

# 2023 Race Information

For the following **City of Topeka** Offices:

- City Council: 4-year term

## Topeka City Council Districts

- City Council District 2
- City Council District 4
- City Council District 6
- City Council District 8

## Filing Deadline\*

Thursday, June 1, 2023 at 12:00 p.m. (NOON)

**\*Filing document signatures must be notarized by a Shawnee County Election Official**

## 2023 Election Dates

Primary Election<sup>1</sup> - Tuesday, August 1, 2023

<sup>1</sup> More than three (3) times the number of filings for the number of positions open are required to call for a Primary Election

- City Council: Four (4) or more filings in any city council district call for a Primary Election for that district

General Election - Tuesday, November 7, 2023



## Shawnee County COMMISSIONER OF ELECTIONS

3420 SW Van Buren Street, Topeka, KS 66611-2378 TEL (785) 251-5900 FAX (785) 251-5999  
electionoffice@snco.us

Dear Candidate,

Congratulations on your decision to file as a candidate for public office! The information in this packet is provided to assist you during your campaign.

To complete your filing as a candidate, you may complete the enclosed filing documents either prior to or during a visit to the Election Office, **reserving signatures for notarization within the presence of and by a Shawnee County Election Official**. You may drop in unannounced or contact the Election Office to schedule a time to complete your filing.

### Enclosed Candidate Filing Packet Contents:

- **Filing Information**
  - Race Information
  - Candidate Filing Information
  - Candidate Declaration of Intention Form, if/when applicable to race
  - Kansas Non-Partisan City/School Nomination Petition Forms, if/when applicable to race
- **Campaign Finance Information**
  - Appointment of Treasurer Form, if/when applicable to race
  - Affidavit of Exemption Form, if/when applicable to race
  - Kansas Governmental Ethics Commission (GEC) Campaign Finance Reports Due Dates, if/when applicable to race
  - Itemized Statement of Campaign Receipts & Expenditures Form, if/when applicable to race
  - Statement of Substantial Interest Form & Instructions
- **Candidate Resources**
  - Political Sign Placement Information
  - Election Calendar
  - Resources for Candidates List
  - Advance Voting Records Requests Information
  - Voter File and Report Order Form

**While reviewing the enclosed documents, please note that filing document signatures must be notarized within the presence of and by a Shawnee County Election Official.**

As a candidate, you are invited to schedule a tour of the Shawnee County Election Office to learn how the election process is managed. Please call or send an email to schedule a tour at your convenience.

If you have questions in the upcoming months, please do not hesitate to contact us at (785) 251-5900 or [electionoffice@snco.us](mailto:electionoffice@snco.us).

Andrew Howell  
Shawnee County Commissioner of Elections

# 2023 City Offices Candidate Filing Information



The filing deadline for city office is **Thursday, June 1st, 2023 at 12:00 NOON**. (K.S.A. 25-2109) Candidates may file by petition or filing fee for all city offices, if city ordinance specifies petition requirements. All candidates for city offices file at the Shawnee County Election Office, 3420 SW Van Buren Street, Topeka, Kansas. (K.S.A. 25-2110(a)) All city offices are elected on a non-partisan basis.

## City of Topeka (City of the 1st Class)

Candidates for office in cities of the 1st class file at the Shawnee County Election Office, 3420 SW Van Buren Street, Topeka, Kansas. (K.S.A. 25-2110(a)) The City of Topeka uses a District method of election.

A primary election shall only be held if *more* than three (3) candidates file for the position to be filled. (K.S.A. 25-2108a(b))

All candidates for City of the First Class offices are regulated by the Kansas Governmental Ethics Commission and must pay the required \$50.00 K.G.E.C. fee, whether they file by petition or filing fee. (K.S.A. 25-4119f). Separate transactions will be made for the Filing Fee and the GEC Fee. Payments of cash or checks are accepted. Make all checks payable to Shawnee County.

Local Elected Offices	Statutes	Petition Requirements	Fees		
		Number of valid Signatures needed, or	Filing Fee	K.G.E.C. Fee	Fee Total
Topeka City Council Dist. 2 (4 year term)	KSA 25-21a01; KSA 25-2110a; Charter Ordinance Sec. A2 21	50	\$20.00	\$50.00	<b>\$70.00</b>
Topeka City Council Dist. 4 (4 year term)		50	\$20.00	\$50.00	<b>\$70.00</b>
Topeka City Council Dist. 6 (4 year term)		50	\$20.00	\$50.00	<b>\$70.00</b>
Topeka City Council Dist. 8 (4 year term)		50	\$20.00	\$50.00	<b>\$70.00</b>

CS

KANSAS SECRETARY OF STATE  
City/School Candidate's  
Declaration of Intention

**THIS FORM MUST BE COMPLETED  
AT THE SHAWNEE COUNTY  
ELECTION OFFICE. COMPLETION  
OF A SAMPLE FORM WILL NOT BE  
ACCEPTED AS A FILING DOCUMENT.**

**1. Name**

List exactly as it will appear  
on ballot, including all  
punctuation.

**2. City****3a. Office sought****3b. District  
Number****4. Term**

☐ Regular ☐ Unexpired

**5. Preferred title**

Used for mailing purposes.

☒ Mr. ☐ Mrs. ☐ Ms. ☐ Dr.

**6. Residential address**

Provide a street or rural route.  
Do not leave blank.

Address

City

County

Zip

**7. Mailing address**

Complete if mailing address is  
different from above.

Address

City

State

Zip

**8. Telephone number**

Home

Work

Cell

**9. Email address****10. I declare that I intend to become a candidate for the above-stated office at the appropriate election.**

Signature of Candidate

X **MUST BE WITNESSED IN THE SNCO ELECTION OFFICE**

**Today's  
Date:**

Mo.

Day

Yr.

County Election Officer or City Clerk

X

Deputy Election Officer

X



# SSI Instruction, Guide & Form

## Definitions

**“Business”** means any corporation, association, partnership, proprietorship, trust, joint venture, and every other business interest, including ownership or use of land for income.

**“Candidate for Local Office”** means any candidate for nomination or election to any elective office of a governmental subdivision.

**“Compensation”** means any money, thing of value or economic benefit conferred on, or received by, any person in return for services rendered, or to be rendered, by that person or another.

**“Governmental Subdivision”** means any city, county, township, school district, drainage district or other governmental subdivision of the state having authority to receive or hold public moneys or funds.

**“Preceding Calendar Year”** has its usual meaning, except that in the case of candidates and individuals newly appointed to office or employment, it means the 12 months immediately preceding a required filing date.

## Who Shall File and When

Statement of substantial interests shall be filed by the following individuals at the time specified:

- By a candidate for local office who becomes a candidate on or before the filing deadline for the office, not later than 10 days after the filing deadline, unless before that time the candidacy is officially declined or rejected.
- By a candidate for local office who becomes a candidate after the filing deadline for that office, within five days of becoming a candidate, unless within that period the candidacy is officially declined or rejected.
- By an individual appointed between January 1 and April 30 to fill a vacancy in an elective office of a governmental subdivision, between April 15 and April 30, inclusive of that year.
- By an individual appointed after April 30 of any year to fill a vacancy in elective office of a governmental subdivision, within 15 days after the appointment.
- By an individual holding an elective office of a governmental subdivision, between April 15 and April 30, inclusive, of any year if, during the preceding calendar year, any change occurred in the individual’s substantial interests.

## Section Guide to Form

**A\_B NAME & POSITION:** Self explanatory.

**C OWNERSHIP INTERESTS:** The value or percentage of a business interest is to be determined at the time of the required filing. The value assigned to a holding is the fair market value. Ownership of stocks and shares including traded and closely held stocks shall constitute legal or equitable interests for the purpose of this section. In addition, all retirement accounts and mutual funds must be listed. In reporting retirement accounts and mutual funds, include the name of the entity that holds the retirement plan assets or mutual funds and not the specific holdings of that plan, unless the holdings are specifically owned in the individual's name. (See Governmental Ethics Commission Opinion 2000-52.) Business interests include, among other things, property held for rental, farming, commercial purposes and ownership of mineral rights. Also included are businesses operated out of your home. The address reported for land without a street address should include the rural route, town and state or township, county and state. **For the purpose of this section, certificates of deposit, bank savings or checking accounts in a savings and loan, shares in a credit union, life insurance policies, annuities which are not part of a retirement plan, notes, bonds, debentures and mortgages need not be disclosed under this provision.**

**D GIFTS IN THE FORM OF GOODS OR SERVICES:** If a gift is received for which the value is unknown, you are required to list the donor. You are not required to list the donor of a gift (1) if the gift or bequest was received as the result of the death of the donor; (2) if the gift was from a spouse, parent, grandparent, sibling, aunt or uncle; or (3) if acting as a trustee of a trust for the benefit of another.

**E COMPENSATION:** The disclosure required under this section shall include the name and address of the business or combination of businesses, the type of business and a description of whether the compensation was received by the individual, the individual's spouse, or both. The receipt of interest, dividends and mineral royalties does not constitute "compensation" as defined in [K.S.A. 75-4301a\(i\)](#), and those matters need not be reported under this provision; however, ownership interests concerning these items may need to be reported under section "C".

**F OFFICER OR DIRECTOR OF AN ORGANIZATION OR BUSINESS:** The disclosure under this section shall include the name and address of the business or organization and the position held. A person holding the position of administrator or executor of an estate shall not be considered reportable under this section. The holding of a position of officer or director of an organization or business includes for profit and nonprofit organizations.

**G RECEIPT OF FEES AND COMMISSION:** The disclosure under this section shall include the name and address of the client or customer and a description of whether the fees or commissions were received by the individual, the individual's spouse, or both. In the case of a partnership, it is the partner's proportionate share of the business, and hence of the fee, which is significant, without regard to expenses of the partnership. An individual who receives a salary as opposed to portions of fees or commissions is generally not required to report under this provision.

## **STATEMENT OF SUBSTANTIAL INTERESTS FOR LOCAL OFFICE**

**INSTRUCTIONS.** This statement must be completed by each person required to do so by K.S.A. 75-4301a. Upon completion, mail or hand deliver your completed statement to the office where you filed your declaration of candidacy. If appointed to fill a vacancy in a local elective office, file this form where your predecessor filed for office.

**PLEASE TYPE OR PRINT**

**A. IDENTIFICATION:**

Last Name	First Name	MI
-----------	------------	----

Spouse's Name

Number & Street Name, Apartment Number, Rural Route, or P.O. Box Number

City, State, Zip Code

Home Phone

Business Phone

**B. OFFICE SOUGHT, HELD OR APPOINTED TO:**

List Name of Office

Position

District

**CONTINUED ON NEXT PAGE**

*Date received (Official use only)*

- C. OWNERSHIP INTERESTS:** List any corporation, partnership, proprietorship, trust, joint venture and every other business interest, including land used for income, and specific stocks, mutual funds or retirement accounts in which either you or your spouse has owned within the preceding 12 months a legal or equitable interest exceeding \$5,000 or 5%, whichever is less. Please attach additional pages if necessary to complete this section.

If you have nothing to report in Section "C", check here \_\_\_\_.

	BUSINESS NAME AND ADDRESS		TYPE OF BUSINESS	DESCRIPTION OF INTERESTS HELD	HELD BY WHOM
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

- D. GIFTS IN THE FORM OF GOODS OR SERVICES:** List any person, business or combination of businesses from which you or your spouse either individually or collectively, have received in the preceding 12 months, without reasonable and valuable consideration, goods or services having an aggregate value of \$500 or more.

If you have nothing to report in Section "D", check here \_\_\_\_.

	NAME OF PERSON OR BUSINESS FROM WHOM GIFT RECEIVED		ADDRESS	RECEIVED BY:
1.				
2.				
3.				

**E. RECEIPT OF COMPENSATION:** List all places of employment in the last calendar year, and any other businesses from which you or your spouse received \$2,000 or more in compensation (salary, thing of value, or economic benefit conferred on you or your spouse in return for services rendered, or to be rendered), which was reportable as taxable income on your federal income tax returns.

1. YOUR PLACE(S) OF EMPLOYMENT OR OTHER BUSINESS IN THE PRECEDING CALENDAR YEAR.

If you have nothing to report in Section "E"1, check here \_\_\_\_.

	NAME OF BUSINESS		ADDRESS	TYPE OF BUSINESS
1.				
2.				

2. SPOUSE'S PLACE(S) OF EMPLOYMENT OR OTHER BUSINESS IN THE PRECEDING CALENDAR YEAR.

If you have nothing to report in Section "E"2, check here \_\_\_\_.

	NAME OF BUSINESS		ADDRESS	TYPE OF BUSINESS
1.				
2.				

**F. OFFICER OR DIRECTOR OF AN ORGANIZATION OR BUSINESS:** List any organization or business in which you or your spouse hold a position as officer, director, associate, partner or proprietor at the time of filing, irrespective of the amount of compensation received for holding such position. Please insert additional pages if necessary to complete this section.

If you have nothing to report in Section "F", check here \_\_\_\_.

	BUSINESS NAME AND ADDRESS		POSITION HELD	HELD BY WHOM
1.				
2.				
3.				
4.				
5.				

- G. RECEIPT OF FEES AND COMMISSIONS:** List each client or customer who paid fees or commissions to a business or combination of businesses from which fees or commissions you or your spouse received an aggregate of \$2,000 or more in the preceding calendar year. *The phrase "client or customer" relates only to businesses or the combination of businesses.* In the case of a partnership, it is the partner's proportionate share of the business, and hence of the fee, which is significant, without regard to the expenses of the partnership. An individual who receives a salary as opposed to portions of fees or commissions is generally not required to report under this provision. Please insert additional pages if necessary to complete this section.

If you have nothing to report in Section "G", check here \_\_\_\_.

	NAME OF CLIENT / CUSTOMER		ADDRESS	RECEIVED BY
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

**H. DECLARATION:**

I, \_\_\_\_\_, declare that this statement of substantial interests (including any accompanying pages and statements) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of all of my substantial interests and other matters required by law. I understand that the intentional failure to file this statement as required by law or intentionally filing a false statement is a class B misdemeanor.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Making Statement

NUMBER OF ADDITIONAL PAGES \_\_\_\_.



February 27, 2023

SUBJECT: POLITICAL SIGNS

Dear Candidate:

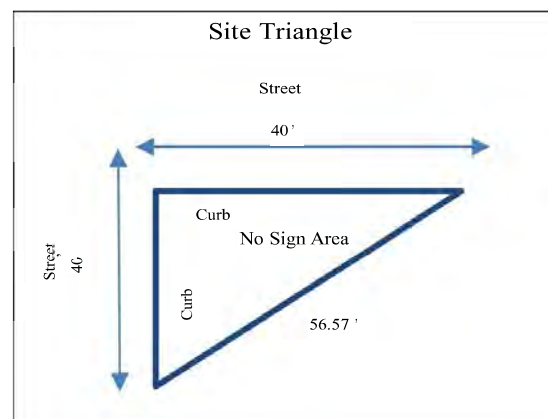
This letter is to provide you with some useful information pertaining to the City of Topeka sign regulations for political signs for the upcoming elections.

- Signs may be put out no earlier than **45 days prior to an upcoming election day** and removed **within 2 days following that election**. Only during that time may signs be placed in the public right-of-way between the curb/edge of road and sidewalk per KSA 25-2711.
- Typically, the public right-of-way extends 15 feet behind the curb or one (1) foot behind the public sidewalk in residential areas. Utility poles are a good indicator of where the right-of-way ends.
- Signs NOT permitted include:
  - o Attached to utility poles or traffic signs/signals
  - o Within Site Triangles (see exhibit below)
  - o After the 3<sup>rd</sup> day following Election Day, those exceeding six (6) square feet in residential zoning districts(< 1 acre) or thirty-two (32) square feet in all other instances .
- The City of Topeka will provide a written notice to the candidate to remove the violation within 3 days or the sign will be impounded and held for 10 business days. After 10 days of storage the signs will be disposed of. Prior to the expiration of 10 days the owner may secure its return upon payment of any fines, the removal and storage fees that are imposed.
- **Fines and cost of sign removal is as follows:** \$50 Administrative fee every day the violation exists after the 3<sup>rd</sup> day following Election Day. Removal for each sign is \$30 per sign.
- If you need to determine the location of an approximate property line for the site triangle, please call the City of Topeka Engineering Department at (785) 368-3842. The City's Zoning Map may be viewed by Googling "Topeka Zoning Map".

If you have any questions, please contact me at (785) 368-3012.

Thank you,

Megan Rodecap  
Zoning Inspector II  
City of Topeka



# 2023 Primary Election Calendar\*



**\*Determination for Primary Election:** A determination to hold a primary election may not be known until June 1st at Noon (see date below).

**City Offices:** A primary election for city offices shall only be held if the number of candidates that file for an office is more than three (3) times the number of positions to be elected. The names of twice the number of candidates as there are members to be elected who received the greatest number of votes at the primary election shall appear on the ballots in the general election. (K.S.A. 25-2108a)

**School Board Positions:** For all Shawnee County school districts except USD 372 Silver Lake, a primary election shall be held if more than three (3) candidates file for any one position. The names of the two (2) candidates receiving the greatest number of votes will appear on the general election ballot. For USD 372 Silver Lake, a primary election shall be held if more than twelve (12) candidates file. The names of the eight (8) candidates receiving the greatest number of votes will appear on the general election ballot. (K.S.A. 25-2021)

Jun. 01	Thu.	<b>Deadline for Candidate Filing &amp; Withdrawal 12 noon CT</b> <b>*Determination to hold primary election(s) based upon the number of candidates filed for each office (see notes above).</b>	K.S.A. 25-205, -2007(c), -2020(c), -2106, -2109
Jun. 12	Mon.	<b>Deadline for Candidate Filing of Statement of Substantial Interest (SSI)</b>	K.S.A. 75-4302a
Jun. 17	Sat.	<b>Federal Service Ballots to be Mailed</b>	K.S.A. 25-1220
Jul. 11	Tue.	<b>Registration Books Close - Last Day to Register</b>	K.S.A. 25-2311(a)(3)
Jul. 12	Wed.	<b>Advance Voting by Mail Begins</b>	K.S.A. 25-1123
Jul. 17	Mon.	<b>Early Voting in Office Begins 8 a.m. - 6 p.m. CT</b>	K.S.A. 25-1122(g), -1123
Jul. 24	Mon.	<b>GEC Receipts &amp; Expenditures Reports Due (Jan. 1 to Jul. 20)</b> <b>Deadline for Local Candidates to File Affidavits of Exemption for Campaigns under \$1,000</b>	K.S.A. 25-4148(a)(1) K.S.A. 25-904(a), -4173
Jul. 25	Tue.	<b>Deadline for Advance Mail Ballot Application 5 p.m. CT (in-person), 12 midnight (electronically)</b> <b>Public Testing of Voting Equipment Begins 9:00 a.m. CT</b>	K.S.A. 25-1122(f)(1) K.S.A. 25-4411(b), -4610(b)
Jul. 28	Fri.	<b>Last Full Day of Early Voting in Office 8 a.m. - 6 p.m. CT</b>	K.S.A. 25-1122(g), -1123
Jul. 31	Mon.	<b>Early Voting in Office Ends 12 noon CT</b> <b>Candidates to Remove Signs within 250 feet of any Polling Place Entrance</b>	K.S.A. 25-1122(g) K.S.A. 25-2430
Aug. 01	Tue.	<b>Primary Election Day</b> <b>7 a.m. CT Polls Open</b> <b>Police/Sheriff Will Be Informed of Candidate Signs within 250 feet of any Polling Place Entrance</b> <b>7 p.m. CT Polls Close</b> <b>7 p.m. CT Deadline for Advance Voted Mail Ballots to be Returned to Election Office or Polling Places</b>	K.S.A. 25-2010, -2102(b) & -2107 K.S.A. 25-2111 K.S.A. 25-2430 K.S.A. 25-2111 K.S.A. 25-1124(d) & 1132(a)
Aug. 02	Wed.	<b>Voter Registrations Books Re-Open</b>	K.S.A. 25-2311
Aug. 14	Mon.	<b>County Board of Canvassers Meets at Election Office 9 a.m. CT</b>	K.S.A. 25-3104
Aug. 31	Thu.	<b>City of 3rd Class &amp; USD Candidate Reports of Expenditures &amp; Contributions Due</b>	K.S.A. 25-904(b)



**Andrew Howell, Election Commissioner**

Election Office: 3420 SW Van Buren St, Topeka, KS 66611

Telephone: 785-251-5900

Email: [electionoffice@snco.us](mailto:electionoffice@snco.us) Website: [www.snco.us/election](http://www.snco.us/election)



# 2023 General Election Calendar



Sep. 23	Sat.	Federal Service Ballots to be Mailed	K.S.A. 25-1220
Oct. 17	Tue.	Registration Books Close - Last Day to Register	K.S.A. 25-2311(a)(3)
Oct. 18	Wed.	Advance Voting by Mail Begins	K.S.A. 25-1123
Oct. 23	Mon.	Early Voting in Office Begins 8 a.m. - 6 p.m. CT	K.S.A. 25-1123, -1122(g)
Oct. 30	Mon.	GEC Receipts & Expenditures Reports Due (Jul. 21 to Oct. 26)	K.S.A. 25-4148(a)(2)
Oct. 31	Tue.	Deadline for Advance Mail Ballot Application 5 p.m. CT (in-person), 12 midnight (electronically) Public Testing of Voting Equipment Begins 9:00 a.m. CT	K.S.A. 25-1122(f)(2) K.S.A. 25-4411(b), -4610(b)
Nov. 03	Fri.	Last Full Day of Early Voting in Office 8 a.m. - 6 p.m. CT	K.S.A. 25-1123, -1122(g)
Nov. 06	Mon.	Early Voting in Office Ends 12 noon CT Candidates to Remove Signs within 250 feet of any Polling Place Entrance	K.S.A. 25-1122(g) K.S.A. 25-2430
Nov. 07	Tue.	<b><u>General Election Day</u></b> <b>7 a.m. CT Polls Open</b> <b>Police/Sheriff Will Be Informed of Candidate Signs within 250 feet of any Polling Place Entrance</b> <b>7 p.m. CT Polls Close</b> <b>7 p.m. CT Deadline for Advance Voted Mail Ballots to be Returned to Election Office or Polling Places</b>	K.S.A. 19-2760, 25-21a01, -101, -2010, -2102(a) & -2107 K.S.A. 25-2111 K.S.A. 25-2430 K.S.A. 25-2111 K.S.A. 25-1132(a), 25-1124(d)
Nov. 08	Wed.	Voter Registrations Books Re-Open	K.S.A. 25-2311
Nov. 20	Mon.	County Board of Canvassers Meets at Election Office 9:00 am CT	K.S.A. 25-3104
Dec. 07	Thu.	City of 3rd Class & USD Candidate Reports of Expenditures & Contributions Due	K.S.A. 25-904(b)
Jan. 10	Wed.	GEC Receipts & Expenditures Reports Due (Oct. 27 to Dec. 31)	K.S.A. 25-4148(a)(3)



Andrew Howell, Election Commissioner

Election Office: 3420 SW Van Buren St, Topeka, KS 66611

Telephone: 785-251-5900

Email: [electionoffice@snco.us](mailto:electionoffice@snco.us) Website: [www.snco.us/election](http://www.snco.us/election)