

SYRACUSE CITY



SYRACUSE
EST. CITY 1935

CANDIDATE GUIDE TO ELECTIONS

2019



June 3, 2019

Dear Candidate:

Congratulations on your decision to run for elected office in Syracuse City!

This Candidate Guide to Elections has been prepared to provide basic information you will need to know about the election process in Syracuse City. I hope you will find it helpful.

According to the State Election Code the City Recorder is responsible for supervising the candidate filing process for municipal elections as well as the elections themselves. Please note, this packet is not intended to replace the laws of the State of Utah. Each candidate is responsible for knowing and abiding by the laws for the office in which they are applying. If you have any questions or concerns or simply need more information regarding elections please feel free to contact me at 614-9633 or visit my office at City Hall, 1979 W. 1900 S.

Additional resources include:

**DAVIS COUNTY
CLERK/AUDITOR'S OFFICE**
Brian McKenzie, Election Manager
61 South Main Street
P.O. Box 618
Farmington, UT 84025
Ph: 801-451-3508
Fax: 801-451-3421
<http://www.DavisVotes.com>

**OFFICE OF THE
LIEUTENANT GOVERNOR**
Utah State Capital Building, Suite
#220
P.O. Box 142325
Salt Lake City, UT 84114
Ph: 801-538-1041
Fax: 801-538-1133
<http://vote.utah.gov>

Best wishes for a successful campaign.

Sincerely,

Cassie Z. Brown, MMC
Syracuse City Recorder

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SYRACUSE CITY FORM OF GOVERNMENT

Syracuse City is governed by the Six-Member Council Form of Government in accordance with Section 10-3b-301 et seq of Utah Code Annotated. The Governing Body consists of six members, of which one is the Mayor who exercises ceremonial and administrative function, and five Councilmembers. The Mayor votes only in the case of a tie, on an ordinance that enlarges or restricts the mayor's powers, or in the appointment or dismissal of a City Manager. The Governing Body is responsible for exercising the legislative and executive powers of the City.

The Mayor and all five Councilmembers are elected at-large by the voters of Syracuse City for a term of four years. Council terms are staggered so only three seats are up for election at one time, and the other two seats are up for election in conjunction with the Mayoral election. Three Council seats are open for election in 2015.

Syracuse Municipal Code, Title 2, Chapter 3 – Mayor (summarized)

- The Mayor is the Chief Executive Officer of Syracuse City.
- The Mayor is the Chairperson of the City Council and shall preside at all meetings of the Governing Body. The Mayor shall, from time to time, give the Council information concerning the affairs of the City and shall recommend for their consideration such measures as the Mayor may deem expedient.
- The Mayor, with advice and consent of the City Council, shall appoint a qualified person to each of the offices of City Recorder, City Treasurer, and City Police Chief. The Mayor, with advice and consent of the City Council, shall appoint all Department Heads.
- The Mayor may be the budget officer of the City, or he may appoint, with the approval of the City Council, some other person to exercise the functions of the budget officer position. On or before May 1 of each year, the budget officer shall prepare for the ensuing budget year and file with the City Council a tentative budget for each fund for which a budget may be required.
- The Mayor shall perform all other duties prescribed by law or ordinance and shall see that the laws and ordinances are faithfully executed.

The Mayor shall be paid a salary of \$837.00 per month and is eligible to be reimbursed for actual travel expenditures related to official duties conducted outside of the City, in addition to the above salary compensation.

Syracuse Municipal Code, Title 2, Chapter 2 – City Council (summarized)

- The City Council is the legislative body of the municipality and shall exercise the legislative powers and perform legislative duties and functions of the municipality.
- The City Council may adopt rules and regulations, not inconsistent with statute, for the efficient administration, organization, operation, conduct, and business of the municipality.
- The City Council may prescribe by resolution additional duties, powers, and responsibilities for any elected or appointed municipal official, unless prohibited by statute.
- The City Council may take any action allowed under Utah Code Ann. § 10-8-84, as amended. The City Council may enforce obedience to such ordinances with such fines or penalties as they may deem proper. The minimum number of "yes" votes required to pass any ordinance, resolution, or to take any action by the Governing Body, unless otherwise prescribed by law, shall be three (3). Any ordinance, resolution, or motion of the Governing Body having fewer favorable votes than required herein shall be deemed defeated and invalid; except in the following: fewer votes may compel attendance of absentees, may adjourn a meeting from time to time, and may fill a vacancy in the Governing Body.

- The City Council shall determine its own rules of proceedings, and may fine or expel any of its members for disorderly conduct upon an affirmative majority vote of those members present.
- The City Council shall appoint judges of election, designate the places of voting, canvass the result, and issue certificates of election to each person elected.
- On or before June 22 each year the City Council shall by resolution or ordinance adopt a budget for the ensuing fiscal year.
- Not later than June 22 of each year, or August 17 in the case of a property tax rate increase, the City Council shall levy taxes on the real and personal property within the City made taxable by law for the various municipal purposes.
- The City Council shall have the right to make improvements within the city, subject to the conditions established by law regulating such improvements. To defray the cost and expense of such improvements, the City Council may levy by ordinance special taxes and assessments upon property which may be affected or specially benefited by such improvements.

The City Council meets twice each month. On the second Tuesday of each month the Council meets in a Business Meeting at 6:00 p.m.; on the fourth Tuesday of each month the Council meets in an extended work session, which begins at 6:00 p.m. The Council also performs the role of the Redevelopment Agency Board and the Municipal Building Authority during specially called meetings of either entity. All meetings of the Council are held in compliance with the provisions of the Open and Public Meetings Act. The books, records and accounts of the Council are kept in the office of the City Recorder.

If the Mayor is absent, unable to act, or refuses to act, the City Council shall elect one of its number to preside over the meeting and to act as the Mayor Pro Tempore. During the Mayor's absence/inactivity, the Mayor Pro Tempore shall possess the powers and duties of Mayor, but shall retain his or her power and authority as a member of the City Council and shall be entitled to vote as a member of the City Council on all matters. The City Council may annually designate the Mayor Pro Tempore and two additional persons, in specific order of succession, as emergency interim successors to act in the absence/inactivity of the Mayor.

Each City Councilmember shall be paid a salary of \$382.50 per month and is eligible to be reimbursed for actual travel expenditures related to official duties conducted outside of the City, in addition to the above salary compensation.

HOW TO BECOME A CANDIDATE

Qualifications for Candidacy

Anyone wishing to file for candidacy must meet the following qualifications:

- Registered Voter in the municipality in which the individual is elected;
- Must have resided within the municipality for which the candidate is seeking office for the 12 consecutive months immediately before the date of the election;
- If the individual resides in a territory which was annexed into the municipality: must have resided within the annexed territory or the municipality the 12 consecutive months immediately before the date of the election;
- Pay \$25 filing fee.
- Not convicted of a felony**

** Utah Code §20A-2-101 states: A registered voter (1) is a citizen of the United States; (2) is a resident of Utah; (3) will, on the date of that election, be at least 18 years old, (4) has been a resident of Utah for 30 days immediately before that election; (5) and is registered to vote.*

*** Utah Code §20A-2-101.5 states: A person convicted of a felony loses the right to hold office until (1) all felony convictions have been expunged, OR (2) ten years have passed since the most recent felony conviction AND the person has paid all court-ordered restitution and fines AND the person has completed probation, been granted parole, or completed the term of incarceration associated with the felony.*

Declaration of Candidacy

Candidates must file a "**Declaration of Candidacy**" form with the City Recorder. Candidates may file in the City Recorder's Office on any business day during the hours of 8:00 a.m. to 5:00 p.m., from June 3, 2019 to June 7, 2019. A filing fee of \$25 is required.

Any resident of Syracuse City may nominate a candidate by filing a "**Nominating Petition**" with the City Recorder.

Any candidate may withdraw candidacy by filing a "**Withdrawal of Candidacy**" affidavit with the City Recorder any time up to 23 days before the election.

Immediately following the filing deadline, the City Recorder will publish the names of the candidates in the Standard-Examiner. Any **Declaration of Candidacy** or **Nominating Petition** is valid unless a written objection is filed with the City Recorder within five days after the last day for filing. If an objection is made, the City Recorder will immediately mail or personally deliver notice of the objection to the affected candidate, and decide on any objection within 48 hours after it is filed. If the City Recorder sustains the objection, the candidate may correct the problem by either amending the declaration/nominating petition or filing a new declaration within three days after the objection is sustained. Objections may be filed for such things as whether a candidate meets residency requirements or is a registered voter.

QUALIFICATIONS FOR CANDIDATE FILING AFFIDAVIT

Please read and initial:

_____ The filing officer read the constitutional and statutory requirements as listed above to me, and I meet those qualifications.

_____ I understand that an individual who holds a municipal elected office may not, at the same time, hold a county elected office.

_____ I agree to file all campaign financial disclosure reports, and I understand that failure to do so may result in my disqualification as a candidate for this office, possible fines and/or criminal penalties, including removal of my name from the ballot.

_____ I received a copy of the Pledge of Fair Campaign Practices, and I understand that signing this pledge is voluntary.

_____ I have provided a valid email and I understand this will be used for official communications and updates from election officials. If no email is available I have provided a valid physical address.

_____ I understand that I will receive all financial disclosure notices by email.

_____ I prefer to also receive financial disclosure notices by mail at the following address:

_____ I understand that my name will appear on the ballot as it is printed on this declaration of candidacy, and that I may not make any amendments or modifications after the close of the filing period.

_____ I have received a copy of Section 20A-7-801 regarding the Statewide Electronic Voter Information Website Program and its applicable deadline.

Public Record Disclaimer

The information you provide on your declaration of candidacy, certificate of nomination, or affidavit of impecuniosity is a public record, and your information will be published, posted, or otherwise publicly accessible.

Utah Code §63G-2-305(52) allows you to make your residential and mailing address a protected record if you provide an alternate address or phone number. If you would like to make your residential and mailing address a protected record, please complete the following fields:

Yes, I would like to make my residential and mailing address on my declaration of candidacy, certificate of nomination, and/or affidavit of impecuniosity a protected record.

Name: _____

Please contact me using the alternate address or phone number:

Alternate Address: _____

OR

Alternative Phone Number: _____

Exhibit B

Nominating Petition

The undersigned resident(s) of the City of Syracuse, being 18 years old or older, nominate

_____ to the office of
Councilmember – 4-year term. (*Please print candidate's name as it is to appear on the ballot*).

The undersigned person who is submitting this petition to the City Recorder further states the above named nominee is:

- Registered Voter in the municipality in which the individual is elected;
- Must have resided within the municipality for which the candidate is seeking office for the 12 consecutive months immediately before the date of the election;
- If the individual resides in a territory which was annexed into the municipality: must have resided within the annexed territory or the municipality the 12 consecutive months immediately before the date of the election;
- Pay \$25 filing fee.
- Not convicted of a felony**

** Utah Code §20A-2-101 states: A registered voter (1) is a citizen of the United States; (2) is a resident of Utah; (3) will, on the date of that election, be at least 18 years old, (4) has been a resident of Utah for 30 days immediately before that election; (5) and is registered to vote.*

*** Utah Code §20A-2-101.5 states: A person convicted of a felony loses the right to hold office until (1) all felony convictions have been expunged, OR (2) ten years have passed since the most recent felony conviction AND the person has paid all court-ordered restitution and fines AND the person has completed probation, been granted parole, or completed the term of incarceration associated with the felony.*

Submitted by: _____

Name

Address

Phone

Received by: _____

City Recorder

Date

Exhibit C

WITHDRAWAL OF CANDIDACY

I _____, say that I have filed a declaration of candidacy or have been nominated as a candidate by a nominating petition.

I hereby request that my name be removed from the official primary/general ballot for nomination to the office of:

Councilmember – (four year term)

Pursuant to Utah Code Annotated §78B-5-705 (2008) I declare under criminal penalty of the State of Utah that the foregoing is true and correct.

Executed on _____, 2019

Signature

STATE OF UTAH FORMS/INFORMATION



PLEDGE OF FAIR CAMPAIGN PRACTICES

(Utah Code §20A-9-206)

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

I SHALL conduct my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing, without fear or favor, the record and policies of my opponents that I believe merit criticism.

I SHALL NOT use, nor shall I permit the use of, scurrilous attacks on any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, defamation, libel, or slander against any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, any other criticism of any candidate or the candidate's immediate family that I do not believe to be truthful, provable, and relevant to my campaign.

I SHALL NOT use, nor shall I permit the use of, any practice that tends to corrupt or undermine our American system of free elections, or that hinders or prevents the free expression of the will of the voters, including practices intended to hinder or prevent any eligible person from registering to vote or voting.

I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees or volunteers.

I SHALL immediately and publicly repudiate support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of an opponent, to methods in violation of the letter or spirit of this pledge. I shall accept responsibility to take firm action against any subordinate who violates any provision of this pledge or the laws governing elections.

I SHALL defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of Utah, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices."

Name: _____ Office: _____

Signature: _____ Date: _____

*This is a voluntary pledge. Candidates are not required to sign this pledge of fair campaign practices.

*This document is considered a public record and will be retained for public inspection until 30 days following the election.

How to SUBMIT YOUR CANDIDATE PROFILE



The Lieutenant Governor's Office provides candidates with the opportunity to submit a candidate profile for the website, VOTE.UTAH.GOV. Your profile includes biographical information, a picture, and a short statement, and it will be available for voters to see.

HOW DO I SUBMIT MY PROFILE?

1. Visit the website VOTE.UTAH.GOV. Select the button "Resources for Candidates, Political Groups & Parties" at the bottom of the page.
2. After being directed to a new page, select the option "Submit candidate profile."
3. You will be directed to the UtahID portal. If you do not have a UtahID account, you must create one to proceed. If you already have a UtahID account, simply log into your account.
4. After creating your UtahID account, you will be prompted for a PIN number. To obtain a PIN number, select your name in the dropdown menu then check your email.
5. After selecting your name in the dropdown menu, you will receive an email with your PIN number. Your PIN number will be sent to the email address that you provided on your declaration of candidacy. It will not be sent to the email address of your UtahID account.
6. After receiving your PIN number, enter it into the website and click "Submit."
7. After entering your PIN number, the website will prompt you to enter your candidate profile. After you are completed, click "Submit for Approval." You have the ability to save and edit your profile *before* the deadline.

WHEN DO I SUBMIT MY PROFILE?

You must submit your profile before the following deadlines:

- **Primary Election Profiles: Monday, July 1, 2019 at 5:00 p.m. (Mountain Time)**
- **General Election Profiles: Friday, September 6, 2019 at 5:00 p.m. (Mountain Time)**

Please note that these deadlines are established by law. As a result, late submissions and edits cannot be accepted.

Do you need assistance with your candidate profile? Contact the Utah Lieutenant Governor's Office at (801) 538-1041 or elections@utah.gov.

Voter Information Website

20A-7-801. Statewide Electronic Voter Information Website Program -- Duties of the lieutenant governor -- Content -- Duties of local election officials -- Deadlines -- Frequently asked voter questions -- Other elections.

- (1) There is established the Statewide Electronic Voter Information Website Program administered by the lieutenant governor in cooperation with the county clerks for general elections and municipal authorities for municipal elections.
- (2) In accordance with this section, and as resources become available, the lieutenant governor, in cooperation with county clerks, shall develop, establish, and maintain a state-provided Internet website designed to help inform the voters of the state of:
 - (a) the offices and candidates up for election; and
 - (b) the content, effect, operation, fiscal impact, and supporting and opposing arguments of ballot propositions submitted to the voters.
- (3) Except as provided under Subsection (6), the website shall include:
 - (a) all information currently provided in the Utah voter information pamphlet under Chapter 7, Part 7, Voter Information Pamphlet, including a section prepared, analyzed, and submitted by the Judicial Council describing the judicial selection and retention process;
 - (b) all information submitted by election officers under Subsection (4) on local office races, local office candidates, and local ballot propositions;
 - (c) a list that contains the name of a political subdivision that operates an election day voting center under Section 20A-3-703 and the location of the election day voting center;
 - (d) other information determined appropriate by the lieutenant governor that is currently being provided by law, rule, or ordinance in relation to candidates and ballot questions; and
 - (e) any differences in voting method, time, or location designated by the lieutenant governor under Subsection 20A-1-308(2).
- (4) (a) An election official shall submit the following information for each ballot label under the election official's direct responsibility under this title:
 - (i) a list of all candidates for each office;
 - (ii) if submitted by the candidate to the election official's office before 5 p.m. no later than 45 days before the primary election and on or before 5 p.m. no later than 60 days before the general election:
 - (A) a statement of qualifications, not exceeding 200 words in length, for each candidate;
 - (B) the following current biographical information if desired by the candidate, current:
 - (I) age;
 - (II) occupation;
 - (III) city of residence;
 - (IV) years of residence in current city; and
 - (V) email address; and
 - (C) a single web address where voters may access more information about the candidate and the candidate's views; and
 - (iii) factual information pertaining to all ballot propositions submitted to the voters, including:
 - (A) a copy of the number and ballot title of each ballot proposition;
 - (B) the final vote cast for each ballot proposition, if any, by a legislative body if the vote was required to place the ballot proposition on the ballot;
 - (C) a complete copy of the text of each ballot proposition, with all new language underlined and all deleted language placed within brackets; and
 - (D) other factual information determined helpful by the election official.
- (b) The information under Subsection (4)(a) shall be submitted to the lieutenant governor no later than one business day after the deadline under Subsection (4)(a) for each general election year and each municipal election year.
- (c) The lieutenant governor shall:
 - (i) review the information submitted under this section, to determine compliance under this section, prior to placing it on the website;
 - (ii) refuse to post information submitted under this section on the website if it is not in compliance with the provisions of this section; and
 - (iii) organize, format, and arrange the information submitted under this section for the website.
- (d) The lieutenant governor may refuse to include information the lieutenant governor determines is not in keeping with:
 - (i) Utah voter needs;
 - (ii) public decency; or
 - (iii) the purposes, organization, or uniformity of the website.
- (e) A refusal under Subsection (4)(d) is subject to appeal in accordance with Subsection (5).
- (5) (a) A person whose information is refused under Subsection (4), and who is aggrieved by the determination, may appeal by submitting a written notice of appeal to the lieutenant governor before 5 p.m. within 10 business days after the date of the determination. A notice of appeal submitted under this Subsection (5)(a) shall contain:
 - (i) a listing of each objection to the lieutenant governor's determination; and
 - (ii) the basis for each objection.
- (b) The lieutenant governor shall review the notice of appeal and shall issue a written response within 10 business days after the day on which the notice of appeal is submitted.
- (c) An appeal of the response of the lieutenant governor shall be made to the district court, which shall review the matter de novo.
- (6) (a) The lieutenant governor shall ensure that each voter will be able to conveniently enter the voter's address information on the website to retrieve information on which offices, candidates, and ballot propositions will be on the voter's ballot at the next general election or municipal election.
- (b) The information on the website will anticipate and answer frequent voter questions including the following:
 - (i) what offices are up in the current year for which the voter may cast a vote;
 - (ii) who is running for what office and who is the incumbent, if any;
 - (iii) what address each candidate may be reached at and how the candidate may be contacted;
 - (iv) for partisan races only, what, if any, is each candidate's party affiliation;
 - (v) what qualifications have been submitted by each candidate;
 - (vi) where additional information on each candidate may be obtained;
 - (vii) what ballot propositions will be on the ballot; and
 - (viii) what judges are up for retention election.
- (7) As resources are made available and in cooperation with the county clerks, the lieutenant governor may expand the electronic voter information website program to include the same information as provided under this section for special elections and primary elections.

DAVIS COUNTY INFORMATION

In addition to listing the candidates name and contact information, candidates may submit a photograph and a statement of qualifications to be posted on the Davis County Elections webpage.

General candidate information including name, address, and contact information will be acquired from the declaration of candidacy. Candidates will receive a link following the declaration of candidacy period from Brian McKenzie, Davis County Election Manager which will allow them to submit their files.

Guidelines for Photograph: Photographs should be formatted in a JPEG, PNG or GIF format. Photographs should be of the candidate only; additional persons will be cropped out of the posted image. Photographs deemed inappropriate or derogatory in any way will not be posted, but the candidate will be provided an opportunity to submit a new photograph to be posted.

Guidelines for Statement of Qualifications: The statement of qualifications must be submitted in an electronic format such as a Word document so that the data may be copied and pasted directly onto the webpage. The statement of qualifications shall be no longer than 200 words. Submissions that meet these requirements will be posted exactly as they are submitted to the County and Davis County accepts no responsibility for typos or other errors submitted by the candidate. Davis County does not validate nor guarantee the accuracy of any statement provided by the candidate in their submission; the candidate assumes all liability for submitting false statements. The county reserves the right to refuse posting of any statement deemed inappropriate or derogatory in any way, the candidate will be provided an opportunity to submit a new statement if needed if this is the case.

Submission Deadline is 5 pm on the following dates

Primary Election – July 1, 2019

General Election – September 6, 2019

Contact Information:

Brian McKenzie, Davis County Election Manager

801-451-3508

bmckenzie@daviscountyutah.gov



MUNICIPAL CAMPAIGN FINANCIAL REPORTING

Campaign financial disclosures are due by 5:00 p.m. on the due date.

Municipal Candidates

Report Due Date (by 5:00 p.m.)	Report includes transactions between	Who this applies to
08-06-2019	01/01/2019 – 08/01/2019	Candidates in a Primary
09-12-2019	08/02/2019 – 09/07/2019	Candidates eliminated at Primary
10-29-2019	01/01/2019 – 10/24/2019 (no primary) 08/02/2019 – 10/24/2019 (won primary)	Candidates not in a Primary, or Candidates who won Primary
12-05-2019	10/25/2019 – 11/30/2019	Candidates in the General Election
30 days after disqualification	Varies, contact your municipal clerk/recorder	Candidates who are disqualified for failing to file a financial report by the deadline

Campaign Finance Statutes for Municipal Candidates:

Please familiarize yourself with Section [10-3-208](#) of Utah Code Annotated and Chapter [2.35](#) of the Syracuse City Code. These statutes provide detailed information about the types of campaign contributions and expenses that must be disclosed.

Report inspection:

The City Recorder will inspect all financial statements within two days after filing. If it either appears that a candidate has failed to file a statement as required by law, or if it appears the statement filed does not conform to law, or if a written complaint is filed by a candidate or voter that a filed statement does not conform to law, the City Recorder will notify the delinquent candidate in writing, requesting compliance with the law. Such notices may be delivered in person to the candidate or to a person of suitable age and discretion at the address of the candidate, or by certified mail to the candidate.

Failure to Comply - Penalties

Upon the failure of any candidate to file a financial statement no later than seven days before the date of the municipal general election, the City Recorder shall inform the appropriate election official who shall either remove the candidates' name from the ballot or inform voters

that the candidate has been disqualified. In such case, the election official may not count any votes for that candidate.

A private party in interest may bring a civil action in district court to enforce the provisions of this law. In such a civil action, the court may award costs and attorney fees to the prevailing party.

CAMPAIGN REGULATIONS

Electioneering

"Electioneering" includes any oral, printed, or written attempt to persuade persons to refrain from voting or to vote for or vote against any candidate or issue.

The State Election Law prohibits "electioneering" on the day of any election within a polling place or in any public area within 150 feet of the building where a polling place is located. **This includes the display of political campaign signs.**

Posting of Political Signs on Public Property

Each candidate for elected office should be aware of the regulations in the Syracuse City Municipal Code regarding political signs and signposting on public property; these regulations can be found in the Syracuse City Code in Chapter 10.45 by using the following [link](#).

Political Activity by Syracuse City Employees

The City's Personnel Policy Manual includes provisions prohibiting certain political activities by its non-elected officers and employees. The provisions were adopted with the intent to avoid conflicts of interest and unreasonable disruption of City operations, and to maintain good working relationships, the undivided loyalty of officers and employees, and the integrity of public service. The political activity provisions of the Personnel Policy Manual are as follows:

- An employee shall not be coerced to support a political activity, whether funds or time are involved.
- An employee shall not engage in political activity during work hours, unless on approved leave.
- An employee shall not use Syracuse City owned equipment, supplies, resources, and other attendant expenses (discs, paper, computer online access, etc.) when engaged in political activity.
- An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
- An employee shall not use the employee's title or position while engaging in political activity.

It is unlawful to place any campaign posters, handbills, etc., in City buildings or on City property, or cause the same to be distributed through inter-office mailboxes to City employees.

GENERAL INFORMATION

Vote-By-Mail

State law allows municipalities to conduct their elections entirely by mail and Syracuse City has selected this option for 2019 elections. Ballots will be mailed to all registered voters 28 days before each Election Day. Voters have three easy ways to return their ballot: via mail; at a drop box at City Hall; or at a Vote Center on Election Day. The Syracuse City Community Center will be used as one Vote Center in Davis County Election Day and registered voters who choose not to participate in the Vote-By-Mail system will have the option of surrendering their by-mail ballot and vote on a voting machine. Other locations throughout the County have been designated as Vote Centers and addresses for these Vote Centers can be found online at the Syracuse City website (www.syracuseut.com) or at the Davis County website (www.davisvotes.gov). Vote Centers will be open on Primary and General Election Day from 7:00 a.m. to 8:00 p.m.

Voter Registration

In order to vote, a person must be a registered voter. The requirements to become a registered voter are:

- Be a United States citizen;
- Be a resident of Utah for at least 30 days immediately before the next election;
- Be at least 18 years old by the next election;
- Currently reside within the voting district or precinct in which the person applies to register to vote.

Voter registration can be completed 30 days prior to election day via mail or online, or 15 days prior to Election Day in person in the office of the Davis County Clerk. Those that are not registered voters may visit the Davis County Website, <http://www.daviscountyutah.gov/clerk/auditor/elections>, or call or visit the City offices for a copy of the registration form. Mail in registration forms may also be obtained from public assistance offices. Qualified persons may also register to vote when making application for a driver's license.

Questions Regarding Municipal Elections

If citizens have any questions regarding any aspect of municipal elections they should call the City Recorder's Office at 614-9633, Monday through Friday, from 8:00 a.m. to 5:00 p.m.