

# HOW TO RUN FOR A GEM COUNTY OFFICE

1. Verify your eligibility for the position you are seeking
2. Complete the Declaration of Candidacy & Petition of Candidacy forms, provided by District Clerk, City Clerk or Election Office
3. Collect the appropriate number of signatures of qualified electors for the office you seek or submit the required payment (it is always a good idea to get more signatures than required)
4. Bring a notarized Petition of Candidacy to the Election's Office with the necessary signatures or payment (if you are paying the fee rather than obtaining signatures). Election staff will verify signatures
5. Take the Petition of Candidacy with a certificate of signatures (provided by the Election's Office after signatures are verified) and the completed/notarized Declaration of Candidacy to the appropriate district office
6. The district or city will complete and sign the Certification of Candidate Filing form for each candidate and email or deliver with the Declaration of Candidacy form
7. The district or city will email or deliver all candidate filings to the Election's Office no later than 5pm on the close of candidate filing
8. Review ALL Election Manuals
  - \*\*Sunshine Law/Campaign Finance—provides requirements for campaign sign wording and financial reporting

## Websites

**Campaign Finance:** <https://sos.idaho.gov/elections-division/campaign-finance-filing/>

**Idaho Secretary of State:** <https://sos.idaho.gov/elections-division/>

**Gem County:** <https://www.gemcounty.org/government/elections/index.php>



***Gem County ~ Clerk's Office ~ ELECTIONS***

***415 E. Main St. Emmett, ID 83617***

***PH: 208-365-4561 E: elections@co.gem.id.us***