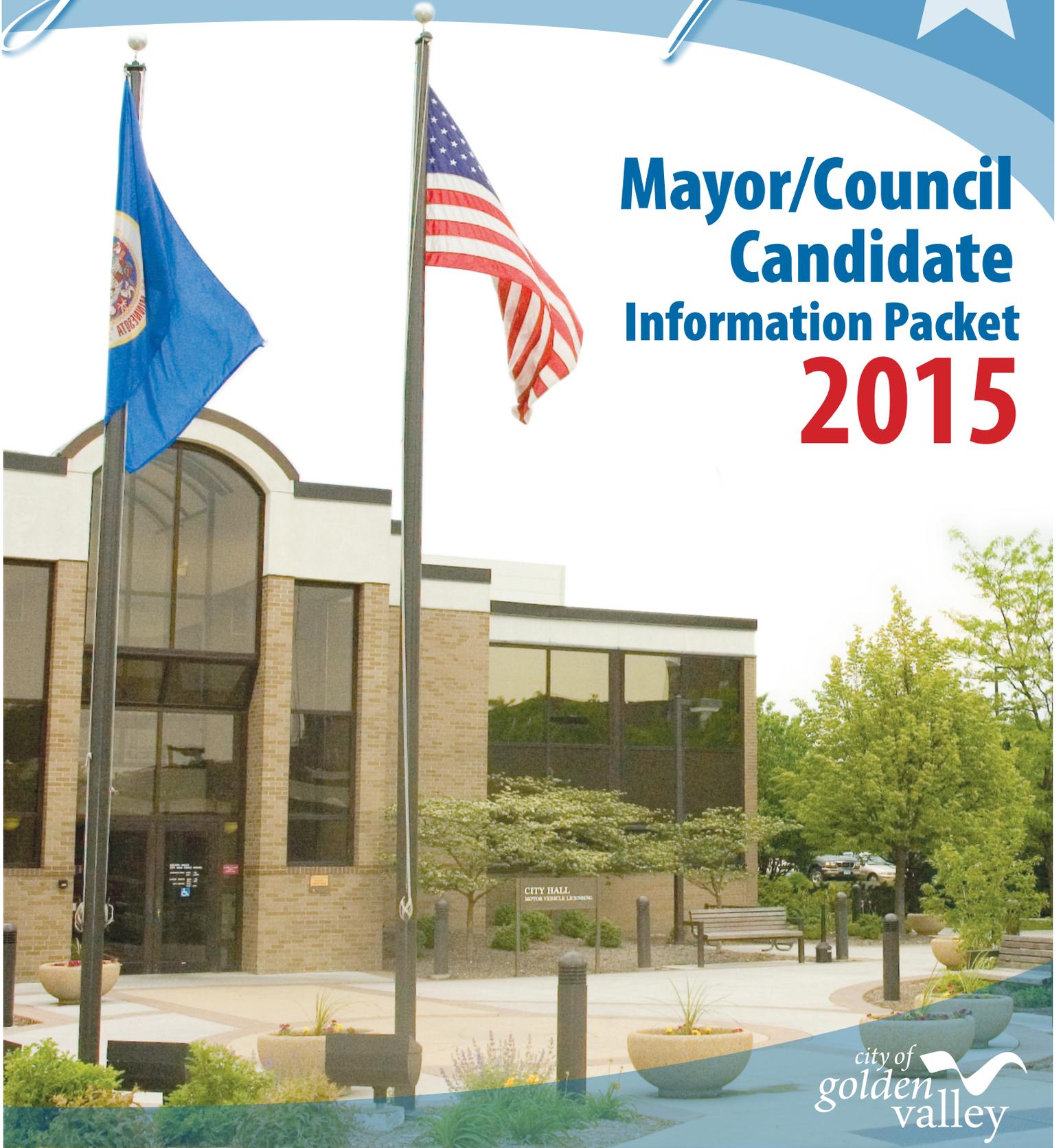


Golden Valley



Mayor/Council Candidate Information Packet 2015





Interested Candidate:

This packet is provided to all interested candidates when they file for mayor or council member offices. It includes general information about the City and the election, campaign sign regulations specific to Golden Valley, and information that will help you meet the legal requirements for candidates for public office. It is not a complete list of laws pertaining to election procedures, and it is not intended to be relied upon or used to resolve questions or disputes with respect to any particular factual situation. Please refer to the materials provided by Hennepin County and the Secretary of State's Office for additional information. In all matters, Minnesota Election Law is the final authority.

Kris Luedke
City Clerk/Election Official

Golden Valley—Plan B Statutory City

Minnesota has two basic types of city governance: statutory cities, which operate under the statutory city code, and home rule charter cities, which operate under a local charter.

Most statutory cities in Minnesota have a weak mayor-council governing system. This means the mayor has all the powers and duties of a council member in addition to those of mayor. The council as a whole retains ultimate administrative and legislative responsibility and authority, except where an independent board, such as a utilities commission, has one or more specific functions.

In contrast, home rule charter cities define the powers of their elected and appointed staff through their city charters.

Statutory cities may choose from three forms of government organization: Standard Plan, Plan A, and Plan B. Golden Valley is one of 16 Plan B cities in Minnesota.

Plan B Form of Government

The Plan B form of government is also known as the council-manager plan. It consists of the elected mayor, four elected council members, and an appointed city manager. Although the council retains its legislative and policy-making authority, it delegates administrative responsibilities, such as hiring and firing city employees, to the city manager. The council's control over these matters is indirect, through its selection and retention of a manager. Several of Minnesota's 107 home rule charter cities have also adopted the council-manager plan through their city charters.

Information about Plan B cities is located at www.lmnc.org or in the Minnesota Statutes at www.revisor.mn.gov/statutes/?id=412.611.

Filing For Office in 2015

What You Need To Know

Golden Valley City Offices on the Ballot

- Mayor (1)

The annual rate of pay for the Mayor is \$12,207. The job description is located in the packet.

- Council Members (2)—At Large (represent entire city)

The annual rate of pay for Council Members is \$9,136. The job description is located in the packet.

All offices are nonpartisan. Candidates who are elected will take office in January 2016.

Eligibility to Hold Office

According to Article VII, Section 6, of the Constitution of the State of Minnesota, candidates for public office must:

- be an eligible voter in Minnesota
- be twenty-one years old upon assuming office
- have resided in the district 30 days previous to the General Election

Filing Dates

July 28 through August 11, 8 am to 4:30 pm. Offices are open until 5 pm on August 11.

Candidates who will be absent from the state during the filing period may arrange with Golden Valley Elections to file prior to departure (763-593-8012).

Withdrawal Deadline

To remove your name from the ballot, you must withdraw by Thursday, August 13, at 5 pm Central Standard Time.

Filing Location

City of Golden Valley General Services Department (second floor of City Hall), 7800 Golden Valley Road, Golden Valley, MN 55427

Filing Fee

\$5

Candidates may present a petition with the signatures of eligible voters in lieu of the filing fee (Minnesota Statute 204B.07–204B.11). Information on petition and signature requirements may be obtained from the City of Golden Valley.

Campaign Reporting and Statement of Economic Interest

Candidates receive a packet on campaign reporting requirements and financial disclosure reporting requirements when they file for office.

Statement of Economic Interest Filed With Golden Valley Elections

Candidates for office in Golden Valley must file a personal campaign financial report with the Golden Valley elections office within 14 calendar days after receiving contributions or making disbursements of more than \$750 in a calendar year. (Minn. Statute 211A.02, Subd 6 now requires the City to make all campaign finance reports available on the City website.)

Affidavit of Candidacy

Enclosed in this packet is the Affidavit of Candidacy, which includes information the City needs when you file for office. All information provided on this form is public information.

Local Elections Calendar

In all matters, Minnesota Election Law or Charter is the final authority, not this calendar. Changes to Minnesota Election Law enacted by the Minnesota State Legislature or City Code in 2013 may alter dates or other information in this calendar.

July 28	Candidate filings open 8 am
August 11	Candidate filings close at 5 pm
August 13	Last day to withdraw from ballot in Cities (before 5 pm Central Standard Time)
September 18	Absentee voting begins for General Election
October 13	Voter pre-registration for the General Election closes at 5 pm. Voter registrations must be in the hands of election officials.
October 31	Open for absentee voting 10 am to 3 pm
November 2	Open for absentee voting until 5 pm
November 3	LOCAL GENERAL ELECTION—Polls are open 7 am to 8 pm Agent designated to deliver absentee ballot to a voter in a health care facility must return voted ballot no later than 3 pm (MS 203B.11, Subd. 4) 6 am – 8 pm: No public meetings or school events
November 11	Office closed: Veterans Day Holiday observed
November 13	Last regularly scheduled City Council meeting to canvass City Election results
January 5, 2016	Terms begin for officers elected

2016 Meeting Dates

City Council Meetings

The City Council meets the first and third Tuesdays of the month at 6:30 pm in the Council Chambers. Meeting dates for 2016 (subject to change):

January 5	May 3	September 6
January 19	May 17	September 20
February 2	June 7	October 4
February 16	June 21	October 18
March 1	July 5	November 1
March 15	July 19	November 15
April 5	August 3 (Wednesday)	December 6
April 19	August 16	December 20

Housing And Redevelopment Authority (HRA) Meetings

The HRA meets on the second Tuesday of every third month at 6:30 pm in the Council Chambers. Meeting dates for 2016 (subject to change):

January 12	July 12
April 12	October 11

City Council/Manager Meetings

Council/Manager meetings are held on the second Tuesday of the month at 6:30 pm, or immediately after an HRA meeting, in the Council Conference room. Meeting dates for 2016 (subject to change):

January 12	May 10	September 13
February 9	June 14	October 11
March 8	July 12	November 9
April 12	August 10 (Wednesday)	December 13

Forms Included In Folder

Filing Forms

- ✓ 2015 Candidate Filing Checklist
- ✓ State Affidavit of Candidacy
- ✓ State Address of Residence Form
- ✓ City Council Candidate Disclosure Statement
- ✓ State Campaign Financial Report
- ✓ State Campaign Financial Report Certification of Filing

Additional Forms

- ✓ State Map Order Form
- ✓ State Precinct Finder & Polling Place List Request
- ✓ State Voter Information Request Form
- ✓ State Affidavit of Withdrawal

Additional Information

- ✓ State IRS Fact Sheet
- ✓ League of Women Voter Candidate Forum Information
- ✓ Golden Valley Position Description: Mayor
- ✓ Golden Valley Position Description: City Council Member
- ✓ 2014 Minnesota Campaign Manual

2015 Candidate Filing Checklist

Documents to be filed with the City Clerk's office:

- Affidavit of Candidacy
- Filing Fee (\$5) payable to the City of Golden Valley
- City Council Candidate Disclosure Statement
- Campaign Financial Reports (required if and when candidates receive contributions or make disbursements of more than \$750 in a calendar year)
 - Initial Report—due within 14 days of receiving over \$750
 - 2nd Report—due by October 23, 2015 (10 days before General Election)
 - 3th Report—due by December 3, 2015 (30 days after General Election)
 - 4th Report—due January 31, 2016
 - Final Report—due after candidate has settled all debts and disposed of all assets in excess of \$100
 - Campaign Financial Certification of Filing Report—due by November 10, 2015 (no later than seven days after the General Election)



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 and Office

Candidate Name (as it will appear on the ballot)

Office Sought

District #

For Partisan Office, Provide Political Party or Principle

For Judicial Office, Provide Name of Incumbent

Residence Address

Do not complete if residence address is to be private and checkbox below is marked. All address and contact information is optional for federal, judicial, county attorney, and county sheriff office candidates.

Street Address

City

State

Zip Code

My residence address is to be classified as private data. I certify a police report has been submitted or I have an order for protection 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.

Campaign Address and Contact

Candidate Phone Number (Required)

Campaign Contact Address (Required for those who have checked the box above):

Street Address

City

State

Zip Code

Website

Email

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 provided in *M.S.* 204B.06, subd. 1 (2));
- 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.
- **State Senator or State Representative** – I will be a resident of Minnesota not less than one year and of 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 have requested that my address of residence be classified as private data. I certify that a police report has been submitted, or I have an order for protection regarding my safety or my family's safety.

Signature of candidate

Date

CITY OF GOLDEN VALLEY

CITY COUNCIL CANDIDATE DISCLOSURE STATEMENT

PART I. PERSONAL DATA:

Full Name _____

Position _____

Address _____
(street) (zip code)

PART II. ASSOCIATIONS AND INTERESTS:

1. List here the names of all business corporations, governmental agencies, companies, firms or partnerships or other business enterprises doing business with the City of Golden Valley or at some location within the City of Golden Valley with which you are associated as either an employee, officer, owner, director, trustee, partner, advisory, consultant, or fiduciary (other than as a nominee):

4. List here all your interests in real property, or rights with respect to real property, as pertains to all such real property located within the City of Golden Valley:

The above disclosure information is correct and complete to the best of my knowledge and belief as of this _____ day of _____, _____ based upon my reading and understanding City Code Section 2.71.

(date)

(signature)

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
Map Order Form

Contact Information

Name

Address

City, State and Zip Code

Phone or email

Order will be picked up from State Office Building
Ship to address above via UPS Ground (\$3.50)

Available Maps

Maps usually include congressional district, legislative district, county, city, township, and precinct boundaries, and physical features such as roads, railroads, rivers and lakes, depending on scale.

Please select from the following available maps and indicate quantity, size and desired jurisdiction, as applicable. Available sizes are large (36" by 48"), medium (17" by 22") and small (8.5" by 11"), unless otherwise indicated.

- Statewide legislative and congressional districts. **Quantity and size**
- Metropolitan area legislative and congressional districts (large size only). **Quantity**
- Individual congressional districts (large size only). **Quantity and district(s)**
- Individual state house or senate districts. **Quantity, size and district(s)**
- County, showing legislative districts (large size only). **Quantity and county**
- County, showing commissioner districts (large size only). **Quantity and county**
- Individual school district (large size only). **Quantity and school district**
- Individual city or town (large size only). **Quantity and municipality**
- Additional information

Cost, delivery and payment

- Map prices are \$11 per large map, \$9 per medium map, and \$7 per small map.
- Maps may be shipped via UPS for \$3.50 per order, or picked up from the State Office Building (address below).
- Full payment must be submitted with this request. Checks or money order are accepted via mail. Cash is also accepted when ordering in person. Allow five to ten days for processing. Return completed form and payment to:
Minnesota Secretary of State
Elections Division
180 State Office Building
100 Dr. Rev. Martin Luther King, Jr. Blvd.
Saint Paul MN 55155
- For questions, call 651-215-1440 or email elections.dept@state.mn.us

Disclaimer

This document can be made available in large print by calling (651) 296-2803/Voice, or on our Web site at www.sos.state.mn.us. For TTY communication, contact the Minnesota Relay Service at 1-800-627-3529 and ask them to place a call to (651) 215-1440. The Secretary of State's Office does not discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, age, marital status, disability, religion, reliance on public assistance or political opinions or affiliations in employment or the provision of services.

MINNESOTA SECRETARY OF STATE
PRECINCT FINDER & POLLING PLACE LIST REQUEST

NAME _____ DAY PHONE (____) _____ EMAIL _____

RESIDENTIAL ADDRESS: **(No P.O. Boxes)** _____

CITY _____

STATE/ZIP _____

MAIL ADDRESS (if different then residential address- **(No P.O. Boxes)**) _____

MAIL CITY, STATE & ZIP _____

WILL PICK UP (60 Empire Drive, St Paul MN 55103) PLEASE MAIL (Include an additional \$5.00 for mailing fees)

PRECINCT FINDER

Please check only one of the following options and provide one jurisdiction name (excluding Statewide):

- **Additional jurisdictions may be purchased by completing additional order forms.**

____ Statewide (CD-ROM – DATA FILE ONLY)

____ County _____

____ City or Township _____

____ School District _____

____ Other _____

Please check one of the formatting options listed below:

____ **CD-ROM – PDF PRECINCT FINDER REPORT FOR PRINTING**

- The report is generated in PDF format and ready for printing.
- An example of this PDF file is available at www.sos.state.mn.us.

____ **CD-ROM – DATA FILE PRECINCT FINDER IN COMMA DELIMITED TEXT FORMAT**

- Files are parsed and in comma delimited format with field headings in the first line.
- Users will need application software (e.g. Microsoft Excel or Microsoft Access), not supplied by the Secretary of State, to access this data.
- An example of this data file is available at www.sos.state.mn.us.

The precinct finder contains voting districts by street name and house number ranges within a city/township of a county. Voting districts include precinct, ward, MCD code, county number, congressional, legislative, state senate, judicial, county commissioner, city/township, school district and county determined special districts.

POLLING PLACE LIST FOR ELECTION

Please check one of the following options and provide the jurisdiction name (excluding Statewide):

Specify Election Name & Date _____

____ Statewide (CD-ROM – DATA FILE ONLY)

____ Countywide for County _____

Please check one of the formatting options listed below:

____ **CD-ROM – PDF POLLING PLACE LIST FOR ELECTION**

- The report is generated in PDF format and ready for printing.
- An example of this PDF file is available at www.sos.state.mn.us.

____ **CD-ROM – DATA FILE POLLING PLACE LIST FOR ELECTION IN COMMA DELIMITED TEXT FORMAT**

- Files are parsed and in comma delimited format with field headings in the first line.
- Users will need application software (e.g. Microsoft Excel or Microsoft Access), not supplied by the Secretary of State, to access this data.
- An example of this data file is available at www.sos.state.mn.us.

The polling place list contains a record for each precinct in the state. The record has the county name (CD ROM contains County number only), the state-assigned precinct number, precinct name, polling place status and type, polling place address, MCD code, ward #, commissioner district, legislative district, congressional district, polling place description and number.

Date Rec'd by Fiscal	Date Rec'd by Med Prod	Client Act #	Amount Paid	Work Order #
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MINNESOTA SECRETARY OF STATE
PRECINCT FINDER & POLLING PLACE LIST PRICES

The following prices are for the purchase of CD-ROM Precinct Finder Data File/Polling Place List for Election from the Office of the Secretary of State. **Full payment is due at the time of request.** If you have questions, please contact the Office of the Secretary of State at (651) 215-1440.

CD-ROM – PDF PRECINCT FINDER REPORT FOR PRINTING

All other jurisdictions \$30.00

CD ROM – PRECINCT FINDER DATA FILE IN COMMA DELIMITED TEXT FORMAT

Statewide List \$46.00

All other jurisdictions \$30.00

Files are parsed and comma delimited, with field headings in the first line.

User will need application software (e.g. Microsoft Excel or Microsoft Access), not supplied by the Secretary of State, to access this data.

CD ROM – PDF POLLING PLACE LIST FOR ELECTION REPORT FOR PRINTING

All other jurisdictions \$30.00

- **Precinct Finder** – a list of house and unit ranges within a street address which contains precinct code name, city, zip, county, voting district information and range ID.
- **Polling place list by Election** - contains a record for each precinct in the state which includes precinct code name, polling place status, polling place name and address, type, county code and polling place district information.

CD ROM – POLLING PLACE LIST FOR ELECTION DATA FILE IN COMMA DELIMITED TEXT FORMAT

Statewide \$46.00

All other jurisdictions \$30.00

Files are parsed and in comma delimited format with field headings in the first line.

User will need application software (e.g. Microsoft Excel, Microsoft Access), not supplied by the Secretary of State, to access this data.

Mailing Costs

All orders will be sent UPS at a cost of \$5.00.

Please mail your request and fee (make checks payable to 'Secretary of State') to:

Office of the Secretary of State
Voter Registration Lists
60 Empire Dr Suite 100
Saint Paul, MN 55103

This document can be made available in alternative formats, such as large print, Braille or audio tape, by calling (651) 201-1339, or on our Web site at www.sos.state.mn.us. For TTY communication, contact the Minnesota Relay Service at 1-800-627-3529 and ask them to place a call to (651) 201-1339. The Secretary of State's Office does not discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, age, marital status, disability, and religion, reliance on public assistance or political opinions or affiliations in employment or the provision of services.

MINNESOTA SECRETARY OF STATE VOTER INFORMATION REQUEST FORM

The use of voter registration information for purposes unrelated to elections, political activities or law enforcement is a violation of Minnesota law (M.S. 201.091).

Voter Information	Enter your name as it would appear on your voter record.		
	Name <input type="text"/>		
	Address <input type="text"/>		
	City <input type="text"/>	State <input type="text" value="MN"/>	Zip Code <input type="text"/>
email <input type="text"/>		Phone <input type="text"/>	

Order(s)	Order #1 (Make selections below)	
	Jurisdiction Type: <input type="text"/>	Jurisdiction Name: (if not statewide) <input type="text"/>
	Report Type: (Statewide reports are available in text format only) <input type="text"/>	
	If requesting information for a Specific Election, enter election date and type of election below <input type="text"/>	
	Order #2 - Optional (Make selections below)	
	Jurisdiction Type: <input type="text"/>	Jurisdiction Name: (if not statewide) <input type="text"/>
Report Type: (Statewide reports are available in text format only) <input type="text"/>		
If requesting information for a Specific Election, enter election date and type of election below <input type="text"/>		

*Text files require specific software to use. See page #2 for more information.

Delivery	Enter delivery information below. (Shipped orders will be sent via UPS Ground Service)	
	<input type="radio"/> I will pick my order up at the: Retirement Systems of Minnesota Building 60 Empire Drive, Suite #100 Saint Paul, MN 55103	<input type="radio"/> *Ship my order to: (*include \$5 shipping cost) <input type="checkbox"/> Same as Residential Address Name <input type="text"/> Address <input type="text"/> City <input type="text"/> State <input type="text"/> Zip Code <input type="text"/>

Payment	Enter payment information below.	
	Payment Type: <input type="text"/>	Mail order and payment to: Office of the Secretary of State Voter Registration Lists 60 Empire Dr Suite 100 Saint Paul, MN 55103
	Order Total: (\$) <input type="text"/> + Shipping: <input type="text"/> = Amount Included: <input type="text" value="\$ 0.00"/> (Do not mail cash)	

Certification	Certify your request. Type your initials in the box below to the left, enter date, <u>print and sign</u>.	
	<input type="checkbox"/> I CERTIFY THAT I AM A REGISTERED VOTER IN THE STATE OF MINNESOTA AND THAT THE INFORMATION IN THIS LIST OF REGISTERED VOTERS WILL BE USED ONLY FOR PURPOSES RELATED TO ELECTIONS, POLITICAL ACTIVITIES, OR LAW ENFORCEMENT (M.S. 201.091). SIGNATURE: _____ Date: _____	Print Form

Official Use Only	Date Rec'd by Fiscal <input type="text"/>	Date Rec'd by Med Prod <input type="text"/>	Client Act # <input type="text"/>	Amount Paid <input type="text"/>	Work Order # <input type="text"/>
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Minnesota Secretary of State Voter Information List Request

Voter information is available only to **registered Minnesota voters** and must be used for purposes related to elections, political activities or law enforcement pursuant to [M.S. 201.091 Subd. 5](#). All other requests will be rejected and money refunded after 60 business days.

Reports

Voter Information List reports are available on CD-ROM **only**. Reports can be requested as **text (.txt)** or **Adobe (.pdf)** file types.

Text (.txt) - editable and can be reorganized, sorted, or filtered

The **text** files are parsed and in comma delimited format with field headings in the first line. Users will need application software, **not supplied or supported by the Office of the Secretary of State**, to access this data.

Adobe (.pdf) - not editable and cannot be reorganized, sorted, or filtered

The **.pdf** files are static documents in a printer friendly format and require free .pdf reader software available at <http://get.adobe.com/reader/>.

The table below indicates what information is included on each report type.

Report Overview		Information Contained in Report														
		Name	Address	Voter ID	Legacy ID	Phone	Birth Year	Election Date	Election Description	Election Type	Voting Method	Precinct Code	District Codes	County	.PDF Format	Comma-Delimited
Report Types	Detailed History	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Summary History	X	X	X	X	X	X	X		X		X		X	X	X
	Voter Mailing Labels*	X	X												X	X
	Household Mailing Labels*	(1)	X												X	X
	Walking List	X	X			X	X	X		X					X	X

* All **.pdf** mailing label reports are formatted to print on **AVERY 5160** (or similar) label sheets. These sheets contain 3 labels across and 10 labels down per page.

(1) *Household Mailing Labels* include one label for every residential address where there is at least one registered voter. All labels are addressed to "Registered Voters."

When requesting your voter information you must specify the exact information needed and confirm the request prior to submitting your order. (e.g. *Itasca County, Mahnomon County Commissioner District #3, South St. Paul Schools ISD #6, Little Falls Ward 1*). Report samples can be found here: <http://www.sos.state.mn.us/index.aspx?page=893>

Pricing

Request Type	Report Cost	Shipping Method	Shipping Cost	Payment Method*	Payable To:	Payment Address:
Single Jurisdiction	\$30 per Report	UPS Ground	\$5 per Order	Check, Money Order, or Cash (at the counter)	Secretary of State	Office of the Secretary of State Voter Registration Lists
Statewide	\$46 per Report	UPS Ground	\$5 per Order	Check, Money Order, or Cash (at the counter)	Secretary of State	60 Empire Dr Suite 100 St. Paul, MN 55103

Payment

*Correct payment amount **must** accompany any request for information. Cash payments are accepted at the counter only. Please do not send cash in the mail. **Online ordering and credit card payments are currently not accepted at this time.**

Questions?

Please refer to the Frequently Asked Questions section of our website for more information.	Additional assistance can be found by submitting an Ask a Question form online.	You can also contact us via phone or email: - (651) 215-1440 - listrequest.sos@state.mn.us
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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 _____, 2015. I request that my name be withdrawn from the ballot,
pursuant to *Minnesota Statutes* 204B.12, subd. 1.

Signature

Date



THE LEAGUE OF WOMEN VOTERS OF GOLDEN VALLEY

July 15, 2015

Congratulations on your decision to run for Golden Valley Mayor or City Council

The League of Women Voters of Golden Valley (LWVG) invites you to participate in a candidate forum at the City Council Chambers on Wednesday, October 7, at 7:00 pm. The forum will allow candidates time for an opening and closing statement plus a question and answer period, taking questions from the audience and league members. Candidates for Mayor and City Council will appear separately.

The forum will be cablecast by Northwest Community Television. Dates, times and channels for replays will be announced as they become available. LWVG assumes that your participation in the forum includes your permission to be included in the broadcast.

As a nonpartisan organization the League of Women Voters neither supports nor opposes candidates for public office. We sponsor candidate forums to encourage our fellow residents to learn about the issues and candidates, and to vote in elections. We believe that is best accomplished by providing candidates with a fair and equal opportunity to present their views face to face.

The LWVG Board adopted these forum criteria on July 6, 2015:

1. All candidates who meet the legal qualifications to hold office and have filed for mayor or city council will be notified of the League's intent to hold a forum and are invited to participate.
2. On the night of the forum, tables will be provided in the hallway for the literature of any candidates who have filed. To maintain a fair and nonpartisan forum we ask that no props such as pictures, signs and charts, campaign buttons, clothing, etc. be displayed within the City Council Chambers.
3. There will be no empty chair debates. If only one candidate for an office in which there are opposing candidates accepts the invitation to debate, no forum for that office will be held. No substitute speakers for a candidate are allowed.
4. Candidates in need of assistive devices or ASL translation need to notify LWVG at least 14 days in advance of the forum. The LWVG will make a good faith effort to supply or accommodate such services. Please call President Lynn Gitelis at 763-588-8854 with your request.
5. No external audio, digital or other recording of the forum is allowed.

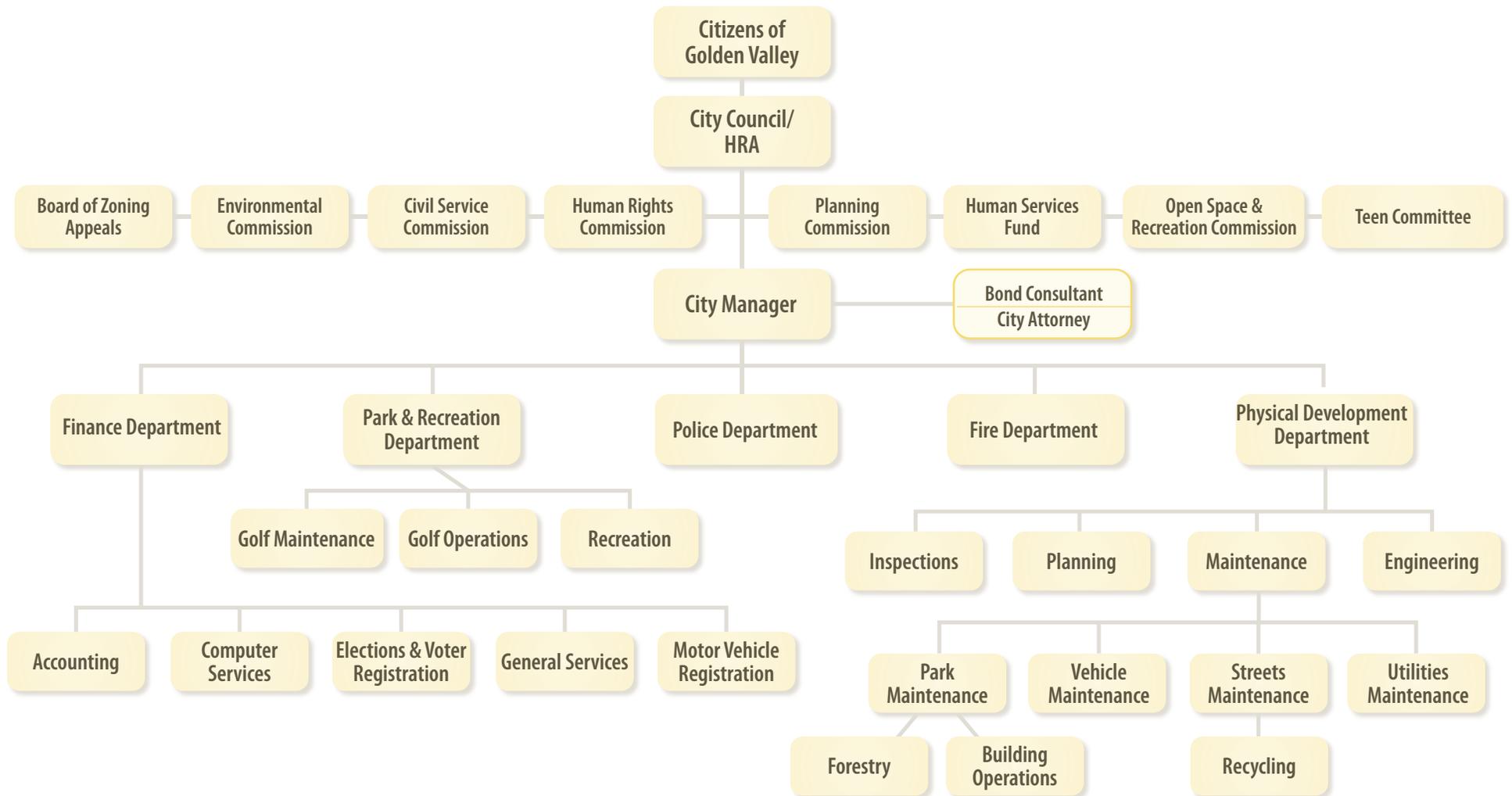
Candidates are asked to respond to this invitation. Please call or email Lynn Gitelis at 763-588-8854 or lynngi2@gmail.com no later than September 9, 2015, to confirm your attendance. We welcome any questions you have about the forum. We will send more detailed information to you after September 9, 2015.

We look forward to hearing from you and seeing you at the October 7, 2015 candidate forum.

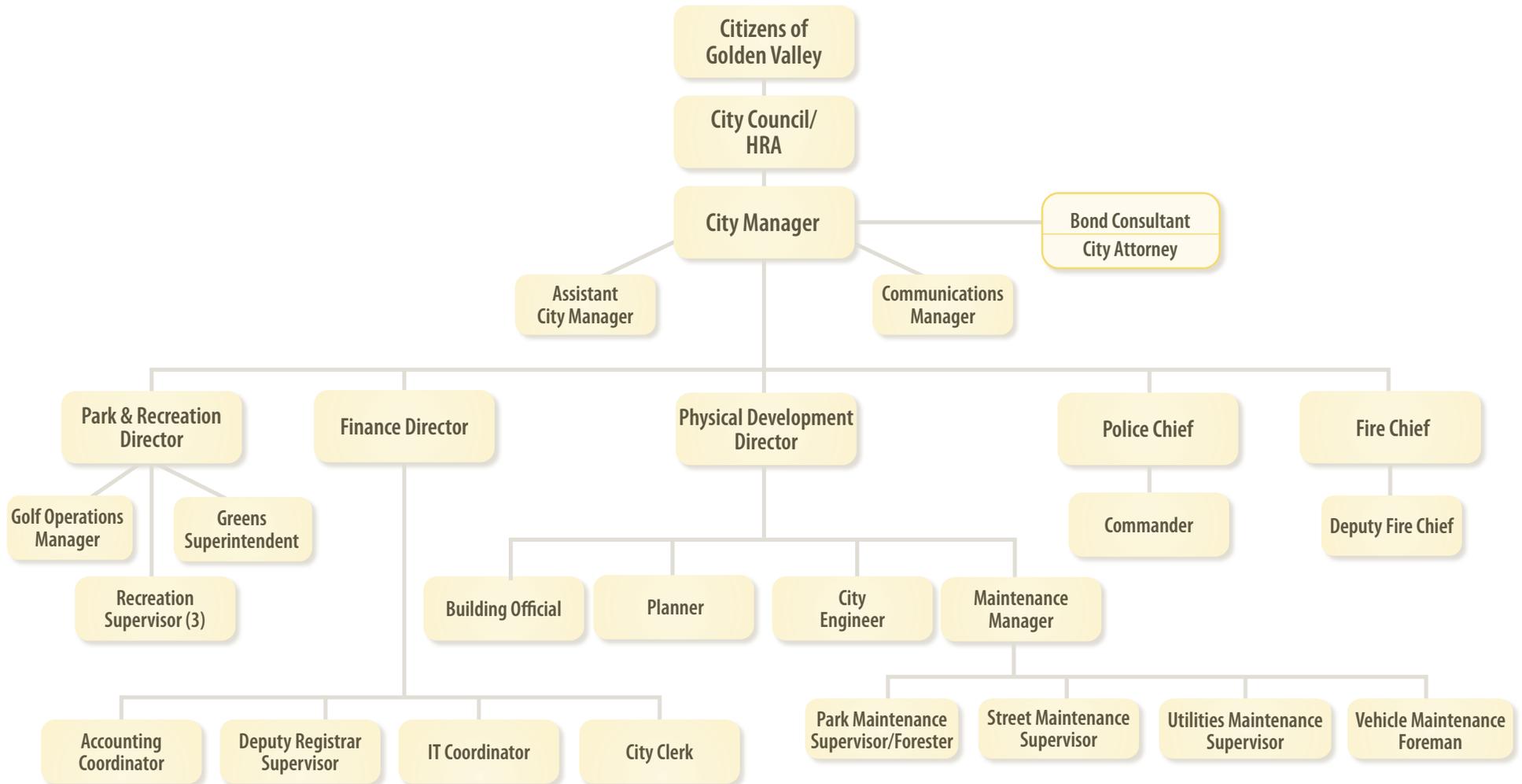
Sincerely,

Lynn Gitelis, LWVG President

Organization Chart by Division



Organization Chart *by* Position



Campaign Signs: **Regulations & Enforcement**

Enforcement of campaign sign violations is split between the City and the state, depending on whether the sign violated the City's ordinances or state campaign practices law.

For information on enforcement of Golden Valley ordinances, contact the Inspections Department at 763-593-8088 (leave a detailed message) or the Golden Valley Elections line at 763-593-8012.

From the State of Minnesota Department of Transportation (March 27, 2014)

TO: CANDIDATES FOR PUBLIC OFFICE

This letter is to remind you that state law prohibits the placement, painting, printing, or affixing of advertisements on any object within the limits of any highway in Minnesota. This prohibition in Minnesota Statutes, section 160.27, applies to political campaign signs as well as to all other forms of advertising. The law applies to all state, county, city, and township roads and highways.

In addition, the Minnesota Outdoor Advertising Control Act (Minnesota Statutes, section 173.15) prohibits erecting advertising devices:

- on private land without the consent of the owner or occupant;
- on public utility poles;
- on trees or shrubs; and
- by painting or drawing on rocks or natural features.

The Federal Highway Administration office in Minnesota monitors Minnesota's compliance with federal highway beautification laws. State transportation employees are responsible for administering these laws on state highways and must remove signs that violate the laws. County, city, and township employees administer these laws on their roads.

Since political campaign workers may not be familiar with the laws, please distribute this information to those who place signs on your behalf. Local Mn/DOT offices should be contacted for assistance when signs are being placed where the specific highway right-of-way cannot be clearly identified. When improperly placed signs are removed by Mn/DOT employees, every effort will be made to temporarily store the sign and to notify the candidate so that the signs can be retrieved by the candidate or the candidate's workers.

I sincerely request your cooperation in ensuring your campaign workers are aware of these laws. Mn/DOT employees will make every effort to be fair and impartial in administering the law so that all advertisers can expect equal treatment under this law.

Thank you for your cooperation.

Sincerely,

Charles A. Zelle
Commissioner

From the Hennepin County Transportation Department, Permit Office

Dear Candidate for Public Office:

This letter is written to inform you of Hennepin County's policy regarding campaign signs placed within the right-of-way. In-order to maintain county rights-of-way and to provide safe, unobstructed highways for the traveling public, Hennepin County does not allow campaign signs within the right-of-way. This policy is supported by Minnesota Statute 160.27, which prohibits the placement, painting, printing, or affixing of advertisements on any object within the limits of any highway in Minnesota. By following this policy, Hennepin County personnel will not remove your signs.

Please provide this information to your campaign staff, workers, and volunteers. All campaign signs must be located wholly off county right-of-way. If you need help determining the location of the county right-of-way, please contact the County Surveyors Department at 612-348-3131. Other municipalities may have different requirements—we encourage you to contact your local authorities for more information.

Thank you for your cooperation in this matter. If you have any questions, please contact the Permit Office at 612-596-0339.

From the Golden Valley City Code:

Subdivision 2. Corner Visibility

Visibility shall be maintained at all street intersections. No person shall erect, construct, plant, nurture or maintain any building, structure or vegetation, except low lying plants and grasses, in the corner visibility zone without the appropriate right-of-way permit to do so. Existing trees, shrubs and grasses must be maintained to provide, as determined by the City Manager, clear lines of sight through the corner visibility zone. This clear line of sight is generally considered to be between 30 inches above the gutter line and eight (8) feet above the gutter line. The corner visibility zone is considered that area between the edge of pavement of intersecting streets and a line adjoining points on such lines 45 feet distant from their point of intersection, or in the case of a rounded corner, point of intersection of the tangents at the end points of the curve.

Upon information that any person is in violation of this Chapter, the City Manager or his/her designee shall give written notice to have the items restricting visibility removed. If after receiving written notice to remove the items restricting visibility, the person fails to remove the offending object within the time specified in the notice, not less than 10 days, the City Manager shall remove the offending objects with city forces. All costs associated with this removal shall be billed to the property owner responsible for the obstruction. If the bill is not paid within thirty (30) days of the invoice date, the unpaid costs may be assessed against the property pursuant to Chap. 429, Minnesota Statutes.

From Minnesota State Statutes:

211B.045 NONCOMMERCIAL SIGNS EXEMPTION

In any municipality, whether or not the municipality has an ordinance that regulates the size or number of noncommercial signs, all noncommercial signs of any size may be posted in any number from 46 days before the state primary in a state general election year until ten days following the state general election.

History: 1990 c 585 s 30; 2004 c 142 s 1; 2010 c 184 s 42.



Precinct Polling Places

Precinct #1

Northeast Fire Station
3700 Golden Valley Road
Golden Valley, MN 55422

Precinct #3

Meadowbrook Elem School
5430 Glenwood Avenue
Golden Valley, MN 55422

Precinct #5

Southeast Fire Station
400 Turners Crossroad South
Golden Valley, MN 55416

Precinct #7

Sandburg Learning Center
2400 Sandburg Lane
Golden Valley, MN 55427

Precinct #2

Valley Presbyterian Church
3100 North Lilac Drive
Golden Valley, MN 55422

Precinct #4

LOGIS
5750 Duluth St
Golden Valley, MN 55427

Precinct #6

Golden Valley City Hall
7800 Golden Valley Road
Golden Valley, MN 55427

Precinct #8

Brookview Community Center
200 Brookview Parkway
Golden Valley, MN 55426

Precinct Map is located at www.goldenvalleymn.gov/elections/pdf/precinct-map.pdf

For More Information

City of Golden Valley Elections

City Clerk**Fax****TTY****Web****763-593-8012**

763-593-8012

763-593-3969

763-593-3968

www.goldenvalleymn.gov

Hennepin County Elections

Fax**TTY****E-mail****Web****612-348-5151**

612-348-9677

612-348-3461

HC.Vote@co.hennepin.mn.us

www.hennepin.us

League of Minnesota Cities

Webwww.lmnc.org

Information about cities and regulations

Secretary of State Elections Office

Fax**TTY****Email****Web****651-215-1440**

651-296-9073

Contact Minnesota Relay Service at
800-627-3529 and ask them to
place a call to 651-215-1440.

elections.dept@state.mn.us

www.sos.state.mn.us/electionwww.sos.state.mn.us/election/electionlaw.html

MN Statutes & Rules on Campaigns & Election

www.sos.state.mn.us/docs/campaign_manual_04.pdf

Minnesota Campaign Manual – updated June 2006

A list of registered voters may be ordered through the
Secretary of State's Office at www.sos.state.mn.us or by
calling 651-215-1440.



City of Golden Valley • 7800 Golden Valley Road • Golden Valley, MN 55427
763-593-8000 • TTY 763-593-3968 • Fax 763-593-3969