



ANOKA COUNTY
Office of Elections & Voter Registration
2100 3rd Avenue, Suite W130
Anoka MN 55303-5031

Website: <http://www.anokacounty.us/elections>
Email: elections@co.anoka.mn.us
Phone: 763.324.1300/Fax: 763.324.1160

2020 CANDIDATE FILING INFORMATION

Anoka County Commissioner Districts 1, 2, 3 & 6 Anoka Soil and Water District Supervisor District 1, 4 & 5

I. CANDIDATE QUALIFICATIONS

- Candidates must be at least 21 years of age upon assuming office;
- Resident of the district for at least 30 days before the general election;
- Eligible to vote; and
- Not filed for any other office at the upcoming general election

II. HOW AND WHEN TO FILE

Affidavit of Candidacy

All candidates must complete and file an [Affidavit of Candidacy](#), along with the filing fee (or petition). Candidates must state that the name listed on their affidavit is their true name by which they are commonly known in the community. A candidate phone number is required. Affidavits must be signed in the presence of a notary or an individual authorized to administer oaths. Staff of the Anoka County Elections Office can perform this function free of charge.

Where to File

Candidates are encouraged to take advantage of contactless filing options outlined below. In-person filings will take place at the Anoka County Elections Office, 2100 3rd Avenue, Suite W130, Anoka, MN 55303. Elections staff will practice social distancing and follow CDC guidelines when accepting in-person filings.

When to File

Affidavits of Candidacy must be submitted during the Filing Period: **Tuesday, May 19, 2020 - Tuesday, June 2, 2020**. Candidates who will be absent from the state during the filing period may arrange with the Anoka County Office of Elections and Voter Registration to file prior to departure.

Candidate Affidavit of Withdrawal

If after filing you decide you no longer wish to run for office, you must file an Affidavit of Withdrawal **no later than 5:00 p.m. on Thursday, June 4, 2020**. The names of all candidates who do not file an Affidavit of Withdrawal before the deadline will appear on the ballot – **no exceptions**. The filing fee is non-refundable.

Contactless Filing

The completed affidavit of candidacy and filing fee (or petition in lieu of fee) can be placed into a sealed envelope in the drop box outside of the Anoka County Government Center. Candidates are

also able to file or withdraw by mail or delivery service. The delivered documents must be complete and include the filing fee (or petition in lieu of fee). Send by mail to Anoka County Elections, 2100 3rd Avenue, Suite W130, Anoka, MN 55303.

Note: affidavits must be notarized. If you wish to have our office notarize your affidavit, you must file inside at our counter. For affidavits received via mail or drop box, we will contact candidates via phone or email to confirm receipt

Note on Electronic Filing

Current law does not allow for electronic candidate filing. Proposed legislation would allow candidates to submit affidavits and filing fees electronically. Should the law change, we will provide updated information on how to file electronically at anokacounty.us/elections.

Candidate Affidavits and Documents

All candidate filings will appear on the Secretary of State’s Candidate Filings search page at <https://candidates.sos.state.mn.us/>. Candidate affidavits are posted as they are received, generally the same day.

III. FINANCIAL REPORTING REQUIREMENTS

Campaign Finance Reports Available to the Public

Candidates must comply with regulations regarding disclosure of financial activities including contributions, expenditures and sources of personal income. Please refer to the [2020 Campaign Manual](#) for detail regarding financial disclosure laws. By law, all financial disclosures made by candidates are public documents. Reports submitted by candidates are posted on our website at www.anokacounty.us/elections.

Disclosure form required of ALL CANDIDATES:

ALL candidates, regardless of the amount received or expended, and regardless of whether the candidate is elected, must file the [Campaign Financial Report Certification of Filing](#). This report is due 7 days after the general election (November 10, 2020). Minnesota law imposes penalties for non-compliance with this requirement.

Disclosure forms required of CANDIDATES WHO RAISE OR SPEND \$750 OR MORE:

Candidates who raise or spend \$750 must begin filing [Campaign Financial Reports](#). The form used for each of the following submissions is the same, but each report must be completed to include receipts and expenditure which occur during the specified time frame.

Report Type	Due Date	Period Covered
Initial report	Within 14 days after a candidate or committee raises or spends more than \$750	
Pre-primary report	10 Days Prior to the Primary Election (Friday, July 31, 2020)	From the last previously filed report to five days before the current report is due
Pre-general report	10 Days Prior to the Primary Election (Friday, October 23, 2020)	From the last previously filed report to five days before the current report is due
Post-general report	30 Days After the General Election (Thursday, December 3, 2020)	From the last previously filed report to five days before the current report is due
Annual report	January 31 of Each Year (Sunday, January 31, 2021)	From the last previously filed report through December 31

Final Report	Once all debts are paid and all assets in excess of \$100, in the aggregate, are disposed of	From the last previously filed report to the point of all debts paid and all assets in excess of \$100, in the aggregate, disposed of
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How to File Financial Reports

Financial Reports may be submitted by mail, email or fax to:

- Mail:** Anoka County Elections, 2100 3rd Ave, Suite W130, Anoka, MN 55303
- Fax:** 763.324.1160
- Email:** elections@co.anoka.mn.us

Contribution Limits

For all Anoka County candidates, contribution limits for an individual or committee are \$600 in an election year (\$250 in a non-election year).

Tax Filing Requirements

An [IRS Fact Sheet of Tax Filing Requirements for Political Organizations](#) is available for your information. For more information contact the IRS or your tax accountant.

IV. CAMPAIGN TOOLS

Maps – order forms are included in your filing packet

- [Anoka County Geographic Information System \(GIS\)](#) - Maps showing precinct, county commissioner, legislative and senate district boundaries.
- [Minnesota Secretary of State](#) - Maps showing legislative, county, city, township, and school district boundaries.

[Precinct Finder](#) and [Polling Place Lists](#)

Contains voting districts by street name and house number. Order forms are included in your packet. Voters can also look up their polling place at <https://pollfinder.sos.state.mn.us/>.

[Registered Voter Lists](#)

Contains voter registration information including name, address, telephone number, and voting history.

[Accepted Absentee Ballot List Requests](#)

Contains a list of voters with accepted absentee ballots in upcoming state primaries or general elections.

V. CAMPAIGNING

Automatic Dialing Device Laws

Automatic dialing devices sometimes used in campaigning are regulated by the State. [A memorandum from the MN Attorney General’s Office](#) is included here, providing guidance to candidates, political campaigns, political parties, political committees, and others concerning Minnesota’s automatic dialing-announcing device law.

[Political Signs](#)

The use of campaign signs is a vital part of any candidate's campaign. Minnesota statutes and local ordinances regulate the placement of political campaign signs.

Local jurisdictions may have ordinances restricting the number and size of signs. If a jurisdiction does have such ordinances, in an even year these ordinances cannot be enforced for a specified time before and after election day ([M.S. 211B.045](#)). For 2020, the period when local sign ordinances may not be enforced begins June 28 and ends November 15. In jurisdictions which have no sign ordinance, campaign signs may be posted in any size and number throughout the year.

Information on Sign Placement

State statute prohibits placement of signs in certain areas including:

- Placement, painting, printing or affixing on any object within the limits of any highway;
- On private land without the consent of the owner or occupant;
- On public utility poles;
- On trees or shrubs;
- By painting or drawing on rocks or natural features; and
- Within the "right of way" or blocking the sight lines of drivers entering the highway or leaving the highway onto public streets or private driveways.
 - The Minnesota Department of Transportation's provides information about [signs along highway right of way](#). If in doubt of the right-of-way at a specific location, contact the Anoka County Highway Department at 763.324.3100.

Removal of Campaign Signs

Campaign signs determined to be in violation of local, state or federal law can be removed without prior notice. Generally, when a sign is noticed to be in violation and/or a complaint of a violation is received an attempt is made to contact the responsible candidate or campaign to remove the sign and place it in a legal location. If an illegally sign is not removed it may be dropped and placed outside of the highway right-of-way. Anoka County does not store election signs for retrieval. To avoid complaints and ensure your signs are not removed, share sign placement information with your campaign workers.

VI. ELECTION RESULTS

Election results for all contests and questions voted upon in Anoka County are reported through the State Election Reporting System administered by the Secretary of State at www.sos.state.mn.us. A complete listing of results for all elections held in the State appears on that website as they are reported. Statistics regarding voter turnout are also posted to that website in the days following the election.

Vote totals from in-person voters on Election Day are counted in individual precincts throughout Anoka County. Vote totals from ballots submitted by absentee voters are counted centrally at the Anoka County Elections Office. After the close of polls at 8:00 p.m., precinct election results are communicated to our office, combined with results from absentee ballots and then posted to the State Election Reporting System. State Law prohibits release of precinct results until all absentee ballots for that precinct have been counted, reported and combined with precinct totals.

Results obtained on election night are unofficial until approved by the Canvassing Board following each election.