

Dear Candidate:

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

**Candidate Information:**

- ***Election Office Website Information***
- ***Election Calendar***
- ***State and County Election Policies***  
Policies include Rotation of Candidate Names on Ballot, Write-In Candidates, Provisional Ballots, Unofficial Election Results and Official Final Election Results.
- ***Brochures***  
Elected Offices  
Voter data and maps for purchase
- ***Authorized Poll Agents Form***
- ***List of Procedures for Poll Agents***

**Campaign Finance Information:**

- ***Instructions for Completion of Expense Forms***
- ***Campaign Finance Reports due dates***
- ***Brochures***  
Campaign Finance Guide  
Campaign Finance Reports
- ***Copies of Forms (copies for county offices & first class cities will be sent by the Kansas Governmental Ethics Commission)***  
Appointment of Treasurer of Candidate or Committee  
Affidavit of Exemption  
Itemized Statement of Personal Election Contributions and Expenditures  
Committee Report

Candidates are invited to schedule a tour of the Election Office to learn how the election process is managed. Just call or send an email and we will schedule a time at your convenience.

If you have questions in the upcoming months, please do not hesitate to contact us at (913) 715-6800 or [election@jocoelection.org](mailto:election@jocoelection.org).

## Election Office Website Information

The Johnson County Election website, [www.jocoelection.org](http://www.jocoelection.org) is available 24 hours a day, 7 days a week.

### Sample Ballot – Voter Registration Record – Polling Place

Johnson County registered voters may view their registration information and polling place using the **Voter Lookup**. Beginning twenty days prior to an election, voters can also view their sample ballot. Go to [www.jocoelection.org](http://www.jocoelection.org). On the Voter Information menu, select “Voter Look-Up.” Enter your name and date of birth to gain access to your voter information as it is currently recorded on our files at the Election Office. For your convenience, a directional map to your voting location is also available.

### Application for an Advance Voting Ballot

Advance voting by mail begins 20 days prior to every election. To vote by mail, you must be a registered voter and complete an Application for an Advance Voting Ballot. Applications are available at the Election Office or on our website. A separate application must be submitted for each election.

To return completed applications:

- Mail to the Johnson County Election Office, 2101 E. Kansas City Road, Olathe, KS 66061
- Scan and email to [election@jocoelection.org](mailto:election@jocoelection.org)
- Take a picture with a smartphone and text to 913-953-9539
- Fax to (913) 791-8931, (913) 791-8932 or (913) 791-8933
- Hand-deliver to Election Office. A drop box is available at the front of the election office for after-hours convenience

**Completed applications must be received at the Election Office before 5:00 p.m. on the Tuesday prior to the election.**

Ballots are mailed beginning 20 days before the election. Your voted ballot may be returned by mail; or hand-delivered to the Election Office, a polling location, or any advance voting location during voting hours. In order for a mailed ballot to count, the ballot must be postmarked by 7 p.m. on the date of the election and received by the third day following the date of the election. If hand-delivered, the ballot must be received before 7 p.m. election night at either the Election Office or a polling place. Ballots can be placed in the Election Office drive-thru drop box until 7 p.m. on Election Day. Ballots may not be emailed or faxed.

### Kansas Voter Registration Application

The Kansas Voter Registration Application may be printed from the website and mailed to the Johnson County Election Office, 2101 E. Kansas City Road, Olathe, KS 66061; scanned and e-mailed to [registration@jocoelection.org](mailto:registration@jocoelection.org), texted to (913) 953-9539; faxed to (913) 791-8934 or (913) 791-8935; or hand-delivered to the Election Office. A drop box is available at the front of the election office for after-hours convenience.

### Advance Voting and Polling Locations

Information about Advance Voting locations and hours and a list of polling places by city, ward and precinct for the current election can be found on the website once those details are finalized.

### Candidate List

The official candidate list is posted prior to each election. This information is published from the Candidate Declaration of Intention Filing Form.

## **Primary Election - August 3, 2021**

## **General Election - November 2, 2021**

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### **Election of Officials in the following cities**

- Bonner Springs - 1 Council Member Ward 4 - 4 Year Term
- De Soto - Mayor - 4 Year Term, 2 Council Members At-Large - 4 Year Term
- Edgerton - Mayor - 4 Year Term, 2 Council Members At-Large - 4 Year Term
- Fairway - Mayor - 4 Year Term, Council Members Wards 1, 2, 3, 4 - 4 Year Term
- Gardner - Mayor - 4 Year Term, 2 Council Members At-Large - 4 Year Term
- Lake Quivira - Mayor - 2 Year Term, 2 Council Members At-Large - 4 Year Term
- Leawood - Council Members Wards 1, 2, 3, 4 - 4 Year Term
- Lenexa - Council Members Wards 1, 2, 3, 4 - 4 Year Term
- Merriam - Mayor - 4 Year Term, Council Members Wards 1, 2, 3, 4 - 4 Year Term
- Mission - Mayor - 4 Year Term, Council Members Wards 1, 2, 3, 4 - 4 Year Term
- Mission Hills - Mayor - 4 Year Term, 2 Council Members At-Large - 4 Year Term
- Mission Woods - Mayor - 2 Year Term, 5 Council Members At-Large - 2 Year Term
- Olathe - 1 Council Member At-Large - 4 Year Term, Council Members Wards 3, 4 - 4 Year Term
- Overland Park - Mayor - 4 Year Term, Council Members Wards 1, 2, 3, 4, 5, 6 - 4 Year Term
- Prairie Village - Council Members Wards 1, 2, 3, 4, 5, 6 - 4 Year Term
- Roeland Park - Mayor - 4 Year Term, Council Members Wards 1, 2, 3, 4 - 4 Year Term
- Shawnee - Council Members Wards 1, 2, 3, 4 - 4 Year Term
- Spring Hill - Mayor - 4 Year Term, 2 Council Members At-Large - 4 Year Term
- Westwood - 3 Council Members At-Large - 4 Year Term
- Westwood Hills - Mayor - 2 Year Term, 5 Council Members At-Large - 2 Year Term

### **Election of Board Positions for:**

- USD 229 Blue Valley Board Members - Positions 4, 5, 6 - 4 Year Term
- USD 230 Spring Hill Board Members - Positions 4, 5, 6 - 4 Year Term
- USD 231 Gardner Edgerton Board Members - Positions 4, 5, 6 - 4 Year Term,  
Position 2 (unexpired) – 2 Year Term
- USD 232 De Soto Board Members - Positions 4, 5, 6 - 4 Year Term
- USD 233 Olathe Board Members - Positions 3, 5, 6 - 4 Year Term
- USD 289 Wellsville Board Members - Positions 4, 5, 6 - 4 Year Term
- USD 491 Eudora Board Members - 3 At-Large Positions - 4 Year Term,  
At-Large (unexpired) – 2 Year Term
- USD 512 Shawnee Mission Board Members - Positions 2, 4, 6 At-Large - 4 Year Term
- Johnson County Community College Trustees - 4 At-Large Positions - 4 Year Term
- Water District #1 of Johnson County - Positions 3, 4, 5 - 4 Year Term
- Merriam Drainage District - 3 Directors - 4 Year Term
- Monticello Drainage District - 3 Directors - 4 Year Term

***The above offices file at the Johnson County Election Office.***

**Exceptions:** USD 289 candidates file at the Franklin County Clerk's Office &  
USD 491 candidates file at the Douglas County Clerk's Office.

**June 1**

Filing and Withdrawal Deadline (12 noon) (K.S.A. 25-205)  
Deadline for questions to be placed on the Primary Election ballot

**July 13**

Registration books close - last day to register (K.S.A. 25-2311(a)(3))

**July 14**

Advance voting by mail begins - 20 days prior to Election Day  
K.S.A. 25-1123(a)

**July 24**

Advance voting in person begins at Election Office (K.S.A. 25-1122(g))

**August 2**

Advance voting in person closes (12 noon) (K.S.A. 25-1122(g))

**August 3**

**FALL PRIMARY ELECTION** (K.S.A. 25-2107(b), K.S.A. 25-2102(b),  
K.S.A. 25- 2502(b))

**TBD**

Primary Canvass (K.S.A. 25-3104)

**September 1**

Deadline for questions to be placed on the General Election ballot

**October 12**

Registration books close - last day to register (K.S.A. 25-2311(a)(3))

**October 13**

Advance voting by mail begins - 20 days prior to Election Day K.S.A. 25-1123(a)

**October 23**

Advance voting in person begins at Election Office (K.S.A. 25-1122(g))

**November 1**

Advance voting in person closes (12 noon) (K.S.A. 25-1122(g))

**November 2**

**FALL GENERAL ELECTION** (K.S.A. 25-2107(a), K.S.A. 25-2502(a),  
K.S.A. 25-2102(a))

**TBD**

General Canvass (K.S.A. 25-3104)

## State & County Election Policies

### **Rotation of Candidate Names on Ballot**

Kansas law requires that candidate names be rotated by precinct. Note: Precinct committee persons, 3<sup>rd</sup> Class Cities and Drainage District candidates are not rotated. The rotation formula begins with the county in alphabetical order by city, ward, and precinct (CWP) and candidates for a given contest in alphabetical order. CWP's for the contest are identified, including the number of eligible voters per precinct. Total eligible voters are divided by the number of candidates to determine the number of voters in each rotation. The initial rotation sequence is in candidate alphabetical order. The Election Office can show you what the candidate rotation will be in your specific area.

### **Write-In Candidates**

When a voter chooses to vote for a write-in candidate not printed on the ballot, each write-in candidate must be individually reviewed to determine eligibility status. The list of write-in candidates will be available after the election canvass following Election Day.

### **Provisional Ballots**

Provisional ballots are voted when a voter's registration is in question, or when our records indicate the voter was already sent an advance ballot. Provisional ballots are sealed in special envelopes at the polls and must be individually researched and verified at the Election Office prior to presenting them to the Board of Canvassers.

### **Unofficial Election Results**

The timeliness of reporting election results in Johnson County is dependent on: (1) number of voters in line when the polls close at 7:00 p.m.; (2) number of ballot scanners reporting results; and (3) number of candidates and contests on the ballot.

The first unofficial partial results summary is usually available by 7:30 p.m. and posted to our website. This summary will include advance votes. This information will be updated periodically throughout the evening until all ballot scanners have reported results into the central election computer. Final official election results will be available following certification by the Board of Canvassers.

### **Official Final Election Results**

For fall elections, the Board of Canvassers canvass the votes on the Monday following the election at 9:00 a.m. at the Election Office, 2101 E. Kansas City Road, unless another date has been published. This Board of Canvassers determines the validity of any provisional or challenged ballots. Following the processing of the valid ballots, the official vote summary is certified by the Board of Canvassers as the official final election results.

## NATIONAL AND STATE OFFICES

Elected in November of even years

File at the Kansas Secretary of State's Office

Filing and Withdrawal Deadlines  
June 1, 2022 (12 noon)

### Terms of Office

U.S. Representative	2 years
U.S. Senator	6 years
Governor/Lt. Governor	4 years
Secretary of State	4 years
Attorney General	4 years
State Treasurer	4 years
Insurance Commissioner	4 years
District Attorney	4 years
State Representative	2 years
State Senator	4 years
State Board of Education	4 years
Kansas Supreme Court Justice	6 years
Kansas Court of Appeals Judge	4 years
Magistrate Judge, 10th District	4 years
District Judge, 10th District	4 years

### Filing and Report Fees

U.S. Representative and Senator  
*1% of salary filing fee and \$20 report fee*

Governor/Lt. Governor, Secretary of State,  
Attorney General, State Treasurer,  
Insurance Commissioner  
*1% of salary filing fee and \$670 report fee*  
District Attorney  
*1% of salary filing fee and \$70 report fee*

State Representative  
*\$50 filing fee & \$70 report fee*  
State Senator  
*\$75 filing fee & \$70 report fee*  
State Board of Education  
*\$25 filing fee & \$70 report fee*

Kansas Court of Appeals Judge  
Kansas Supreme Court Justice  
*No filing fee and \$20 report fee*

Magistrate Judge, 10th District  
District Judge, 10th District  
*No filing fee and \$70 report fee*

## ELECTION CALENDAR

### 2021

June 1	Filing and withdrawal deadline
July 13	Voter registration closes
July 14	Advance voting by mail begins
July 24	Advance voting in person begins
August 2	Advance voting in person ends
<b>AUGUST 3</b>	<b>PRIMARY ELECTION DAY</b>
September 1	Deadline for questions to be added to the General Election ballot
October 12	Voter registration closes
October 13	Advance voting by mail begins
October 23	Advance voting in person begins
November 1	Advance voting in person ends
<b>NOVEMBER 2</b>	<b>GENERAL ELECTION DAY</b>

### 2022

June 1	Filing and withdrawal deadline
July 12	Voter registration closes
July 13	Advance voting by mail begins
July 16	Advance voting in person begins
August 1	Advance voting in person ends
<b>AUGUST 2</b>	<b>PRIMARY ELECTION DAY</b>
	Filing deadline for independent nominations, District Court judges, retention of judges
September 3	Filing and withdrawal deadline for Supreme Court and Court of Appeals judges
October 18	Voter registration closes
October 19	Advance voting by mail begins
October 22	Advance voting in person begins
November 7	Advance voting in person ends
<b>NOVEMBER 8</b>	<b>GENERAL ELECTION DAY</b>

  
JOHNSON COUNTY  
KANSAS

Election Office

# ELECTED OFFICES

Deadlines, fees  
and terms of office

Johnson County Election Office  
2101 E Kansas City Road  
Olathe, KS 66061

Phone (913) 715-6800  
Fax (913) 791-1753  
Kansas Relay Operator 1-800-766-3777  
election@jocoelection.org

www.jocoelection.org  
f/jocoelection  
@jocoelection



## CITY OFFICES

Elected each year in November

File at the  
Johnson County Election Office

### Filing and Withdrawal Deadlines

June 1, 2021 (12 noon)  
June 1, 2022 (12 noon)

### Terms of Office

Mayor, Lake Quivira	2 years
Mayor, Mission Woods	
Mayor, Westwood Hills	
City Council, Mission Woods	
City Council, Westwood Hills	

All other city offices	4 years
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### Filing and Report Fees

First Class Cities  
Leawood, Lenexa, Olathe,  
Overland Park, Prairie Village  
and Shawnee  
*\$20 filing fee and \$50 report fee*

Second and Third Class Cities  
De Soto, Edgerton, Fairway,  
Gardner, Lake Quivira, Merriam,  
Mission, Mission Hills, Mission Woods,  
Roeland Park, Spring Hill,  
Westwood and Westwood Hills  
*\$20 filing fee*

## COUNTY OFFICES

Elected in November of even years

File at the  
Johnson County Election Office

Filing and Withdrawal Deadlines  
June 1, 2022 (12 noon)

### Terms of Office

County Commission Chair	4 years
County Commissioner	4 years
Sheriff	4 years

### Filing and Report Fees

County Commissioner Chair,  
County Commissioner and Sheriff  
*1% of salary filing fee*  
*\$50 report fee*

## TOWNSHIP OFFICES

Elected in November of even years

File at the  
Johnson County Election Office

Filing and Withdrawal Deadlines  
June 1, 2022 (12 noon)

### Terms of Office

Township Clerk	4 years
Township Trustee	4 years
Township Treasurer	4 years

### Filing and Report Fees

Township Clerk, Trustee and Treasurer  
*\$1 filing fee*

## COMMUNITY COLLEGE DRAINAGE DISTRICT SCHOOL BOARD WATER DISTRICT OFFICES

Elected in November of odd years

File at the  
Johnson County Election Office

Filing and Withdrawal Deadlines  
June 1, 2021 (12 noon)

### Terms of Office

Community College	4 years
Drainage District	4 years
School Board	4 years
Water District	4 years

### Filing Fees

Community College, Drainage District,  
School Board and Water District  
*\$20 filing fee*

## PARTY PRECINCT COMMITTEE PEOPLE

Elected in August of even years

File at the  
Johnson County Election Office  
2-year term  
*No filing fee*

## FREQUENTLY ASKED QUESTIONS

### What's available for purchase?

Registered voter data, advance voting data, and maps are available for purchase.

### How can I place an order?

Data and map orders can be made with the Election Office by phone or email.

### When will my order be available?

Orders may take up to three days to process depending on the election and staff availability.

### How will I receive my order?

Data orders are emailed, unless otherwise requested. Maps must be picked up from the Election Office.

### How do I pay?

Data orders must be paid in advance with the Election Office. We accept credit card and check payments. Map orders may be paid at pick up.

### How can I use the information?

You can create walking lists, call lists, and mailing lists using a combination of variables, including address, party, voter history, etc.

## 2021 ELECTION CALENDAR

June 1

Filing and withdrawal deadline

July 13

Voter registration closes

July 14

Advance voting by mail begins

July 24

Advance voting in person begins

August 2

Advance voting in person ends

### AUGUST 3 PRIMARY ELECTION DAY

September 1

Deadline for question to be placed on the General Election ballot

October 12

Voter registration closes

October 13

Advance voting by mail begins

October 23

Advance voting in person begins

November 1

Advance voting in person ends

### NOVEMBER 2 GENERAL ELECTION DAY



# DATA AND MAPS FOR PURCHASE

Options and pricing for  
ordering data and maps  
from the Election Office

Johnson County Election Office  
2101 E Kansas City Road  
Olathe, KS 66061

Phone 913-715-6800

Fax 913-791-1753

Kansas Relay Operator 1-800-766-3777  
election@jocoelection.org

[www.jocoelection.org](http://www.jocoelection.org)

f/jocoelection

@jocoelection



# VOTER DATA

Available Electronically

## Information Included

Name  
Gender  
Date of Birth  
Residential/Mailing Address  
Phone Number  
Party Affiliation  
Registration Date  
Voter ID Number  
Precinct  
Voter History  
Voting Districts (including)  
State Senate  
State Representative  
State Board of Education  
County Commissioner  
City and Ward  
School District  
Township  
Drainage and Water

## Pricing

Countywide Voter Data \$50

# ADVANCE VOTING DATA

Available Electronically

## Information Included

Advance Voting Ballots Mailed,  
Returned and Voted In Person

## Pricing

Advance Voting Package \$175

# MAPS

## Available Maps and Pricing

Countywide Maps \$20  
Johnson County Precincts  
State Senate Districts  
State Representative Districts  
State Board of Education Districts  
County Commission Districts  
Water District #1 of Johnson County

District Maps \$10  
State Senate District  
State Representative District  
County Commission District  
City or Ward  
School District  
Drainage District

Precinct Maps  
One map free, additional maps \$10  
(provided on a USB drive)

# REFERENCE LIBRARY

Election statistics and candidate reports are available in the Election Office reference library and online at [www.jocoelection.org](http://www.jocoelection.org).

## LEGAL CONSIDERATIONS

By law, public records are available for public inspection and copying upon written request, K.S.A. 45-220

Voter information may not be used for commercial purposes, K.S.A. 25-2320(a)

Before inspecting an advance voting list, an individual must provide identification and sign an application form, K.S.A. 25-1122(i)

**Authorized and Appointed Poll Agents**

This form is not valid until it has been date stamped and approved by a staff person at the Johnson County Election Office. Forms must be filed with the county election office by mail, hand delivery, fax or email before the person may act as a poll agent.

Any person acting as an authorized or appointed poll agent is required to carry this form as identification and shall display it upon demand by any polling place election worker or election office staff person. (K.S.A. 25-3005a).

There are two types of poll agents, Authorized and Appointed: the qualifications are different for each.

- **Authorized** poll agents are persons authorized by law to act as poll agents because of the position they hold.

Persons holding the following positions are automatically authorized by law to serve as poll agents and are required to carry this form as identification:

- Chairpersons of state and county party committees,
- Chairpersons of committees concerned with question submitted elections,
- Candidates,
- Precinct committee persons and
- Write-in candidates who have filed affidavits of write-in candidacy.

Any person named above may use this form to designate one appointed poll agent per polling place.

- **Appointed** poll agents are persons appointed by authorized poll agents to act as poll agents.

**Statement of Appointment**

By the authority vested in me, I, \_\_\_\_\_, have appointed the bearer  
 Person making appointment

of this certificate, \_\_\_\_\_, residing at \_\_\_\_\_  
 Appointee's name (Poll Agent) Address

who is (circle one): (a) a registered Kansas voter (b) a family member (c) 14-17 years old who meets all other requirements for qualification of an elector except that of age

to be a poll agent for the \_\_\_\_\_ to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
 Type of election Day Month Yr.

\_\_\_\_\_  
 Printed Name Signature

\_\_\_\_\_  
 Title or Position Date Contact Phone #

## Poll Agent Information

Elections are conducted as openly and with as much public access as possible, still recognizing the need for control to preserve the secrecy of individuals' ballots. At most points in the electoral process, interested individuals and groups may observe the proceedings at the precinct polling sites, at the county election office, or at the county or state canvass.

The principal means recognized in state law for public observation of electoral proceedings is the authorized poll agent. Poll agents are commonly referred to as poll watchers.

### **How many?**

Each person authorized to appoint poll agents may appoint one per polling place.

[KSA 25-3005a(b)]

### **Qualifications**

*Appointed* poll agents must be registered Kansas voters. If they are members of a candidate's immediate family, they are exempt from this qualification (some candidates in the past have appointed relatives from out of state). Also, individuals 14 to 17 years old may be appointed poll agents if they meet all other requirements of an elector (U.S. citizenship, residency).

## **Poll Agent Rules**

### **Poll agents *must***

- Carry the appointment form and produce it upon request by an election officer
- Act in accordance with policies adopted by the county election officer and the supervising judge at the polling place
- Comply with state laws and regulations and local rules applicable to poll agents
- Wear a badge identifying them as an observer
- If acting as an appointed poll agent, be a registered Kansas voter or a member of a candidate's family

### **Poll agents *may***

- Observe the voting process at the polling place where appointed
- Observe the canvass
- Request to be shown a ballot at the original canvass on election day
- If acting as an appointed poll agent, be as young as 14 years of age

### **Poll agents *may not***

- Approach within three feet of a voting booth or a table used by an election board
- Touch or handle a ballot
- Participate in the administration of ballots or ballot counting
- Hinder or obstruct any voter when entering or exiting a polling place or while voting
- Hinder or obstruct an election board in the performance of its duties

### **Legal references**

K.S.A. 25-3004, 25-3005, 25-3005a