

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:

- ***Election Office Website Information***
- ***Candidate Information Sheet***  
In an effort to educate the voters about the candidates, this office will post Candidate Information Sheets on our website. If you would like to participate, please complete the information sheet and return it to the Election Office. You may also submit a recent photograph.
- ***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.
- ***Primary Elections – Number of candidates creating a primary***
- ***Brochures***  
Campaign Finance Guide for Candidates and Treasurers  
Campaign Finance Reports  
Voter data and maps for purchase
- ***Check our website for Advance Voting locations***
- ***Application for Advance Voting Ballot By Mail***
- ***Authorized Poll Agents Form***
- ***List of Procedures for Poll Agents***
- ***Campaign Finance Reporting Information***
- ***Campaign Finance Reports due dates***

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 as a candidate, feel free to contact our candidate specialist Sheryl Roederer at (913) 715-6843 or email her at [Sheryl.Roederer@jocogov.org](mailto:Sheryl.Roederer@jocogov.org).

Sincerely,



## **Election Office Website Information**

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

The “Sample Ballot” is posted twenty days prior to an election. Johnson County registered voters may view their Voter Registration Record and Polling Place information at any time on our website. Enter the Johnson County Election Office Website at [www.jocoelection.org](http://www.jocoelection.org). Click on “Voter Look-Up” and enter your name and date of birth to gain access to your voter record as you are currently registered 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. Complete an Application for an Advance Voting Ballot and fax it to (913) 791-8931, (913) 791-8932 or (913) 791-8933; mail or hand-deliver it 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), or click on the mobile application at the end of the sample ballot on-line. There is a drop box available at the front entrance of the election office for after-hours convenience. A separate application must be submitted for each election. Applications are available at the Election Office and on the Election Office website at [www.jocoelection.org](http://www.jocoelection.org).

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

Ballots will be 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 ballot returned by mail to count, the ballot must be postmarked on or before 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. There is a drop box available at the front entrance of the election office. Ballots may not be faxed.

### **Kansas Voter Registration Application**

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

### **Polling Places**

A list of polling places by city, ward and precinct for the current election.

### **Candidate List and Information Sheet**

The official candidate list is posted prior to each election.

**Candidate Information Sheet**

**Candidate Information to be posted on Election Office Website**

*Optional for all Candidates*

*Print and mail, email or fax to Election Office*

Candidate for \_\_\_\_\_

Candidate Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell phone \_\_\_\_\_

Email Address \_\_\_\_\_

Website Address \_\_\_\_\_

Photograph Submitted (Photographs cannot be returned) Yes \_\_\_\_\_ No \_\_\_\_\_

I grant the Johnson County Election Commissioner permission to make the above information and my photograph (if submitted) available on the Johnson County Election Office Internet Website located at <http://www.jocoelection.org>.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

# Calendar 2018

Scheduled elections, deadlines and positions to be elected in 2018 in Johnson County

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## Primary Election - August 7, 2018 General Election - November 6, 2018

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### Election of National Officials

- United States Representative (District 3) - 2 Year Term

### Election of State Officials

- Governor/Lieutenant Governor - 4 Year Term
- Secretary of State - 4 Year Term
- Attorney General - 4 Year Term
- State Treasurer - 4 Year Term
- Commissioner of Insurance - 4 Year Term
- State Representatives - Districts 8, 14 - 30, 38, 39, 43, 48, 49, 78, 121 - 2 Year Term
- State Board of Education - Districts 1, 3 - 4 Year Term
- Kansas Court of Appeals Judges - 4 Year Term (November General Election only)
- 10th Judicial District Judges - Divisions 1, 5, 7, 9, 10, 11, 14, 15, 16, 17, 18 (November General Election only) - 4 Year Term
- District Magistrate Judges, 10th Judicial District - Position 4 - 4 Year Term (November General Election only)
- *The above offices file at the Secretary of State Office*

### Election of County Officials, City Officials, and Precinct Committee Persons

- County Commissioner Chair - 4 Year Term (non-partisan)
- County Commissioner - Districts 1, 4, 5 - 4 Year Term (non-partisan)
- Prairie Village - Mayor - 4 Year term
- Precinct Committeeman (August Primary Election Only) - 2 Year Term
- Precinct Committeewoman (August Primary Election Only) - 2 Year Term
- Township Clerk - 4 Year Term
- *The above offices file at the Johnson County Election Office*

**June 1**

Filing and Withdrawal Deadline (12 noon) (K.S.A. 25-205, K.S.A. 25-305(a), K.S.A. 25-306a)

Deadline for questions to be placed on the Primary Election ballot

**June 1**

No Party Affiliation changes from June 1st through Sept. 1st - Unaffiliated voters can affiliate at any time K.S.A. 25-3304(b)

**July 17**

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

**July 18**

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

**July 23**

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

**August 6**

Advance voting in person closes (12 noon) (K.S.A. 25-1122(g))  
Filing deadline for Independent nominations (12 noon) (K.S.A. 25-305(b))  
Filing deadline for District Court Judges Retention of Judges (12 noon) (K.S.A. 20-2908)

**August 7****FALL PRIMARY ELECTION**

First Tuesday in August in even numbered years (K.S.A. 25-203, K.S.A. 25-2502(b))

**August 13**

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

**September 1**

Deadline for questions to be placed on the General Election ballot  
Deadline for State Board of Canvassers to meet (Primary) (K.S.A. 25-3205)

**September 7**

Filing deadline for Supreme Court and Court of Appeals judges to file for retention  
Kansas Constitution Article 3 Section 5(c) (K.S.A. 20-3006(a))

**October 16**

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

**October 17**

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

**October 22**

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

**November 5**

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

**November 6**

**FALL GENERAL ELECTION**

Tuesday after the first Monday in November in even numbered years  
(K.S.A. 25-101, K.S.A. 25-2502(a))

**November 12**

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 on Monday 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 voting machines 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 all advance votes. This information will be updated periodically throughout the evening until all voting machines 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.

**2018 - CITY ELECTION CALENDAR**

(12/19/17)

**PRIMARY**      August 7, 2018

**GENERAL**      November 6, 2018

Filing deadline for city candidates: June 1, 2018 (12:00 Noon)

<b>CITY</b>	<b>CLASS</b>	<b>CANDIDATES FILED CREATING PRIMARY</b>	<b>NUMBER OF CANDIDATES ADVANCING TO GENERAL IF THERE IS A PRIMARY</b>
PRAIRIE VILLAGE	FIRST	Mayor - 3 or more filings create a primary	Mayor - 2 advance to general



## DEFINITIONS

### Candidate

An individual who appoints a treasurer or campaign committee, makes a public announcement of his or her intention to seek a state or local office, accepts contributions or expends funds for the individual's nomination or election to a state or local office and files a declaration or petition to become a candidate for a state or local office.

### Campaign Committee

A committee appointed by a candidate to receive contributions and/or expend funds for the candidate.

### Contribution

Anything of value, money or otherwise, given for the expressed purpose of nominating, electing, or defeating a candidate for state or local office.

### Expenditure

Any good or service of value purchased for the expressed purpose of nominating, electing, or defeating a candidate for state or local office.

### In-Kind Contribution

Anything of value given to a candidate, candidate committee, party committee, or political action committee free of charge or at a charge less than market value.

### Local Office

A member of the governing body for a county, a first, second or third class city, a school board, a community college, a township, a water district or a drainage district.

## CONTACT INFORMATION

Kansas Governmental  
Ethics Commission

901 S Kansas Avenue  
Topeka, KS 66612

Office 785-296-4219  
Fax 785-296-2548

[ethics.kansas.gov](http://ethics.kansas.gov)

Kansas Secretary  
of State's Office

Memorial Hall, 1st Floor  
120 SW 10th Avenue  
Topeka, KS 66612

Office 785-296-4561  
Fax 785-291-3051

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

Johnson County  
Election Office

2101 E Kansas City Road  
Olathe, KS 66061

Office 913-715-6800  
Fax 913-791-1753  
Kansas Relay Operator  
1-800-766-3777

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

JOHNSON COUNTY  
KANSAS  
Election Office

# CAMPAIGN FINANCE GUIDE

Information on campaign  
contributions and reports  
for candidates and treasurers

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

Ronnie Metsker  
Election Commissioner

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

[www.jocoelection.org](http://www.jocoelection.org)  
[f/jocoelection](https://www.facebook.com/jocoelection)  
[@jocoelection](https://twitter.com/jocoelection)

## CANDIDATE RESPONSIBILITIES

Appoint a treasurer or candidate committee no later than ten (10) days after filing for office. A candidate may serve as his or her own treasurer.

File an Appointment of Treasurer or Candidate Committee form within ten (10) days of appointing a treasurer. State candidates file with the Kansas Secretary of State. Local candidates file with the Johnson County Election Office. Candidates cannot receive contributions or expend funds until the form is filed.

Establish a checking account with a financial institution for depositing contributions and expending funds. Candidates that do not accept contributions do not need to open a campaign checking account.

File a Statement of Substantial Interests form within ten (10) days of the filing deadline for state or local office. State candidates file with the Kansas Secretary of State. Local candidates file with the Johnson County Election Office.

(Optional) File an Affidavit of Exemption from Filing the Receipts and Expenditures Reports if the candidates intend to receive and expend less than \$1,000 for each election.

## CANDIDATE OR TREASURER RESPONSIBILITIES

File Receipts and Expenditures Reports by the due dates unless exempt.

File a Last Minute Contribution Report.

## TREASURER RESPONSIBILITIES

Receive and record all contributions. Record each contributor's full name and address with the date received, amount, and description of the contribution.

Deposit contributions and disburse funds from the campaign's bank account.

Retain copies of checks in excess of \$50.00. Retain written receipts for cash or in-kind contributions in excess of \$10.00. Receipt must include each contributor's full name and address with the amount and date of the contribution.

Record the occupation of contributors over \$150.

Retain a record of all individuals authorized to solicit and receive contributions on behalf of the candidate or campaign committee.

Retain all bank statements, cancelled checks, voided checks, and cancelled deposit slips.

Record all expenditures. Record the full name and address associated with the expenditure along with the date, amount, and purpose of the expenditure.

Retain the receipt, invoice, or contract for each expenditure.

If a treasurer for a statewide candidate wishes to resign, he or she must file a written statement of resignation with the Kansas Secretary of State's Office. For a local candidate, the treasurer must file the statement of resignation with the Johnson County Election Office.

## FREQUENTLY ASKED QUESTIONS

I haven't started fundraising, but I need to campaign. How much money can I loan or donate to my campaign?

There's no limit for you or your spouse.

Someone just handed me a \$20 bill at my fundraiser. Can I accept cash contributions? Yes, but no more than \$100 per entity. If the contribution is over \$10, remember to retain a written receipt.

I like other candidates on the ballot. Can I donate my surplus campaign funds to them? No, you cannot donate campaign funds to another candidate or campaign. You can donate funds to a political party.

My car payment is due tomorrow. Can I use campaign funds for my personal expenses? No, candidates cannot use campaign funds for their or their family's normal living expenses.

My volunteers worked hard today. Can I buy them dinner with campaign funds? Yes, but be sure to keep the receipt and record the expenditure on your report.

I bought a lot of stuff for my campaign. Yard signs, bumper stickers, buttons. Do I really have to report it all?

Yes, any expenditure over \$50 must be itemized to include the name, address, amount, and purpose of the expenditure.

Look at my new brochures! They have my logo and campaign message. I can't wait to hand them out to voters. Do you like them?

They're great, but remember that any literature, mailer, or invitation that expressly advocates for the election or defeat of a candidate for state or local office must include the "paid for by" statement and the name of the candidate and treasurer.

## STATE OFFICES

Governor/Lieutenant Governor, Secretary of State,  
Attorney General, State Treasurer, Insurance  
Commissioner, State Senator, State Representative,  
District Attorney, Board of Education

Statement of Substantial Interests  
Ownerships, compensation, and board appointments  
DUE 10 days after the filing deadline  
PROVIDED BY Kansas Secretary of State's Office  
FILED AT Kansas Secretary of State's Office

Appointment of Treasurer  
Treasurer for campaign committee  
DUE 10 days after filing for office  
PROVIDED BY Kansas Secretary of State's Office  
FILED AT Kansas Secretary of State's Office  
NOTE Cannot begin fundraising until this form is filed

Affidavit of Exemption from Filing Receipts  
and Expenditures Reports  
Candidates receiving or spending less than \$1,000  
DUE 9 days before the primary election  
PROVIDED BY Kansas Secretary of State's Office  
FILED AT Kansas Secretary of State's Office  
NOTE Must be notarized

Receipts and Expenditures Reports  
All receipts and expenditures for reporting period  
DUE 8 days before election and Jan. 10 after election  
PROVIDED BY Kansas Secretary of State's Office  
FILED AT Kansas Secretary of State's Office

## COUNTY OFFICES

County Commission Chair, County Commissioner, Sheriff

Statement of Substantial Interests  
Ownerships, compensation, and board appointments  
DUE 10 days after the filing deadline  
PROVIDED BY Johnson County Election Office  
FILED AT Johnson County Election Office

Appointment of Treasurer  
Treasurer for campaign committee  
DUE 10 days after filing for office  
PROVIDED BY Johnson County Election Office  
FILED AT Johnson County Election Office  
NOTE Cannot begin fundraising until this form is filed

Affidavit of Exemption from Filing Receipts  
and Expenditures Reports  
Candidates receiving or spending less than \$1,000  
DUE 9 days before the primary election  
PROVIDED BY Kansas Governmental Ethics Commission  
FILED AT Johnson County Election Office  
NOTE Must be notarized

Receipts and Expenditures Reports  
All receipts and expenditures for reporting period  
DUE 8 days before election and Jan. 10 after election  
PROVIDED BY Kansas Governmental Ethics Commission  
FILED AT Johnson County Election Office

## CONTACT INFORMATION

Kansas Governmental Ethics Commission (785) 296-4219 ethics.kansas.gov  
Kansas Secretary of State (785) 296-4564 kssos.org  
City of De Soto (913) 583-1182 desotoks.us  
City of Edgerton (913) 893-6231 edgertonks.org  
City of Fairway (913) 262-0360 fairwaykansas.org  
City of Gardner (913) 858-7535 gardnerkansas.gov  
City of Lake Quivira (913) 631-5300 cityoflakequivira.org  
City of Leawood (913) 339-6700 leawood.org  
City of Lenexa (913) 477-7500 lenexa.com  
City of Merriam (913) 322-5500 merriam.org  
City of Mission (913) 676-8350 missionks.org  
City of Mission Hills (913) 362-9620 missionhillks.org  
City of Mission Woods (913) 236-9926 missionwoods-ks.org  
City of Olathe (913) 971-8600 olatheks.org  
City of Overland Park (913) 895-6000 opkansas.org  
City of Prairie Village (913) 381-6464 pvkansas.com  
City of Roeland Park (913) 722-2600 roelandpark.net  
City of Shawnee (913) 631-2500 cityofshawnee.org  
City of Spring Hill (913) 592-3684 springhillks.com  
City of Westwood (913) 362-1550 westwoodks.org  
City of Westwood Hills (913) 282-8622 westwoodhills.org

## ELECTION CALENDAR

**2018**  
June 1 Filing and withdrawal deadline (12 noon)  
July 17 Voter registration closes (5:00 pm)  
July 18 Advance voting by mail begins  
July 23 Advance voting in person begins  
August 6 Advance voting in person ends (12 noon)  
**AUGUST 7 PRIMARY ELECTION DAY**  
District Court judges, retention of judges (12 noon)  
Filing and withdrawal deadline for Supreme Court and Court of Appeals judges (12 noon)  
Voter registration closes (5:00 pm)  
Advance voting by mail begins  
Advance voting in person begins  
Advance voting in person ends (12 noon)  
**NOVEMBER 6 GENERAL ELECTION DAY**  
Filing and withdrawal deadline (12 noon)  
Voter registration closes (5:00 pm)  
Advance voting by mail begins  
Advance voting in person begins  
Advance voting in person ends (12 noon)  
**AUGUST 6 PRIMARY ELECTION DAY**  
Filing and withdrawal deadline for Water District #1  
September 3 Voter registration closes (5:00 pm)  
October 15 Advance voting by mail begins  
October 16 Advance voting in person begins  
October 30 Advance voting in person ends (12 noon)  
**NOVEMBER 5 GENERAL ELECTION DAY**

# JOHNSON COUNTY KANSAS Election Office

## CAMPAIGN FINANCE REPORTS

Kansas law requires candidates  
to file detailed finance reports  
throughout a campaign

This brochure contains  
information on how  
to comply with state law

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

Ronnie Metsker, Election Commissioner

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

www.jocoelection.org  
f/jocoelection  
@jocoelection

## FIRST CLASS CITY OFFICES

*Mayor and City Council in Leawood, Lenexa, Olathe, Overland Park, Prairie Village and Shawnee*

**Statement of Substantial Interests**  
*Ownerships, compensation and board appointments*  
DUE 10 days after filing deadline  
PROVIDED BY Johnson County Election Office  
FILED AT Johnson County Election Office

**Appointment of Treasurer**  
*Treasurer for campaign committee*  
DUE 10 days after filing for office  
PROVIDED BY Kansas Governmental Ethics Commission  
FILED AT Johnson County Election Office  
NOTE Cannot begin fundraising until form is filed

**Affidavit of Exemption from Filing Receipts and Expenditures Reports**  
*Candidates receiving or spending less than \$1,000*  
DUE 9 days before the primary election  
PROVIDED BY Kansas Governmental Ethics Commission  
FILED AT Johnson County Election Office  
NOTE Must be notarized

**Receipts and Expenditures Reports**  
*All receipts and expenditures for reporting period*  
DUE 8 days before an election and on January 10 after an election  
PROVIDED BY Kansas Governmental Ethics Commission  
FILED AT Kansas Governmental Ethics Commission

## SECOND AND THIRD CLASS CITY OFFICES

*Mayor and City Council in De Soto, Edgerton, Fairway, Gardner, Lake Quivira, Merriam, Mission, Mission Hills, Mission Woods, Roeland Park, Spring Hill, Westwood and Westwood Hills*

**Statement of Substantial Interests**  
*Ownerships, compensation and board appointments*  
DUE 10 days after filing deadline  
PROVIDED BY Johnson County Election Office  
FILED AT Johnson County Election Office

**Affidavit of Exemption from Filing Receipts and Expenditures Reports**  
*Candidates receiving or spending less than \$1,000*  
DUE 9 days before the primary election  
PROVIDED BY Johnson County Election Office  
FILED AT Johnson County Election Office  
NOTE Must be notarized

**Itemized Statement of Personal Election Contributions and Expenditures Reports**  
*All receipts and expenditures for reporting period*  
DUE 30 days after an election  
PROVIDED BY Johnson County Election Office  
FILED AT Johnson County Election Office  
NOTE Must be notarized

**Committee Report**  
*Campaign "wrap up" for local elections*  
DUE December 31 of election year  
(for period ending December 1)  
PROVIDED BY Johnson County Election Office  
FILED AT Johnson County Election Office  
NOTE Report must be filed yearly if there is a balance in the campaign fund

## SCHOOL BOARD, COMMUNITY COLLEGE, TOWNSHIP, WATER DISTRICT AND DRAINAGE DISTRICT OFFICES

**Statement of Substantial Interests**  
*Ownerships, compensation and board appointments*  
DUE 10 days after filing deadline  
PROVIDED BY Johnson County Election Office  
FILED AT Johnson County Election Office

**Affidavit of Exemption from Filing Receipts and Expenditures Reports**  
*Candidates receiving or spending less than \$1,000*  
DUE 9 days before the primary election  
PROVIDED BY Johnson County Election Office  
FILED AT Johnson County Election Office  
NOTE Must be notarized

**Itemized Statement of Personal Election Contributions and Expenditures Reports**  
*All receipts and expenditures for reporting period*  
DUE 30 days after an election  
PROVIDED BY Johnson County Election Office  
FILED AT Johnson County Election Office  
NOTE Must be notarized

**Committee Report**  
*Campaign "wrap up" for local elections*  
DUE December 31 of election year  
(for period ending December 1)  
PROVIDED BY Johnson County Election Office  
FILED AT Johnson County Election Office  
NOTE Report must be filed yearly if there is a balance in the campaign fund

# 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 orders must be made at the Election Office. Map orders can be made 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 a CD is requested. Maps must be picked up from the Election Office.

**How do I pay?**  
Data orders must be paid in advance at 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.

# ELECTION CALENDAR

## 2018

June 1 Filing and withdrawal deadline  
July 17 Voter registration closes  
July 18 Advance voting by mail begins  
July 23 Advance voting in person begins  
August 6 Advance voting in person ends  
**AUGUST 7 PRIMARY ELECTION DAY**  
Filing deadline for independent nominations, District Court judges, retention of judges  
September 7 Filing and withdrawal deadline for Supreme Court and Court of Appeals judges  
October 16 Voter registration closes  
October 17 Advance voting by mail begins  
October 22 Advance voting in person begins  
November 5 Advance voting in person ends  
**NOVEMBER 6 GENERAL ELECTION DAY**

## 2019

June 3 Filing and withdrawal deadline  
July 16 Voter registration closes  
July 17 Advance voting by mail begins  
July 29 Advance voting in person begins  
August 5 Advance voting in person ends  
**AUGUST 6 PRIMARY ELECTION DAY**  
September 3 Filing and withdrawal deadline for Water District #1  
October 15 Voter registration closes  
October 16 Advance voting by mail begins  
October 30 Advance voting in person begins  
November 4 Advance voting in person ends  
**NOVEMBER 5 GENERAL ELECTION DAY**

**JOHNSON COUNTY**  
KANSAS  
**Election Office**

# 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

Ronnie Metsker  
Election Commissioner

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

www.jocoelection.org  
f/jocoelection  
@jocoelection

# VOTER DATA

EMAIL OR CD AVAILABLE

## Available Information

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

## Pricing

- Countywide Data \$100
- District Data \$50
- City Ward Data \$35
- Precinct Data \$25

# ADVANCE VOTING DATA

EMAIL OR CD AVAILABLE

## Available Data

- Advance Voting Ballots Mailed
- Advance Voting Ballots Returned
- Advance Voting Ballots In Person

## Data Options

- 20 Day  
Every day of advance voting
- Daily  
One day of advance voting
- First Day  
Voters on the permanent advance voting ballot list, UOCAVA voters, and voters requesting a ballot more than 20 days before an election

## Pricing

- 20 Day \$175
- Daily \$15
- First Day \$40

# 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.

## 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(f)

# Application for Advance Voting Ballot

FAX (913) 791-8931 or (913) 791-8932 or (913) 791-8933

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

Affirmation of an Elector of the County of Johnson and State of Kansas Desiring to Vote an Advance Voting Ballot State of Kansas, County of Johnson.

1. Election Date: \_\_\_\_\_  
(A SEPARATE APPLICATION IS REQUIRED FOR EACH ELECTION)

2. \_\_\_\_\_  
KANSAS DRIVER'S LICENSE NUMBER OR NONDRIVER'S IDENTIFICATION CARD NUMBER

A registered voter applying for a mail-in ballot must provide either his/her Kansas driver's license number or nondriver's identification card number.

If you do not have a current and valid Kansas driver's license number or nondriver's identification card number, you must provide a **copy** of one of the following forms of identification with this application:

- Driver's license issued by Kansas or by another state or district of the United States
- State identification card issued by Kansas or by another state or district of the United States
- Concealed carry of handgun license issued by Kansas or another state or district of the United States
- United States passport
- Employee badge or identification document issued by a municipal, county, state or federal government office or agency
- Military identification document issued by the United States
- Student identification card issued by an accredited postsecondary institution of education in Kansas
- Public assistance identification card issued by a municipal, county, state or federal government office or agency
- An identification card issued by an Indian tribe

3. Print Name \_\_\_\_\_  
Last First Middle Initial

4. \_\_\_\_\_  
Johnson County Street Address City State Zip Code

5. My Political Party is \_\_\_\_\_ 6. Date of Birth \_\_\_\_\_  
(For even year Primary Elections Only)

I do solemnly affirm that I am a qualified elector residing at the address above in the County of Johnson and State of Kansas. I am entitled to vote an advance voting ballot and I have not voted and will not otherwise vote at the election.

**Required**

8. \_\_\_\_\_ 9. \_\_\_\_\_  
Signature of Voter Date Daytime telephone

10. Ballot will be sent to the residential or mailing address on the voter's record, unless a different address is indicated below.

\_\_\_\_\_  
Street Address City, State, Zip Code

**Note: Ballots cannot be mailed until 20 days before an election. Completed applications must be received at the Election Office by 5:00 p.m. Central time on the Tuesday prior to the election. The ballot may be mailed only to the voter's residential or mailing address as indicated on the county voter registration list, to the voter's temporary residential address, or to a medical care facility where the voter resides. These restrictions do not apply to a voter who has an illness, disability or who lacks proficiency in the English language.**

11. If applying for Permanent Advance Voting Status, complete the following section. The nature of my permanent illness or disability is:

Note: Applicants for permanent advance voter status must have a permanent physical disability or have been diagnosed as having a permanent illness.

**Authorized and Appointed Poll Agents**

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).

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.

There are two types of poll agents, and 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 #



**Important Information**  
**Please Read Rules for Poll Agents**

**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

## **List of Procedures for Poll Agents**

### **Authorized Poll Agents**

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.

### **Who are poll agents?**

There are two ways to be designated as an authorized poll agent.

1. Each of the following persons is automatically a poll agent because of the position they hold:
  - a. state or county party chair
  - b. chair of a committee formed to support or oppose a question submitted election
  - c. candidate
  - d. precinct committeeman or woman
  - e. a write-in candidate for statewide office who has filed an affidavit of write-in candidacy with the Secretary of State
  
2. A person may be appointed to be a poll agent by one of the persons listed above.  
[KSA 25-3005a(a)]

### **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).

## **Appointment process**

Appointments must be made in writing on a form approved by the Secretary of State. Form PA is produced by the Secretary of State's office for this purpose. The appointment form must be filed at the county election office up to or on election day.

Poll agents must carry their authorization forms with them at any time they are acting as poll agents, and they must present the forms when asked by a precinct or county election worker. Further, they must wear a badge, issued by the county election officer, containing the word "observer" in 32-point type or larger.

When a candidate or precinct committee person is acting as an authorized poll agent, he/she must carry identification supplied by the county election officer.

## **What poll agents may do**

Poll agents may observe the voting process at polling places and may observe the original, intermediate and final canvasses. [KSA 25-3005]

They may request to have an election judge at the original canvass display a ballot to them, but the poll agent may not touch the ballot. [KSA 25-3004]

## **Limits on poll agents' activities**

Poll agents must carry their appointment forms with them. Candidates and precinct committee persons acting as poll agents must carry identification supplied by the county election officer.

Poll agents must act in accordance with statutes, regulations adopted by the Secretary of State, and directives of the county election officer and supervising judge of any polling place. For instance, they are subject to the same statutes prohibiting electioneering, voter intimidation and disorderly conduct as anyone else.

Poll agents may not participate in the administration of ballots or the ballot counting and tabulating process. They may not handle ballots.

## **Legal references**

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

# INSTRUCTIONS FOR COMPLETION OF EXPENSE FORMS

Revised 2/2017

## STATE, COUNTY AND FIRST CLASS CITY CANDIDATES:

Candidates are required to file forms provided by the GEC – Governmental Ethics Commission. All expense forms will be mailed to the candidate after filing for office.

Any questions concerning these forms should be directed to the GEC at 785-296-4219.

## SECOND AND THIRD CLASS CITIES, UNIFIED SCHOOL DISTRICT, COMMUNITY COLLEGE, TOWNSHIP, WATER DISTRICT AND DRAINAGE DISTRICT CANDIDATES:

Candidates file the following documents:

### APPOINTMENT OF TREASURER OF CANDIDATE OR COMMITTEE

This form is **NOT** required of 2<sup>nd</sup> or 3<sup>rd</sup> class cities, school, water or drainage candidates. If a candidate wishes to complete the form, the form should be filed with the County Election Office within 10 days of becoming a candidate.

### AFFIDAVIT OF EXEMPTION K.S.A. 25-904(a)

If a candidate intends to receive or expend **less than \$1,000** in each of the elections, an affidavit may be filed, **no later than 9 days preceding the primary election\***, to be **exempt** from filing the expense reports "Candidate's Itemized Statement of Personal Election Contributions and Expenditures."

\*This due date is applicable to all candidates who wish to file an Affidavit, even if they are not in a primary election.

Any candidate who has signed an affidavit of exemption and who incurs expenses in excess of or receives contributions in **excess of \$1,000**, exclusive of such candidate's filing fee, **shall file** the Candidate's Itemized Statement of Personal Election Contributions and Expenditures within 30 days after the primary and general elections.

### CANDIDATE'S ITEMIZED STATEMENT OF PERSONAL ELECTION CONTRIBUTIONS AND EXPENDITURES K.S.A. 25-904(b)

Candidates file this report within 30 days after the primary, general or special election period in which they were a candidate, incurred expenses, or received contributions (unless an Affidavit of Exemption was filed). This itemized statement states the **name and address of each person who has made any contribution in excess of \$50 during the election period together with the amount and date of such contributions** and an itemized statement of all expenditures made by such candidate or obligations contracted or incurred in connection with each primary, general or special election.

If no expenditures or obligations are contracted or incurred by the candidate, the candidate shall file a statement to that effect by indicating \$0.00 amount on the form.

### CANDIDATE'S CAMPAIGN COMMITTEE REPORT OF CONTRIBUTIONS AND EXPENSES K.S.A. 25-901

If a candidate forms a committee, a treasurer must be appointed to complete and file the campaign committee report by December 31 of the election year for the period ending December 1<sup>st</sup>. An annual report is required by December 31 of any year in which the campaign fund has a balance.

## 2018 DUE DATES FOR CAMPAIGN FINANCE REPORTS

**Primary:** August 7, 2018  
**General:** November 6, 2018

### 1<sup>ST</sup> CLASS CITY (Prairie Village), STATE AND COUNTY CANDIDATES

<b>Statement of Substantial Interests</b>	At place of filing for office KSA 75-4302a Due no later than 10 days after filing deadline June 11, 2018	
<b>2017 Campaign Finance Wrap-up KSA 25-4148(a)(3)(4)</b>	January 10, 2018	January 1, 2017 through December 31, 2017
<b>Affidavit of Exemption KSA 25-4173</b>	July 30, 2018	Nine days before Primary Election
<b>Pre-Primary Campaign Report #1 KSA 25-4148(a)(1)</b>	July 30, 2018	January 1, 2018 through July 26, 2018
<b>Pre-General Campaign Report #2 KSA 25-4148(a)(2)</b>	October 29, 2018	July 27, 2018 through October 25, 2018
<b>2018 Campaign Finance Wrap-up KSA 25-4148(a)(3)</b>	January 10, 2019	October 26, 2018 through December 31, 2018
<b>Last minute contributions of \$300 or more</b>	August 2, 2018	July 27, 2018 – August 1, 2018
<b>Last minute contributions of \$300 or more</b>	November 1, 2018	October 26, 2018 – October 31, 2018

### TOWNSHIP CANDIDATES

<b>Statement of Substantial Interests</b>	At place of filing for office KSA 75-4302a Due no later than 10 days after filing deadline June 11, 2018	
<b>Affidavit of Exemption KSA 25-904(a)</b>	July 30, 2018	Nine days before Primary Election
<b>Itemized Statement of Expenditures KSA 25-904(b) (Post Primary)</b>	September 6, 2018	Thirty days after Primary Election
<b>Itemized Statement of Expenditures KSA 25-904(b) (Post General)</b>	December 6, 2018	Thirty days after General Election
<b>Campaign Finance Committee Report KSA 25-901</b>	December 31, 2018	Date individual becomes a candidate through December 1, 2018

**Filing Deadline for Primary Election: 12:00 pm June 1, 2018**  
**Filing Deadline for Independent nominations: 12:00 pm August 6, 2018**



## 2018 ELECTION CYCLE Reporting Periods and Due Dates For Campaign Finance Reports

Primary Election Date – August 7, 2018  
General Election Date – November 6, 2018  
(Updated 04/27/17)

### State / County Candidates on the 2018 election ballot:

Receipts & Expenditures Reports	
Report Due	Periods Covering
Wednesday, 1/10/2018	1/1/2017 – 12/31/2017
Monday, 7/30/2018	1/1/2018 – 7/26/2018
Monday, 10/29/2018	7/27/2018 – 10/25/2018
Thursday, 1/10/2019	10/26/2018 – 12/31/2018

Last Minute Contribution(s) of \$300 or More	
Report Due	Periods Covering
Thursday, 8/2/2018	7/27/2018 – 8/1/2018
Thursday, 11/1/2018	10/26/2018 – 10/31/2018

### Political Action and Party Committees:

Receipts & Expenditures Reports	
Report Due	Periods Covering
Wednesday, 1/10/2018	1/1/2017 – 12/31/2017
Monday, 7/30/2018	1/1/2018 – 7/26/2018
Monday, 10/29/2018	7/27/2018 – 10/25/2018
Thursday, 1/10/2019	10/26/2018 – 12/31/2018

Last Minute Contribution(s) & Independent Expenditure(s) in Excess of \$300	
Pre-Primary Report Due	Period Covering
Thursday, 8/02/2018	7/27/2018 – 8/01/2018
Friday, 8/03/2018	8/02/2018
Saturday, 8/04/2018	8/03/2018
Sunday, 8/05/2018	8/04/2018
Monday, 8/06/2018	8/05/2018
Pre-General Report Due	Period Covering
Thursday, 11/01/2018	10/26/2018 – 10/31/2018
Friday, 11/02/2018	11/01/2018
Saturday, 11/03/2018	11/02/2018
Sunday, 11/04/2018	11/03/2018
Monday, 11/05/2018	11/04/2018

### City Office (First class cities only)

**City Election 2018**  
Primary Election date – August 7, 2018  
General Election date – November 6, 2018

Receipts & Expenditures Reports	
Report Due	Periods Covering
Wednesday, 1/10/2018	1/1/2017 – 12/31/2017
Monday, 7/30/2018	1/1/2018 – 7/26/2018
Monday, 10/29/2018	7/27/2018 – 10/25/2018
Thursday, 1/10/2019	10/26/2018 – 12/31/2018