Annabella Municipal Election
Packet Checklist

Required Documents for Submission at the Annabella Town Office.
Please complete and submit the necessary documents to the Annabella Town Office during business hours (8 a.m.–4 p.m.) from June 2 to June 6, 2025.

To Be Returned:

- [ ]**Private Contact Information Form**: Only used be staff to contact you.
- [ ]**Declaration of Candidacy Form** The Town Clerk will sign the required sections designated by the filing officer once the form is returned to the office.
- [ ] **Pledge of Fair Campaign Practices (voluntary)**
- [ ] **Conflict-of-Interest Disclosure Form**

Other:

- [ ] **Financial Disclosure Form** Retain this form and update as necessary. The Town Clerk will reach out to you before the first deadline.
- [ ] **Candidate Profile**: Submit a profile on vote.utah.gov, information is provided.
- [ ] **Voter Information Website**: Information is provided.
- [ ] **Precinct Map**: Provided for your information.

Eligibility Requirements

- [ ] Be a U.S. citizen.
- [ ] Be at least 18 years old on or before the general election date (e.g., November 4, 2025, for the 2025 election).
- [ ] Be a resident of the municipality for at least 12 consecutive months immediately preceding the election date (e.g., since November 4, 2024, for the 2025 election).
- [ ] Not be convicted of a felony, unless rights have been restored per Utah Code §20A-2-101.5.
- [ ] Not be convicted of treason or a crime against the elective franchise, unless rights have been restored per Utah Code §20A-2-101.3.
- [ ] Not be found mentally incompetent by a court of law.
- [ ] Meet any additional constitutional and statutory requirements per Utah Code §10-3-301.

Filing Process

- [ ] File all documents in person with the Town Clerk during the candidacy declaration period.

2025 Municipal Election Overview

Open Positions & Terms

- Mayor: 1 seat, 4 years (2026–2029)
- Council Member: 2 seats, 4 years (2026–2029)
- Meetings are held the 2nd Thursday of each month at 6:00 p.m.

Compensation

- Mayor: $300/month, paid annually
- Council Members: $150/month, paid annually
- $50 month credit on Town water bill

Election Dates

- Primary Election: Aug 12, 2025 (if needed)
- General Election: Nov 4, 2025

Ballots will be mailed by the Sevier County Clerk's office.

Candidate Filing & Qualifications

- Filing Period: June 2–6, 2025 (8 AM–4 PM)
- Requirements: Registered voter, 12-month residency, no felony/treason conviction unless restored

Campaign Finance & Reporting

- Finance reports due by 4 PM:
- Aug 5 (if primary),
- Sept 11 (candidates eliminated from primary-if needed)
- Oct 7, Oct 28, & Dec 4

Campaign Signs

- Allowed only on private property with permission
- Must not obstruct visibility or safety

Lt. Governor's Voter Info Website

- Candidates may submit a bio & statement by June 27 (Primary) and Sept 5 (General).

PRIVATE CONTACT INFORMATION

This information provided here will only be used by the Elections Office staff to contact you regarding required notices, financial reports, and other important items.

Candidate Name (REQUIRED)
Home Address (REQUIRED)
Telephone Number (REQUIRED)
Email Address (REQUIRED)
Signature of Filing Officer _____ Date _____

Office of the Lieutenant Governor
350 N. State Street, Suite 220 – P.O. Box 142325 – Salt Lake City, UT 84114-2325
Tel: 801-538-1041 Fax: 801-538-1133 Email: elections@utah.gov

2025 MUNICIPAL
DECLARATION OF CANDIDACY

Please note that the information on this form may be available to the public in accordance with Utah State Code 63G-2-301 and 63G-2-201.

FIRST NAME (as it will appear on the ballot)

MIDDLE NAME (as it will appear on the ballot)

LAST NAME (as it will appear on the ballot)

for the office of _____ for the _____ (two or four-year) term

for the city/town of _____.

State of Utah
County of _____ } ss.

I, _____, being first sworn and under penalty of perjury, say that I reside at _____ Street, City of _____, County of _____, state of Utah, Zip Code _____, Telephone Number (if any) _____; that I am a registered voter; and that I am a candidate for the office of _____ (stating the term). I will meet the legal qualifications required of candidates for this office. If filing via a designated agent, I attest that I will be out of the state of Utah during the entire candidate filing period. I will file all campaign financial disclosure reports as required by law and I understand that failure to do so will result in my disqualification as a candidate for this office and removal of my name from the ballot. I request that my name be printed upon the applicable official ballots.

_____
Email Address
(one that is closely monitored)

Candidates must provide the filing officer with an email address at the time of filing if the candidate wishes to display a candidate profile on the Statewide Electronic Voter Information website. 20A-9-203(4)(c)(iv)(B)

_____
Signature of Candidate
(must be signed in the presence of the filing officer)

Subscribed and sworn to before _____ on this _____.
(filing officer name) (month/day/year)

(Seal) (City or town) (Date Received)

QUALIFICATIONS FOR CANDIDATE FILING DECLARATION

Please initial:

_____The filing officer read the constitutional and statutory qualifications as listed below 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 have complied with the conflict of interest disclosure requirements as required in 10-3-301.5.

_____ I received a copy of the pledge of fair campaign practices, and I understand that signing this pledge is voluntary.

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

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

_____ I understand 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 5:00 p.m. on June 6, 2025.

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

_____ _____

Signature of Filing Officer Date

QUALIFICATIONS

Before the filing officer accepts any declaration of candidacy, the filing officer shall read to the candidate the constitutional and statutory requirements for candidacy, and the candidate shall state whether he/she fulfills the requirements. If the candidate indicates that he/she does not qualify, the filing officer may not accept his/her declaration of candidacy (Utah Code Section 20A-9-203).

MUNICIPAL CANDIDATE

Utah Code §10-3-301
Utah Code §20A-9-203

- 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.
- Maintain a principal place of residence within the municipality, and within the district that the elected officer represents, during the officer's term of office
- 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 filing fee, if one is required by municipal ordinance
- Not convicted of a felony, treason, crime, or offense relating to elections**
- Cannot have been declared mentally incompetent

** 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.*

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."

Printed 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.**

Conflict of Interest Disclosure Form
Annabella Town Municipal Election

Purpose:
This form is to be completed by all candidates running for municipal office in Annabella Town to disclose any actual or potential conflicts of interest that may affect their impartiality or public perception of their ability to serve. Under Utah law and Annabella Town's ethical guidelines, candidates must disclose financial or personal interests that could influence their duties if elected.

Instructions:
1. Complete all sections of this form.
2. If no conflicts exist, indicate "None" where applicable.
3. Submit this form as part of the Annabella Town municipal election packet by the specified filing deadline.
4. For questions, contact the Annabella Town Clerk at [insert contact information].

Candidate Information
Name: _____
Position Sought: _____
Date: _____

Disclosure of Potential Conflicts of Interest

1. **Financial Interests:**
   List any financial interests, including employment, investments, contracts, or business relationships, with Annabella Town, its contractors, or entities that may seek business with the Town.
   Example: Ownership in a business that contracts with the Town, employment with a vendor, etc.
   Response:
   _____
   _____

2. **Personal Relationships:**
   List any personal relationships (e.g., immediate family members, close associates) who are employed by Annabella Town, serve on its boards or commissions, or have significant business dealings with the Town.
   Example: Spouse employed by the Town, sibling on the Town Council, etc.
   Response:
   _____
   _____

3. **Property Interests:**
   List any real property owned by you or your immediate family within Annabella Town that may be affected by Town decisions (e.g., zoning, development projects).
   Response:

   _____

   _____

4. **Other Potential Conflicts:**
   List any other affiliations, memberships, or interests that could be perceived as influencing your impartiality in Town matters.
   Example: Membership in an organization seeking Town funding, volunteer roles with local entities, etc.
   Response:

   _____

   _____

Certification

I certify that the information provided above is true and complete to the best of my knowledge. I understand that failure to disclose potential conflicts of interest may result in disqualification from the election process or other penalties under Annabella Town ordinances and Utah state law.

Candidate Signature: _____
Date: _____

Submission Instructions

Submit this form to:
Annabella Town Clerk
295 E. 300 N.
PO Box 175
Annabella, UT 84711

For assistance, contact the Town Clerk at 435-896-6571

Note:

- This form is a public record and may be subject to disclosure under Utah's Government Records Access and Management Act (GRAMA).
- If elected, you may be required to file additional conflict of interest disclosures annually or as situations arise, per Annabella Town policy.

Annabella Town

MUNICIPAL CAMPAIGN FINANCIAL DISCLOSURE

_____

Full name of candidate

_____

_____

Name of office

1. Total contributions $ _____
   (Form "A" total)

2. Total campaign expenses $ _____
   (Form "B" total)

3. Balance at the end of the reporting period $ _____

_____ _____

Date Signature of Candidate

Annabella Town

ITEMIZED CONTRIBUTION REPORT (FORM "A")

Date Received	Name of Donor	Amount of Contribution
xxxxxxxxxxxxxx	Total Campaign Contributions	$

Annabella Town

ITEMIZED EXPENDITURE REPORT (FORM "B")

Date of Expenditure	Person/Organization to whom Expenditure was made	Amount of Expenditure
xxxxxxxxxxxxxx	Total Campaign Expenditures	$

Submitting 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. Submitting a candidate profile is optional.

Candidates are responsible for submitting their profile by the deadline. Deadlines are established by law (see Utah Code 20A-7-801(4)). As a result, late submissions cannot be accepted. Due to the volume of profiles being submitted, edits after submission cannot be accommodated.
This year, candidates will receive an email link to complete their bio (from elections@utah.gov). **These links will be sent to the email provided on the candidate's filing form**. Please check your spam folder if the link is not in your inbox.

If you do submit a profile for the Primary Election, and then make it to the General Election, you will need to resubmit a new profile for the Election, due to state law. Your Primary Election profile will NOT carry over to the General Election.

How Do I Submit My Profile?

1. After being sent the link, follow the instructions to submit your profile. **Please read and review the information on the page carefully.**
2. After reading the page, select "Submit Candidate Information." Complete the form and submit it.
3. Click the link and complete the form. Once the submission deadline has ended, our office will review the submissions and notify candidates if their profiles require correction. This process typically takes a few weeks to complete.
4. After the review period is over and before ballots are sent, our office will post the profiles on **VOTE.UTAH.GOV** under the "Learn About Candidates and Issues" tab.

When Can I Submit My Profile?

PRIMARY Election Candidates:

- For candidates who have a primary election, the deadline for their submission is June 27th, 2025, at 5:00 PM Mountain Time.

GENERAL Election Candidates:

- General election candidates have until September 5th, 2025, at 5:00 PM Mountain Time.

Do you need assistance with your candidate profile?
Contact the Utah Lieutenant Governor's Office at (801) 538-1041 or elections@utah.gov
Open Monday – Friday, 8:00 am – 5:00 pm (state and national holidays excluded)

Voter Information Website

Effective 5/7/2025

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;

(b) the content, effect, operation, fiscal impact, and supporting and opposing arguments of ballot propositions submitted to the voters; and

(c) the status of a voter's trackable ballot, in accordance with Section 20A-3a-401.5, accessible only by the voter.

(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 Performance Evaluation Commission describing the judicial selection and retention process;

(b) on the homepage of the website, a link to the Judicial Performance Evaluation Commission's website, judges.utah.gov;

(c) a link to the retention recommendation made by the Judicial Performance Evaluation Commission in accordance with Title 78A, Chapter 12, Part 2, Judicial Performance Evaluation, for each judicial appointee to a court that is subject to a retention election, in accordance with Section 20A-12-201, for the upcoming general election;

(d) all information submitted by election officers under Subsection (4) on local office races, local office candidates, and local ballot propositions;

(e) a list that contains the name of a political subdivision that operates an election day voting center under Section 20A-3a-703 and the location of the election day voting center;

(f) 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;

(g) any differences in voting method, time, or location designated by the lieutenant governor under Subsection 20A-1-308(2); and

(h) an online ballot tracking system by which a voter can view the status of the voter's trackable ballot, in accordance with Section 20A-3a-401.5, including:

(i) when a ballot has been mailed to the voter;

(ii) when an election official has received the voter's ballot; and

(iii) when the voter's ballot has been counted.

(4) (a) An election official shall submit the following information for each ballot 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 no later than 5 p.m. on the last business day that is at least 45 calendar days before the primary election or no later than 5 p.m. on the last business day that is at least 60 calendar 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:

Campaign Finance Statutes: Municipal Candidates

Effective 5/7/2025
10-3-208. Campaign finance disclosure in municipal election.

(1) Unless a municipality adopts by ordinance more stringent definitions, the following are defined terms for purposes of this section:

(a) "Agent of a candidate" means:

(i) a person acting on behalf of a candidate at the direction of the reporting entity;

(ii) a person employed by a candidate in the candidate's capacity as a candidate;

(iii) the personal campaign committee of a candidate;

(iv) a member of the personal campaign committee of a candidate in the member's capacity as a member of the personal campaign committee of the candidate; or

(v) a political consultant of a candidate.

(b) "Anonymous contribution limit" means for each calendar year:

(i) $50; or

(ii) an amount less than $50 that is specified in an ordinance of the municipality.

(c) (i) "Candidate" means a person who:

(A) files a declaration of candidacy for municipal office; or

(B) receives contributions, makes expenditures, or gives consent for any other person to receive contributions or make expenditures to bring about the person's nomination or election to a municipal office.

(ii) "Candidate" does not mean a person who files for the office of judge.

(d) (i) "Contribution" means any of the following when done for political purposes:

(A) a gift, subscription, donation, loan, advance, or deposit of money or anything of value given to a candidate;

(B) an express, legally enforceable contract, promise, or agreement to make a gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value to the candidate;

(C) any transfer of funds from another reporting entity to the candidate;

(D) compensation paid by any person or reporting entity other than the candidate for personal services provided without charge to the candidate;

(E) a loan made by a candidate deposited to the candidate's own campaign; and

(F) an in-kind contribution.

(ii) "Contribution" does not include:

(A) services provided by an individual volunteering a portion or all of the individual's time on behalf of the candidate if the services are provided without compensation by the candidate or any other person;

(B) money lent to the candidate by a financial institution in the ordinary course of business; or

(C) goods or services provided for the benefit of a candidate at less than fair market value that are not authorized by or coordinated with the candidate.

(e) "Coordinated with" means that goods or services provided for the benefit of a candidate are provided:

(i) with the candidate's prior knowledge, if the candidate does not object;

(ii) by agreement with the candidate;

(iii) in coordination with the candidate; or

(iv) using official logos, slogans, and similar elements belonging to a candidate.

(f) (i) "Expenditure" means any of the following made by a candidate or an agent of the candidate on behalf of the candidate:

(A) any disbursement from contributions, receipts, or from an account described in Subsection (3)(a);

(B) a purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value made for political purposes;

(c) Each candidate for municipal office who is eliminated at a municipal primary election shall file with the municipal clerk or recorder a campaign finance statement within 30 days after the day on which the municipal primary election is held.

(5) If a municipality does not conduct a primary election for a race, each candidate who will participate in that race shall file a campaign finance statement with the municipal clerk or recorder no later than:

(a) 28 days before the day on which the municipal general election is held;

(b) seven days before the day on which the municipal general election is held; and

(c) 30 days after the day on which the municipal general election is held.

(6) (a) If a candidate seeks appointment to fill a midterm vacancy in a municipal office the candidate shall, no later than three business days before the day on which the municipal legislative body meets to interview the candidate in accordance with Section 20A-1-510, file a campaign finance statement with the municipal clerk or recorder.

(b) Upon receipt of the campaign finance statement described in Subsection (6)(a), the municipal clerk or recorder shall immediately submit a copy of the statement to the municipal legislative body.

(7) Each campaign finance statement described in Subsection (4), (5), or (6) shall:

(a) except as provided in Subsection (7)(b):

(i) report all of the candidate's itemized and total:

(A) contributions, including in-kind and other nonmonetary contributions, received up to and including five days before the campaign finance statement is due, excluding a contribution previously reported; and

(B) expenditures made up to and including five days before the campaign finance statement is due, excluding an expenditure previously reported; and

(ii) identify:

(A) for each contribution, the amount of the contribution and the name of the donor, if known; and

(B) for each expenditure, the amount of the expenditure and the name of the recipient of the expenditure; or

(b) report the total amount of all contributions and expenditures if the candidate receives $500 or less in contributions and spends $500 or less on the candidate's campaign.

(8) Within 30 days after receiving a contribution that is cash or a negotiable instrument, exceeds the anonymous contribution limit, and is from a donor whose name is unknown, a candidate shall disburse the amount of the contribution to:

(a) the treasurer of the state or a political subdivision for deposit into the state's or political subdivision's general fund; or

(b) an organization that is exempt from federal income taxation under Section 501(c)(3), Internal Revenue Code.

(9) (a) A municipality may, by ordinance:

(i) provide an anonymous contribution limit less than $50;

(ii) require greater disclosure of contributions or expenditures than is required in this section; and

(iii) impose additional penalties on candidates who fail to comply with the applicable requirements beyond those imposed by this section.

(b) A candidate is subject to the provisions of this section and not the provisions of an ordinance adopted by the municipality under Subsection (9)(a) if:

(i) the municipal ordinance establishes requirements or penalties that differ from those established in this section; and

(ii) the municipal clerk or recorder fails to notify the candidate of the provisions of the ordinance as required in Subsection (10).

(10) Each municipal clerk or recorder shall, at the time the candidate for municipal office files a declaration of candidacy, and again 35 days before each municipal general election, notify the candidate in writing of:

(a) the provisions of statute or municipal ordinance governing the disclosure of contributions and expenditures;

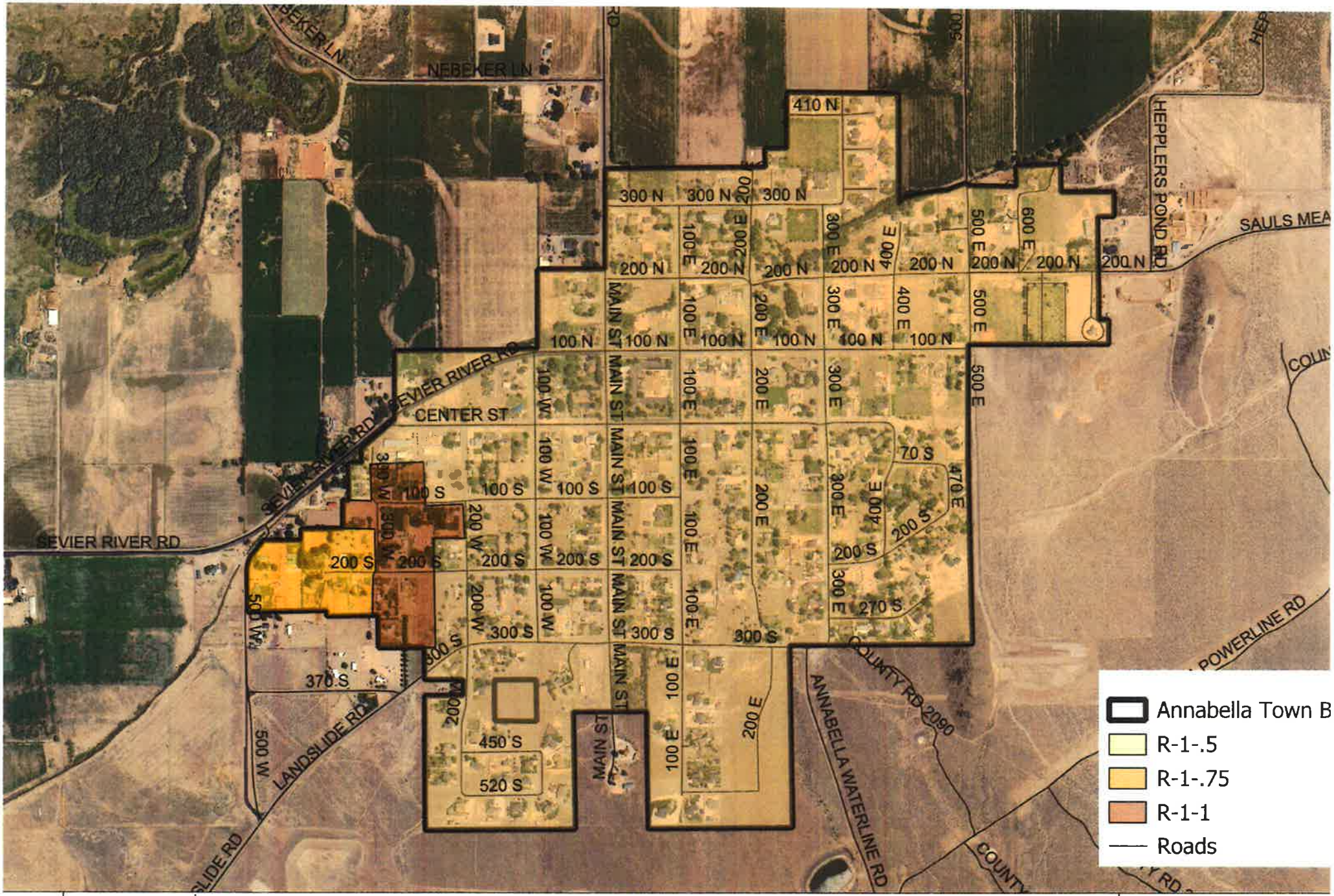
(b) the dates when the candidate's campaign finance statement is required to be filed; and

(c) the penalties that apply for failure to file a timely campaign finance statement, including the statutory provision that requires removal of the candidate's name from the ballot for failure to file the required campaign finance statement when required.

(11) Notwithstanding any provision of Title 63G, Chapter 2, Government Records Access and Management Act, the municipal clerk or recorder shall:

(a) make each campaign finance statement filed by a candidate available for public inspection and copying no later than one business day after the statement is filed; and

(b) make the campaign finance statement filed by a candidate available for public inspection by:



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AnnabellaTown Zoning Map

2025 Zoning

Annabell Town

State of Utah

SPENCER J. COX
GOVERNOR

OFFICE OF THE LIEUTENANT GOVERNOR
SALT LAKE CITY, UTAH
84114-2220

DEIDRE M. HENDERSON
LIEUTENANT GOVERNOR

2024 – 2025 MASTER BALLOT POSITION LIST

In accordance with Utah Code Section 20A-6-305, Utah Lieutenant Governor Deidre M. Henderson hereby establishes the Master Ballot Position List, establishes written procedures for election officials to use the Master Ballot Position List, establishes written procedures for the Lieutenant Governor in conducting the randomization in a fair manner, and provides a record of the random selection process used.

A. Master Ballot Position List

1	B
2	Z
3	C
4	W
5	R
6	E
7	N
8	A
9	J
10	Y
11	M
12	K
13	S
14	G
15	L
16	F
17	T
18	X
19	P
20	U
21	O
22	V
23	H
24	I
25	Q
26	D