3 – 16, 2021. Canvass Period, on each day, beginning on the day after the date of the election and ending on the day before the date of the canvass, the election officer shall publicly release the results of all ballots, including provisional ballots, counted on that day. *UCA 20A-3a-402*

November 16, 2021. Election Canvass. Traditionally tentatively scheduled for Council Meeting on November 16, 2021. *UCA 20A-4-301*

December 2, 2021. 5:00 p.m. Campaign Financial Reporting Final Statement Deadline for all General Election candidates (*30 days after the election*). *UCA 10-3-208*

January 4, 2021. Oath of Office. 6:00 p.m., Council Chambers unless otherwise scheduled and advised. *UCA 10-3-828*