



Memo

Date: 26 November 2025
To: Mayor, City Council and Staff
Cc: File
From: Brad Wilson, City Recorder
RE: Midterm Vacancy Application

It was requested that the City Council consider an application for midterm vacancies. The application would be completed by residents interested in filling a midterm vacancy on the Council.

Utah Code §10-3-301 and §20A-9-203 place the following requirements on a candidate for municipal office or someone desiring to fill a vacant municipal office:

- 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 §10-3-301.5 also requires that a conflict-of-interest disclosure statement be completed.

It was suggested that the application includes questions that the applicant can answer regarding relevant community issues.

I have attached a copy of the 2025 Municipal Declaration of Candidacy and related disclosure statement as examples.

Please contact me if you have any questions.

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-2-210.

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.*

CONFLICT OF INTEREST DISCLOSURE

Candidate/Officeholder: _____

Office: _____

1A: The name and address of each of the regulated officeholder's current employers and each of the regulated officeholder's employers during the preceding year.

- Current Employer(s)/Address(es):
- Previous Employer(s)/Address(es):

1B: For each employer described in Item 1A, a brief description of the employment, including the regulated officeholder's occupation, and, as applicable, job title.

- Current Employment:
- Previous Employment:

2A: For each entity in which the regulated officeholder is an owner or officer, or was an owner or officer during the preceding year, the name of the entity(ies).

2B: A brief description of the type of business or activity conducted by the entity(ies) described in Item 2A

2C: Regulated officeholder's position in the entity(ies) described in Item 2A

Please Note That This Will Be Public Information

3A: For each individual from whom, or entity from which, the regulated officeholder has received \$5,000 or more in income during the preceding year the name of individual(s) or entity(ies).

3B: A brief description of the type of business or activity conducted by the individual(s) or entity(ies) described in item 3A.

4A: For each entity in which the regulated officeholder holds any stocks or bonds having a fair market value of \$5,000 or more as of this date, or during the preceding year, the name of the entity(ies) (excluding funds that are managed by a third party, including blind trusts, managed investment accounts, and mutual funds).

4B: A brief description of the type of business or activity conducted by the entity(ies) described in Item 4A.

5A: For each entity not listed in 2A through 4B in which the regulated officeholder currently serves, or served in the preceding year, in a paid leadership capacity or in a paid or unpaid position on a board of directors, the name of the entity(ies) or organization(s)

5B: A brief description of the type of business or activity conducted by the entity(ies) or organization(s) described in Item 5A

5C: The type of position held by the regulated officeholder in the entity(ies) or organization(s) described in Item 5A.

Please Note That This Will Be Public Information

6A (Optional): A description of any real property(ies) in which the regulated officeholder holds an ownership or other financial interest that the regulated officeholder believes may constitute a conflict of interest.

6B (Optional): A description of the type of interest held by the regulated officeholder in the property(ies) described in Item 6A.

7A: The name of the regulated officeholder's spouse.

- Spouse's Name:

The name of each of the regulated officeholder's spouse's current employers and each of the regulated officeholder's spouse's employers during the preceding year, if the regulated officeholder believes the employment may constitute a conflict of interest.

- Spouse's Current Employer(s):
- Spouse's Previous Employer(s):

7B: The name of any adult residing in the regulated officeholder's household who is not related to the officeholder by blood.

- Other Adults:

7C: For each adult described in Subsection 7B, a brief description of the adult's employment or occupation, if the regulated officeholder believes the adult's presence in the regulated officeholder's household may constitute a conflict of interest.

Please Note That This Will Be Public Information

8A (Optional): A description of any other matter or interest that the regulated officeholder believes may constitute a conflict of interest.

Date: _____

☐ I, the regulated officeholder or candidate, believe this form is true and accurate to the best of my knowledge. (Check box)

☐ I am an at-risk government employee, and/or my spouse is an at-risk government employee as that term is defined in Subsection 63G-2-303(1)(a). I request that information relating to my employment, as well as my spouse's name and employment be redacted in accordance with 20A-11-1604(7)(a). (Check box)

Candidate/Officeholder's Signature

Privacy Notice:

The personal data collected in this form will be available to the public under 63G-2-301.

Any personal data redacted in accordance with 20A-11-1604(7)(a) is not considered a public record under 63G-2-301. This data will be used for administrative purposes and will not be displayed to the public. This information is required under 20A-11-1604. Violation of this section may result in a class B misdemeanor and a \$100 fine. The information, unless specified, will be publicly available on the disclosures and possibly other election-related websites. Personal data collected on the website will not be sold. The personal data will be included in the record series GRS 1911.