

GUIDELINES FOR PREPARATION OF CERTIFICATION FORMS

I. CERTIFICATION OF CANDIDATES (PAGE 1)

Your District name and Office title **must** coincide with the master file choice made in August, 2007.

- A. Show the district name (City, Village, School, Fire or Special District).
- B. Show the type of election that is being certified (General, Primary, or General Municipal).
- C. Show the date of the election.
- D. Select the title of the office being sought.
- E. Circle the Ward, District or Sub-District. Check the Ward, District or Sub-District number.
- F. Select term of office.
- G. Select number to be elected.
- H. Type the name of candidates in the order they are to appear on the ballot. The exact filing date and time must be listed under each candidate's name. Their names shall be placed on the ballot in date and time order. If a lottery was used, include the lottery number for each candidate. Candidates' names must be in all CAPITAL LETTERS and exclusive of titles and/or degrees. (Dr., PhD, etc. are not permissible. ED M. MEYER, JR. is permissible.) An appropriate nickname based on a name, not a word or phrase that refers to any skills, attributes or characterizations, may be included within parentheses "quotation marks are not allowed", i.e. JOHN (JACK) JONES or PATRICIA (PATTY) PRENTICE. When using middle initials, please place a period after the initial, i.e. JOHN D. JONES. List each candidate's home address and zip code for proper identification and (optional) email address.

Note: Do not list more than one office per page.

II. CERTIFICATION OF PROPOSITIONS (PAGE 2)

- A. Show the district name (City, Village, School, Fire or Special District).
- B. Show the type of election that is being certified (General, Primary, General Municipal, Special, Bond Election, Charter Amendment Election, Annexation, etc.).
- C. Show the date of the election.
- D. Select the majority required for passage of the proposition.
- E. Type all propositions **exactly** as they are to appear on the ballot. Refer to the Ballot Wording Memo for additional guidance. The **title** of the proposition must be in all CAPITAL LETTERS and should consist of one alpha or numeric character (i.e. PROPOSITION B). Underlining will not be used. The text of the proposition can not have indents, apostrophes, bullets, colons or semi-colons, quotes or the symbols for cents (¢), fractions or asterisks (*) and must be in mixed case, not all capital letters. The response to each proposition must be YES or NO unless state law or a charter provision specifically provides otherwise. Attach copy of such provision.
- F. For an Annexation election, as much advance notice as possible is required, which **must** include the metes and bounds description and an accurate map no smaller than 8" x 10" in size.

III. AUDIO BALLOT PRONUNCIATION GUIDE- FEDERAL ELECTIONS ONLY

The April General Municipal Election is **not** a Federal Election; therefore an audio ballot will not be used.

IV. PUBLICATION OF ELECTION NOTICES (PAGE 3)

- A. This page must exhibit confirmation by the authorized official with the understanding that this office will comply with all requirements for legal publications of election notices according to Chapter 115 RSMo. (See Note on Certification)
- B. Complete if additional legal publications of election notices are required beyond the requirements of Chapter 115 RSMo. This office will comply with any specific requests for such, if requests involve additional legal publications within certified legal newspapers of St. Louis County. The two certified legal newspapers in which such publications can be made are the ***St. Louis Countian and Legal Ledger***.
- C. Consult the Attorney for your Political Subdivision if there are questions regarding additional legal publications of election notices beyond the requirements of Chapter 115 RSMo.
- D. If no election is to be held, the Election Authority shall publish a notice containing the names of the candidates that shall assume the responsibilities of office in at least one newspaper of general circulation. The publication of Legal Notices (page 3 of the certification forms) must be completed and submitted by the certification deadline. The entity will receive an invoice for the cost of publication.

V. ATTESTATION (PAGE 4)

This page must contain the signature and title of the official authorized to certify election materials, the email address, if applicable and the seal of the political subdivision.

For every municipality the authorized official must be the City/Village/Town Clerk. For every special district the authorized official must be the Secretary of the Board, unless otherwise specified in writing by district.

Note: Certification forms must be hand-delivered, sent by courier or received by Certified Mail.

CERTIFICATION CHECKLIST

- Authorized Official Form
 - Including signature and seal

- Publications RSMo 115.127.5
 - Entity to publish filing notice to the General Public

- Declaration of Candidacy RSMo 115.306
 - Form 5120
 - Campaign Disclosure Reports (RSMo 130.071.2)

- Certification Forms
 - Candidate name, address, date and time filed
 - Lottery number (if applicable) (RSMo 115.124.2)
 - Propositions
 - Use Ballot Wording Memo for guidance
 - Pronunciation Guide (if applicable)

- Publication of Legal Notice Form
 - Submitted by Authorized Official

- Attestation
 - Signed by Authorized Official
 - Seal

- Ballot Content Report
 - List of offices and candidates
 - Ballot Approval Form

(PLEASE SUBMIT IN DUPLICATE)

CERTIFICATION OF PROPOSITIONS

Board of Election Commissioners of St. Louis County

District: _____

Type of Election: _____ Date of Election: _____

Majority Required: Simple Two-Thirds Four-Sevenths

It is hereby certified that the following propositions are to be placed on the ballot for this election.

TYPE PROPOSITIONS EXACTLY AS THEY ARE TO APPEAR ON THE BALLOT.
INCLUDE TITLE, QUESTION AND RESPONSE. Refer to Ballot Wording Memo for additional guidance.

(PLEASE SUBMIT IN DUPLICATE)

PUBLICATION OF LEGAL NOTICES

Board of Election Commissioners of St. Louis County

District: _____

Type of Election: _____ Date of Election: _____

It is hereby certified that the following legal publication of election notices are to be caused by the election authority for this election.

Please check:

- Legal publication of election notices will be made in the St. Louis Countian or Legal Ledger and as required under Chapter 115.RSMo.

Note: Designation of publication dates and certified newspapers to be made by Election Board office upon receipt of Certification of Election. Copies of affidavits of publication will be forwarded to the political subdivision after the election date.

- If additional publications of election notices are required by the political subdivision, please specify the dates for publication below.

Date: _____

Date: _____

Other Special Instructions:

ATTESTATION

Board of Election Commissioners of St. Louis County

District: _____

Type of Election: _____ Date of Election: _____

It is hereby certified that the forgoing is a complete and correct listing of all candidates (including pronunciation if applicable), candidate offices and/or propositions to be placed on the ballot in this election.

For every municipality the authorized official must be the City/Village/Town Clerk. For every special district the authorized official must be the Secretary of the Board, unless otherwise specified in writing.

Signed this _____ day of _____, 20_____

PRINT NAME

SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF OFFICIAL

EMAIL ADDRESS

(SEAL)