

## West Point City Government Overview

*West Point City has adopted a Council/Manager form of government. As such, the Council has appointed a City Manager to act as the Chief Administrative Officer of the City, with primary responsibility to oversee all daily operations of the City.*

*The City Council members are elected at-large in elections held every other year. Council members serve four-year terms and are responsible for the legislative affairs of the City. The Mayor is also elected for a term of four years.*

*Regular Council meetings are held at 6 p.m. on the first and third Tuesday of each month. All meetings are held in compliance with the provisions of the Utah Open and Public Meetings Act.*

Seats open in 2011 election are:

*3 Council positions.*

## Dates to Remember

### Filing Time Frame

July 1—July 15, 2011, 8 a.m. to 5 p.m. at West Point City Hall, 3200 W. 300 N.

### Primary Election

September 13, 2011

If the number of candidates for a particular office does not exceed twice the number of offices to be filled, no primary election for that office shall be held, and the candidates are considered nominated. If the number of candidates exceeds twice the number of offices to be filled, those candidates must be nominated by a primary election.

### Financial Disclosure Report 1 Deadline

October 26, 2011 (by 5 p.m.).

### Financial Disclosure Report from Candidates Eliminated in Primary Election Deadline

October 13, 2011 (by 5 p.m.).

### General Election Day

November 8, 2011.

### Financial Disclosure Report 2 Deadline

December 8, 2011 (by 5 p.m.).

### Swearing In

January 2, 2012

Successful candidates are sworn in at noon on the first Monday in January following the election, or as soon thereafter as practical.

## Running for Office In West Point City



## A West Point City Candidate's 2011 Guide



Published by the West Point City  
Recorders Office — (801) 614-5349

## Becoming a Candidate

### Qualifications for Candidacy

- U.S. Citizen at time of filing.
- Registered voter of West Point City
- Resident of West Point City or resident of a recently annexed area for 12 consecutive months immediately preceding the date of the primary election.
- Not a convicted felon.
- Pay a \$25.00 filing fee.

### Declaration of Candidacy

Each person seeking to become a candidate for a municipal office shall file a “Declaration of Candidacy” in person with the City Recorder (form available at City Hall). Candidates may file in person at City Hall any business day during the hours of 8 a.m. to 5 p.m. from July 1, 2011 and July 15, 2011.

Any resident of West Point City may nominate a candidate by filing a “Nomination Petition” with the City Recorder (form available at City Hall). The petition must be signed by 25 residents of West Point City who are at least 18 years of age. Those who sign need not be registered voters.

Any person who filed a Declaration of Candidacy and was nominated; and any person who was nominated by a Nomination Petition may, any time up to 23 days before the election, withdraw the nomination by filing a written affidavit with the City Recorder. The City Recorder will publish the candidates’ names and the office each is seeking in two successive issues of the Standard Examiner, immediately following the deadline for filing.

### Filing Time Frame and Location

July 1 through July 15, 2011, 8 a.m. — 5 p.m.  
West Point City Hall (3200 W. 300 N.)  
City Records Office (801) 614-5349.

## Campaign Financial Disclosure Requirements

### Financial Disclosure

Every candidate for public office in West Point, who receives campaign contributions must report itemized campaign contributions and expenditures at least once 7 days before the general election and at least once 30 days after the general election.

Disclosures must include all contributions, the name of the donor, and the amount. Expenditures must include the name of the recipient and the amount of the expenditure. Non-monetary contributions must also be reported in the manner described above. These disclosures must be filed with the West Point City Recorder. Primary candidates who are eliminated must file a campaign financial disclosure report within 30 days following the primary election.

## Campaign Regulations

### Electioneering Prohibited

“Electioneering” includes any oral, printed, or written attempt to persuade persons to refrain from voting or to vote for or against a candidate or issue. 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 a polling location. **This includes the display of political campaign signs.**

### Posting of Political Signs

West Point Revised Code 17-24-5(5)(e) prohibits signs larger than 32 square feet. Political signs are to be placed on private property only, not closer than 10 feet from the driveway. Display of political signs shall not be closer than 150 feet to any polling location which is City Hall and West Point Elementary.

Before placing signs on private property, please obtain the homeowner’s or landowner’s authorization. When placing signs outside of West Point City, contact that jurisdiction regarding their sign regulations. Remember that it is unlawful to place any election materials in City Hall or on City property; or cause the same to be distributed through inter-office mailboxes to City employees.

## General Information

### Polling Places

State law requires the City Recorder to designate the polling places for the municipal election with the consent of the City Council. Polling places are generally located in public schools and City Hall. The list of these locations will be published in the Standard Examiner, the Sunday prior to the election. Polling places will be open on the days of the primary and general elections from 7 a.m. to 8 p.m. Utah Code 20A-3-501 states that a person may not, within a polling place or in any public area within 150 feet of a polling place:

- Do any electioneering.
- Circulate cards or handbills of any kind.
- Solicit signatures for any kind of petition.
- Engage in any practice that interferes with the freedom of citizens to vote or disrupts the administration of the polling places.

### Tally Sheets

Tally sheets are compiled by the City Recorder for each election and indicate the number of votes received by candidates in each voting district. Copies of the tally sheets for previous elections are available upon request from the City Recorder.

Election questions may be referred to West Point City Recorder Amy Jensen at 801-614-5349, or at [ajensen@westpointcity.org](mailto:ajensen@westpointcity.org).