



CANDIDATE FILING PROCEDURES

1. The City Clerk will accept Declaration of Candidacy forms filed in her office for the April 4, 2017 municipal election beginning at **8 a.m., December 13, 2016**. The City Clerk will not accept Declaration of Candidacy forms after **5 p.m., January 17, 2017**.
2. Candidates for the office of Mayor must be at least thirty (30) years of age prior to taking office, a citizen of the United States, and a resident of the City for two (2) years prior to his/her election.
3. Candidates for the office of Councilmember must be at least twenty-one (21) years of age prior to taking office, a citizen of the United States, a resident of the City for one (1) year prior to his/her election, and a resident of the ward from which he/she is to be elected for six (6) months prior to the election.
4. The City Hall offices are open from 8:30 a.m. to 5 p.m., Monday through Friday. On the first day of candidate filing, the Office of the City Clerk will open at 8 a.m.
5. On the first day of filing the City Clerk will receive Declarations of Candidacy forms in the order which the candidates pass through the door to Council Chambers and the City Clerk shall continue to accept filings in that order until all persons have filed. On the last day of filing, if two or more candidates enter the office of the City Clerk at the same time and none of the candidates wishes to file before the others, then a "toss of the coin" or "lottery" will be used to determine those candidates' order on the ballot.
6. All candidates filing their Declarations of Candidacy shall personally file said Declaration with the City Clerk. The person to pass through the door of her office shall be the candidate only and not a designee or "stand in."
7. No candidate's name shall be printed on any official ballot unless the candidate has filed a written Declaration of Candidacy form and all real estate and personal property taxes are paid in full.
8. Prior to candidate filing on December 13, 2016, any candidate desiring to wait in line must do so in the Council Chambers or another designated meeting room at City Hall.
9. Any person who has filed a Declaration of Candidacy and wishes to withdraw as a candidate shall do so no later than **5 p.m. January 17, 2017**, by filing a written, sworn statement of withdrawal to the office of the City Clerk.
10. Any person leaving his/her place in line for over thirty minutes, must find a substitute, or risk losing his/her place. Only one person may wait in line for a candidate.
11. If a person waiting in line for a prospective candidate is a minor, he/she must abide by the Chesterfield curfew ordinance.
12. It is permissible to use the Council Chambers and the Multi Purpose Room. Public restrooms are available across the hall from Council Chambers. Chesterfield Police Officers will monitor the building during this period of time.
13. City employees will not take phone messages for anyone waiting in line, except in case of an emergency.
14. No alcoholic beverages are allowed on City Hall property for anyone waiting in line.
15. Radios, CD/tape players and televisions are allowed, but cannot exceed normal operating volume.
16. Creating a nuisance is in violation of Ordinance #192.
17. No food or drink, except water, is permitted in the Chambers. Please use the Multi-Purpose Room.