

# Nomination Filing Process

## Official Filing Period

Monday, March 7, 2022 through 5 p.m. on Monday, April 4, 2022

To become an official candidate the following three documents must be filed during the filing period.

1. Nomination Paper including Declaration of Qualifications.
2. Financial Disclosure Statement
3. Nomination Petitions containing at least 1,000, but not more than 3,657 signatures. Nomination petitions must contain the minimum required number (1,000) of signatures at the time of the initial filing of candidate papers.

## Petition Filing Process

- Schedule an appointment with the City Clerk
- Expect to spend approximately 45 minutes in the City Clerk's Office for the petition processing.
- The Nomination Paper and the Financial Disclosure Statement must be filed at the same time as the Nomination Petitions are filed.

## E-Qual - Electronic Submission of Petition Signatures

If you have utilized the Online Petition Portal to collect petition signatures you may submit your E-Qual petition signatures online.

- In the E-Qual system follow the process to "Submit the Petition to Filing Officer".
- When the City Clerk receives the email that a candidate has submitted their petition, we will print the petition pages and set them aside until the candidate finalizes their submission by appearing in person in the City Clerk's Office and submitting their nomination paper, financial disclosure statement, and any paper petitions.

## E-Qual - Printing and Submitting Petition Signatures

If you prefer not to submit your E-Qual signatures electronically, you may print the signature pages and submit them with the rest of your required paperwork.

- In the E-Qual system follow the process to "Print Petition and Signatures".
- Bring the petition pages in when you file all the required nomination documents.

## Important Note

No E-Qual signatures will be processed without the candidate making an appointment with the City Clerk and filing all the required nomination documents.