



City Election 2024 Instructions:

1. Petition Requirements:

- City Council: 44 signatures
 - 4-year term (3 open seats) – choose Full Term
 - 2-year term (2 open seats) - choose Unexpired Term
- Park Board: 37 signatures
 - 4-year term (2 open seats) – choose Full Term
 - 2-year term (1 open seat) - choose Unexpired Term

2. Petition Timeline:

- **Start Date:** January 1, 2024
- **Filing Period:** January 2, 2024 – April 8, 2024 @ 4 pm

3. Forms:

- Petitions (SFN 02704) available on nd.gov
- Statement of Interest (SFN 10172) on nd.gov

4. File:

- File petitions with the City Office at 702 1st St N, Casselton, ND 58012
- Deadline: April 8, 2024, by 4 pm

5. City Office:

- You may obtain all necessary forms at the City Office.

6. Preparation Step:

- **City Auditor's Recommendation:**
 - **Discuss in Person Before Circulating Petitions:** To avoid mistakes, the City Auditor recommends an in-person discussion prior to circulating petitions.

A drawing to determine the order of names on the ballot will be held as soon after the filing deadline as possible. All are welcome to attend the drawing.



PETITION/CERTIFICATE OF NOMINATION

SECRETARY OF STATE

SFN 02704 (10-2023)

Secretary of State
State of North Dakota
600 E Boulevard Ave Dept 108
Bismarck ND 58505-0500
Telephone: (701) 328-4146
Toll-Free: (800) 352-0867, option 6
Fax: (701) 328-3413
Email: soselect@nd.gov
Website: Vote.ND.Gov

SEE BOTTOM OF PAGE FOR INSTRUCTIONS. PLEASE PRINT.

Nominating provisions are found in North Dakota Century Code, Sections 16.1-11-06, 16.1-11-15, 16.1-11-16, 16.1-12-02.3, and 40-21-07.

CERTIFICATE OF NOMINATION

Area affected by petition

CITY OF CASSELTON

Candidate first name		Candidate last name		Candidate telephone number	
				XXX-XXX-XXXX	
Candidate mailing address			City	State	ZIP code
Candidate non-government email address (required)					
Office candidate is seeking				Term (Choose one)	
COUNCIL MEMBER OR PARK BOARD				<input type="checkbox"/> Full <input type="checkbox"/> Unexpired	
District number (if applicable)		District name (if applicable)		Judgeship number (if applicable)	
X X X		X X X X X		X X X	
Political party affiliation of candidate*					
<input checked="" type="checkbox"/> Republican <input type="checkbox"/> Democratic-NPL <input type="checkbox"/> Libertarian <input type="checkbox"/> Other <input type="checkbox"/> Independent candidate <input type="checkbox"/> No Party					
*The No-Party designation must be used for all county, judicial, multi-district, and city offices, and the office of Superintendent of Public Instruction. All other candidates must designate a political party or independent.					
Election (select Primary if the office will appear on both the Primary and General Election ballot)				Date of election	
<input checked="" type="checkbox"/> City <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special				JUNE 11, 2024	
If the petition is for the office of governor, complete the following information:					
Name of lieutenant governor candidate					
X X X X X					
Address (street address or rural route)			City	State	ZIP code
X X X X X			X X X	X	X

INSTRUCTIONS FOR PETITION/CERTIFICATE OF NOMINATION

WHEN TO CIRCULATE: Candidates may not begin circulating the Petition/Certificate of Nomination prior to January 1 preceding the election.

HOW TO CIRCULATE: Each individual Petition/Certificate of Nomination must be circulated with the completed information shown above and must be made available to each signer at the time of signing.

Only qualified electors of the affected area, as the case may be, may sign nominating petitions. In addition to signing the person's name, petition signers shall include: the date of signing; their complete residential address, rural route, or general delivery; and either the name of the North Dakota city or its corresponding ZIP code.

Incomplete signatures or accompanying information of petition signers that do not meet the requirements of Section 16.1-11-16 invalidate such signatures. The use of ditto marks to indicate that the information contained on the previous signature line carries over does not invalidate a signature. Signatures that are not accompanied by a complete date are not invalid if the signatures are preceded and followed by a signature that is accompanied by a complete and valid date.

WHO FILES: The Petition/Certificate of Nomination must be filed by all candidates petitioning to have their names placed on the ballot for federal, statewide, judicial district, legislative, county, multi-district, and city offices in North Dakota.

WHEN TO FILE: The Petition/Certificate of Nomination must be filed before 4 p.m. of the 64th day, prior to any election. If the Petition/Certificate of Nomination is mailed, it must be in the physical possession of the appropriate filing officer before 4 p.m. of the 64th day prior to the election.

Federal, statewide, judicial district, legislative, county, and multi-district candidates, must accompany this form with an Affidavit of Candidacy SFN 2703 and Statement of Interests SFN 10172.

WHERE TO FILE:

FEDERAL, STATEWIDE, JUDICIAL, AND LEGISLATIVE DISTRICT CANDIDATES:

If this form was completed using the Online Candidate Forms Completion and Filing System for Ballot Access, either upload the form into the Online Candidate Forms Completion and Filing System for Ballot Access or file it with the Secretary of State by mail, hand delivery, email, or fax.

If this form was handwritten or typed, file with the Secretary of State by mail, hand delivery, email, or fax.

COUNTY AND MULTI-DISTRICT CANDIDATES - File with the County Auditor in their county of residence.

CITY CANDIDATES - File with the City Auditor

ASSISTANCE: Questions regarding the Petition/Certificate of Nomination may be directed to the Elections Unit of the Secretary of State's office at (701) 328-4146 or (800) 352-0867 or the appropriate filing officer.

NOMINATING PETITION

The Petition/Certificate of Nomination may be photocopied to accommodate additional signatures.

Number	Date (mm/dd/yyyy)	Printed Name of Voter	Voter's Signature	Complete Residential, Rural Route, or General Delivery Address (PO BOX IS NOT ACCEPTABLE)			
				Street/Rural Route	City	State	ZIP Code
1	1-1-24	North Dakotan	North Dakotan	702 1st St. N	Pasadena	ND	58012
2							
3							
4		Be sure completely filled and legible.					
5							
6							
7		North Dak	North Dakotan	PO Box 227	Pasadena		
8		Not Acceptable					
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							



SECRETARY OF STATE

Michael Howe

State of North Dakota
600 E Boulevard Ave Dept 108
Bismarck ND 58505-0500

ELECTIONS UNIT

Telephone: (701) 328-4146

Fax: (707) 328-3413

soselect@nd.gov

Vote.ND.Gov



Running for City Office

Mayor Councilman Commissioner



Qualifications and Terms of Office

All City Officers: A person shall be eligible to hold an elective city office if that person is a qualified voter of the city and has been a resident of the city for at least 9 months preceding the election. A person shall be eligible to hold an appointive city office if he or she is a citizen of the United States. (NDCC § 40-13-01).

Mayor: The mayor must be a qualified voter within the city (NDCC § 40-08-14).

The 4-year term of office for mayor lasts until a successor is duly elected and qualified.

Councilman: A person is eligible to the office of council member if the person:

- Is a qualified voter and resident within the ward for which the person was elected except in cities where council members are elected at large and not required to be a resident of the ward for which the person is elected pursuant to NDCC § 40-08-04.2, yet they must be a qualified voter within the city

The 4-year term of office for a councilman lasts until a successor is duly elected and qualified.

Commissioners: The 4-year term of office for a commissioner lasts until a successor is duly elected and qualified.

The 4-year term begins on the first of July of the year in which the member was elected.



Running in the Regularly Scheduled City Election

Candidates for city offices may file Petitions/Certificates of Nomination with the City Auditor containing the signatures of qualified electors equal to not less than 10% of the number of qualified voters who voted for that office in the last city election. However, not more than 300 signatures are required. If multiple candidates were elected to the office at the preceding city election at which the office was voted upon, the number of signatures must equal at least 10% of the total votes cast for all candidates divided by the number of candidates that were to be elected to that office at that election.

Nominating petitions may be signed by qualified voters who reside within a ward if elected by wards. Nominating petitions may be signed by qualified voters who reside within the corporate city limits if elected at large. In cities operating under the commission system of government the required petition

may be signed by the qualified voters at large residing within the city (NDCC § 40-21-07).

A Complete Filing Must Include:

1. A Petition/Certificate of Nomination (SFN 2704) containing the required number of signatures of qualified electors; and
2. A Statement of Interests (SFN 10172)

Circulating and Signing a Petition/Certificate of Nomination

A Petition/Certificate of Nomination may not be circulated or signed prior to **January 1, 2024**.

When and Where to File

Candidates may not file earlier than January 2, 2024, nor later than 4:00 p.m. on the 64th day before the June 11, 2024 regularly scheduled city election.

The filing deadline with the **city auditor is 4:00 p.m. on April 8, 2024**. Filings must be in the physical possession of the city auditor's office by the filing deadline.

If a city election is not held in conjunction with a county election, the filing deadline with the **city auditor is 4:00 p.m. on the 64th day before the scheduled city election**.



Running as a Write-In Candidate in the Regularly Scheduled City Election

A write-in candidate for city office at the June 11, 2024, regularly scheduled city election is not required to file a certificate of write-in candidacy (NDCC Ch. 16.1-12-02.2).



Campaign Finance and Disclosure

Candidates for city office in cities with a population greater than 5,000 must file financial disclosure statements pursuant to subsections 5 and 6 of NDCC §16.1-08.1-02.3.

Candidates for city office in cities with a population equal to or less than 5,000 are not subject financial disclosure requirements.



Forms

The state forms (SFNs) listed above are available from the Secretary of State's and city auditors' offices and may also be accessed from the Secretary of State's web site.

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