**Municipal Candidate Filing Packet**

**WHERE TO FILE**

Washington Town Hall (Temporary Office)

219 N Turner St, Washington, OK 73093

**Filing Period**

**Start:** Wednesday, August 7, 2024, at 8:00 A.M.

**End:** Friday, August 23, 2024, at 12:00 P.M (Noon)

**DECLARATION OF CANDIDACY**

A Municipal Candidate Declaration of Candidacy consists of the following documents:

* Candidate Information and Oath page signed by candidate
* Criminal History Disclosure form signed by candidate, if required
* Qualifications and Requirements for Municipal Candidates page signed by candidate
* Voter Registration Verification Form for Candidates
* Candidate questionnaire completed and signed by candidate

**GENERAL INSTRUCTIONS**

1. No Declaration of Candidacy will be accepted if it is received by the Town of Washington staff later than 12:00 P.M. (Noon) on the last day of the filing period on August 23, 2024.

2. The Municipal Candidate Information and Oath form must be completely filled out, signed and dated by the candidate.

3. The Qualifications and Requirements for Municipal Candidates form must be signed and dated by the candidate.

4. Candidates must submit a [Voter Registration Verification Form for Candidates](https://okvoterportal.okelections.us/Home/ProcessMoreInfo) as part of the Declaration of Candidacy. The form can be downloaded from the OK Voter Portal at [https://okvoterportal.okelections.us/ o](https://okvoterportal.okelections.us/)r obtained from the voter’s County Election Board.

5. State law – ***Title 26 O.S. § 5-111*** – requires all candidates for elective office to disclose whether they ever have been convicted of a misdemeanor involving embezzlement or of a felony in Oklahoma or any other state and/or whether an arrest warrant is outstanding in connection with such misdemeanor or felony. Follow instructions on the Candidate Information and Oath form and fill out and file the Criminal History Disclosure form if necessary.

6. All candidates are responsible for printing out any supporting documents that are to be provided with their application. Town Hall will only provide a copy of the application, if requested by the candidate.

7. Candidates must be in attendance during the September 3, 2024, at 6:00 P.M. Regular Board Meeting in order to be considered for appointment to the Board.

8. During the September 3rd Regular meeting each candidate will have an opportunity to address the board and answer questions from the Board of Trustees.

9. The candidate that is selected to join the Board of Trustees shall be sworn in prior to the meeting being adjourned.

**MUNICIPAL OFFICER DECLARATION OF CANDIDACY**



9.

**Candidate Information and Oath**

NOTICE: All information provided on this form, except address information, will be made publicly available.

PLEASE TYPE OR PRINT

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| --- | --- | --- | --- |
| **CANDIDATE INFORMATION** | | | |
| Candidate’s name as it will appear on the ballot: | | | Date of birth: (Month, Date, Year) |
| Candidate’s full legal name: | | Candidate’s voter registration name (if different from legal name) | |
| Title of Office Sought: **Washington Board of Trustees** | | | |
|
| Name of Municipality: **Town of Washington** | | | |
| Candidate’s ResidenceAddress:  (Street, City, State, ZIP) | | | |
|
| Candidate’s Mailing Address: (Street, City, State, ZIP) | | | |
|
| Voter Registration Address: (Street, City, State, ZIP) | | | |
|
| I am a registered voter in precinct # in the County of | | | Voter ID # |
| Optional Information: |  |  |  |
| Phone number: | Email Address: | Website: | |
| **QUALIFICATIONS AND REQUIREMENTS** | | | |
| ➢ Do you reside in the municipality?  **YES** | | **NO** |  |
| ➢ Have you been a registered voter with the County Election Board at an address located within the geographical boundaries of the | | | |
| municipality, or of the w | ard where the office is from a ward, for at least six (6) months?  **YES  NO** | | |
| **CRIMINAL HIS TORY DIS CLOS URE AND OATH** | | | |
| **CRIMINAL DISCLOSURE:**  ➢ Have you been convicted, pled guilty or nolo contendere, or otherwise been determined by a court of proper authority in  Oklahoma or in another state to be guilty of a misdemeanor involving embezzlement or of a felony under the laws of this state or of the United States?  **YES  NO**  ➢ If yes, has it been 15 years or longer since the completion of your sentence?  **YES  NO**  ➢ Have you been named in an outstanding warrant for arrest for a misdemeanor involving embezzlement or a felony in this or any other state or of the United States?  **YES  NO**  If you answer **YES** to either of these questions, you are required to fill out and sign the Criminal History Disclosure form and include it in your Declaration of Candidacy. | | | |
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| I, the undersigned, swear or affirm that the information provided in this Declaration of Candidacy is true and correct, that I have  read and signed the Candidate Qualifications for the office that I seek, that I am fully qualified to become a candidate for said  office, and that I will be fully qualified to hold said office, if elected.  **Signature of Candidate** | | | |
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**Oklahoma Declaration of Candidacy**

**Criminal History Disclosure**

Candidate’s Name:

Title of office sought: Washington Board of Trustees

If you have been convicted, pled guilty or nolo contendere, or otherwise been determined by a court of proper authority in Oklahoma or in another state to be guilty of a misdemeanor involving embezzlement or of a felony under the laws of this state or of the United States, or if at this time you are named in an outstanding warrant for arrest for a misdemeanor involving embezzlement or for a felony in the State of Oklahoma or in another state, you are required to complete this Criminal History Disclosure form.

Name of offense

Date of conviction, plea of guilty or nolo contendere, or deferral of sentence or date of issuance of outstanding warrant

Time prescribed in original judgement and sentence or deferral of sentence

County and State of conviction, plea, or deferral or issuance of outstanding warrant

Name of offense

Date of conviction, plea of guilty or nolo contendere, or deferral of sentence or date of issuance of outstanding warrant

Time prescribed in original judgement and sentence or deferral of sentence

County and State of conviction, plea, or deferral or issuance of outstanding warrant

Name of offense

Date of conviction, plea of guilty or nolo contendere, or deferral of sentence or date of issuance of outstanding warrant

Time prescribed in original judgement and sentence or deferral of sentence

County and State of conviction, plea, or deferral or issuance of outstanding warrant

**X**

Candidate’s Signature

Date:

**Use additional copies of this form if more space is required. Page of**

10/2022

**Candidates for Elective Municipal Office**

**Qualifications and Requirements**

The following requirements and qualifications are set forth in the *Oklahoma Statutes* and apply to all candidates for elective municipal office in all Towns.

***Title 11 O.S., Section 8-101 – Qualifications for Elected Office***

A municipal elected official shall be a resident and a registered voters of the municipality in which he serves, and all

councilmembers or trustees from wards shall be actual residents of their respective wards. If an elected official ceases to be a resident of the municipality, he shall thereupon cease to be an elected official of that municipality.

***Title 11 O.S., Section 8-102 – Term of Office***

Unless otherwise provided for by law, the term of office of an elected municipal official shall be four (4) years. The term of office of an elected official shall begin at 12:00 noon on the second Monday following the general municipal election, and such official shall serve until his successor is elected and qualified. If a newly elected official does not qualify within thirty (30) days after his term of office begins, the office shall become vacant and shall be filled in the manner provided bylaw. In order to complete the unexpired term, the office of an official who is holding over shall be filled at the next general election in compliance with the provisions of Sections 16-101 through16-213 of this Title.

***Title 11 O.S., Section 8-103 – Oath of Office***

Any officer elected or appointed, before entering upon the duties of his office, shall take and subscribe to the oath or affirmation of office prescribed by the *Oklahoma Constitution*. The oath or affirmation shall be filed in the office of the municipal clerk.

***Title 11 O.S., Section 8-106 – Nepotism***

No elected or appointed official or other authority of the municipal government shall appoint or elect any person related by affinity or consanguinity within the third degree to any governing body member or to himself or, in the case of a plural authority, to anyone of its members to any office or position of profit in the municipal government. The provisions of this section shall not prohibit an officer or employee already in the service of the municipality from continuing in such service or from promotion therein. A person may hold more than one office or position in a municipal government as the governing body may ordain. A member of the governing body shall not receive compensation for service in any municipal office or position other than his elected office.

***Title 11 O.S., Section 8-109 - Vacancies in Office***

A. When a vacancy occurs in an office of an elected municipal official except the mayor, the governing body shall appoint, by a majority vote of the remaining members, a person to fill the vacancy until the next general municipal election, or the next biennial town meeting if the municipality is subject to the Oklahoma Town Meeting Act, Section 11-16-301 et seq. of this title, and to serve until a successor is elected and qualified. Any vacancy shall then be filled at the next general municipal election or biennial town meeting by election of a person to complete the balance of any unexpired term. If the vacancy has not been filled within sixty (60) days after it occurs, the governing body shall call for a special election or a special town meeting for the purpose of filling the vacancy for the duration of the unexpired term unless said vacancy occurs or said election would occur within one hundred twenty (120) days prior to the first day of the filing period for the next general municipal election or within one hundred twenty (120) days prior to the next biennial town meeting. If a vacancy is not filled by the special election or at a special town meeting, it shall be filled by appointment as provided for in this subsection.

***Title 26 O.S., Section 4-110.1(D) – Submitting Voter Registration Applications***

D. Registration for candidate filing or party affiliation purposes occurs at the earliest time the completed voter registration application is received at the State Election Board, any county election board, any agency designated to accept voter registration applications or any Motor License Agent as part of a driver license or identification card application provided that the application subsequently is approved by the secretary of the county election board for the county of the applicant's residence; or, in the case of mail applications, registration for candidate filing or party affiliation purposes shall occur at the time when the completed voter registration application is postmarked provided that the application subsequently is approved by the secretary of the county election board for the county of the applicant's residence; or, in the case of a mail application received without a postmark, registration for candidate filing or party affiliation purposes shall occur at the earliest time when the completed application is received by the State Election Board or any county election board provided that the application is subsequently approved by the secretary of the county election board for the county of the applicant's residence.

**By my signature below, I indicate that I have read these qualifications and requirements, that I am eligible to be a candidate for the office I seek, and, if appointed, I am eligible to serve in such office.**

Name of Candidate(print or type) Signature of Candidate Date

**Candidates for Elective Municipal Office**

**Candidate Questionnaire**

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| --- | --- |
| 1. Do you intend to serve the remaining 3 year term for this Board of Trustee seat through spring of 2027? | |
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| 1. What is your understanding of the responsibilies of a Trustee for the Town of Washington? | |
|  | |
| 1. Have you served as an elected public official or served on a board of directors?   If yes, please describe the organization and your position. | |
|  | |
| 1. What do you feel is the greatest issue facing the town of Washington and how you plan to address it? | |
|  | |
| 1. What do you feel is the greatest opportunity for the town of Washington? | |
|  | |
| 1. Why do you want to serve on the Washington Board of Trustee's? | |
|  | |
| 1. Please provide a summary of your professional experience(s)? | |
|  | |
| 1. State law requires each person elected or appointed for the first time as an officer of a municipality to attend an institute for municipal officials. The statute is codified at Title 11 O.S., Section 8-114. Understanding the rolls and responsibilities of a Trustee for the Town is important to your success as a Trustee. Please select a New Official Institute Training date you are available to attend? (Please select one)   *(Note: The training is an 8 hour course and you are required to attend the entire session to receive your certificate.)* | |
| October 10, Woodward | November 21, McAlester |