

## Information for School Board Candidates

Thank you for your interest in becoming a member of the Cambridge-Isanti Schools - Board of Education. Enclosed in this packet you will find:

### [Minnesota Affidavit of Candidacy](#)

To file for school board, candidates need to submit their notarized Affidavit of Candidacy paperwork and \$2 filing fee to the Cambridge-Isanti Schools' District Office **between August 1 and 5:00 PM on August 15**. Candidates can stop in at the District Office Mondays through Fridays from 7:30 AM to 4:30 PM (except August 4) to complete these items in person and have their affidavits notarized. If you choose this option, please bring a form of identification with you. We recommend making an appointment by contact us at (763)689-6202.

### [Affidavit of Withdrawal of Candidacy](#)

If after having submitted the Minnesota Affidavit of Candidacy you decide not to run for the School Board, complete the Affidavit of Withdrawal form, have it notarized and return it to the Cambridge-Isanti Schools District Office, no later than 5:00 PM on **August 17, 2023**.

### [Campaign Financial Reports](#)

Use the forms included on these pages to disclose any monies received or spent campaigning. *Please remember that the initial report must be filed within 14 days after a candidate receives contributions or makes disbursements of more than \$750 in a calendar year.*

Other helpful information:

- [2022 Campaign Manual](#)
- [Running for School Board Webinar \(Recording\)](#)
- [Minnesota School Boards Association \(MSBA\) Website](#) (<https://mnmsba.org/>)
- [Minnesota Secretary of State Website](#)  
(<https://www.sos.state.mn.us/election-administration-campaigns/>)



# Office of the Minnesota Secretary of State - Elections Division

## 2023 Candidate Filing Information Sheet

### (2022 Campaign Manual Supplement)

#### **New Affidavit of Candidacy**

There is a new [Affidavit of Candidacy](#) to be used for all candidate filings after June 1, 2023.

#### **Email Addresses**

[2023 Session Laws, chapter 62, article 4, section 70](#)

Candidates **must** provide a non-government issued email address on the affidavit of candidacy or attest that they do not have an email address.

- Affidavits of candidacy are updated to note this requirement and include an option to check if the candidate does not have an email address.

#### **Residence Classified as Private Data**

[2023 Session Laws, chapter 62, article 4, section 70](#)

Candidates may request their residence be classified as private data if the candidate has a reasonable fear regarding the safety of the candidate or the candidate's family.

- The candidate must provide their residential address to the filing officer to be kept privately.
- Any office where the residency requirement must be satisfied by the close of the filing period and where the candidate has requested their address be classified as private data, the filing officer must, within one day, determine whether that address is within the boundaries of the district represented by the office. *This is only for the offices of Governor, Lieutenant Governor, State Senator, and State Representative.*

There is a new [Address of Residence Form](#) that may be used for this request.

#### **Pre-Primary Financial Reports**

[2023 Session Laws, chapter 62, article 4, section 127](#)

All candidates are now required to submit a pre-primary report even if the jurisdiction has never been primary-possible.

- If a candidate has filed an initial report after receiving contributions or making disbursements of more than \$750, they are then required to file another report ten days before the primary or special primary (or the date when the primary would have taken place).



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, Office, and Party**

Candidate Name (as it will appear on the ballot)

Office Sought

District #

Political Party or Principle (State or Federal offices only)

Name of Incumbent (Judicial seats only)

**Contact Information**

Required (federal, judicial, county attorney, and county sheriff candidates are exempt)

Check box if you do not have an email address

Phone number

Email (non-government issued)

**Address Information**

**Residence Address** Required (unless box is checked; federal, judicial, county attorney, and county sheriff candidates are exempt)

**My residence address is to be classified as private data.**

I certify a police report has been submitted, an order for protection has been issued, or I have a reasonable fear 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.

Residence Address

City

State

Zip Code

**Campaign Contact Information** (Address required if box above is checked)

Campaign Address

City

State

Zip Code

Campaign Website

**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 authorized by Minn. Stat. 204B.06, subd. 9;
- 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.
- **Supreme Court Justice, Court of Appeals Judge, or District Court Judge** – I will not turn 70 years of age before the first Monday of next January.
- **State Senator or State Representative** – I will have maintained residence in Minnesota not less than one year and in 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)

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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 , 2023. I request that my name be withdrawn from the ballot,  
pursuant to *Minnesota Statutes* 204B.12, subd. 1.

Signature  Date

*(All of the information in this report is public information)*

Office sought or ballot question \_\_\_\_\_ District \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_

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	= \$ _____		

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>
	<b>TOTAL</b>	

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>
		<b>TOTAL</b>	

Date \_\_\_\_\_

Address \_\_\_\_\_

*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
- 30 days after a general election or special election
- 10 days before the 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