

URBAN COUNTY COUNCIL MEMBERS
Requirements for Filing and Holding Office
(Nonpartisan Office)

Requirements for Holding Office (Urban County Charter, Article 4 & KRS 83A.040)

1. Must be 18 years old
2. Qualified voter and resident of Fayette County for at least one (1) year prior to filing as a candidate
3. A District Council candidate must also be a resident of the district for at least six (6) months immediately prior to filing as a candidate
4. Must continue to live in district throughout the term of the office

Term of Office

1. District Council - Two (2) year term (May serve six (6) consecutive terms)
2. Council-At-Large - Four (4) year term (May serve three (3) consecutive terms)

Vacancy - The LFUCG Mayor appoints (and 2/3 of the council must approve) someone to fill an unexpired term for the remainder of the term or until the next general election, depending on the time the vacancy occurs.

Filing Requirements

1. PETITION prescribed by Charter which includes the signatures of 100 qualified voters of an individual district for district council or the county for council-at-large (The Fayette County Clerk's Office recommends candidates have no less than 150 signatures in case signers are not registered or are not registered in the district)
2. Statement of Spending Intent and Appointment of Campaign Treasurer form (KREF 001)
3. Statement of financial interests with the LFUCG ethics commission no later than 30 days after the date on which the person becomes a candidate for office (provided by LFUCG)
4. Filing Fee - \$50.00
5. Deadline for filing is the first Friday after the first Monday in January at 4:00 p.m.
6. Candidates file with County Clerk

Note - If no more than two (2) candidates file for a district council seat there is no primary and the candidate(s) automatically advance to the general election. If more than two (2) candidates file there is a primary and the two (2) candidates with the highest number of votes go to the general election. If no more than six (6) candidates file for council at-large there is no primary and all candidates automatically advance to the general election. If more than six (6) candidates file there is a primary and the six (6) candidates with the highest number of votes go to the general election.



KENTUCKY REGISTRY OF ELECTION FINANCE

Thomas P. O'Brien, III, Chairman
Adrian M. Mendiondo, Vice-Chair
Richard Clayton Larkin, Member
H. David Wallace, Member
J. Bissell Roberts, Member
Laura Marie Bennett, Member
Jessica A. Burke, Member

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John R. Steffen
Executive Director
Leslie M. Saunders
General Counsel

NOTICE AND INSTRUCTIONS TO ALL CANDIDATES

- **Mandatory electronic reporting** – All candidates are required to **electronically** submit all required campaign finance reports to the Registry of Election Finance.
- **Candidates MUST first submit a KREF 001 form electronically to the Registry** – In order to comply with the mandatory electronic filing requirements, **ALL** candidates for office in Kentucky must create an account in the Registry's electronic filing system and submit a KREF 001 form electronically to the Registry **before** starting their campaigns. Please note that candidates must complete a separate form for each election (candidates who filed for the Primary and move forward to the General must create a new intent for the General).
- **Rule 4.4 from the Kentucky Code of Judicial Conduct requires all candidates seeking judicial office who intend to raise campaign funds for that purpose establish a candidate campaign committee** – The Registry's electronic filing system provides judicial candidates with the opportunity to select this option when submitting their KREF 001 form.
- **Candidates are no longer required to submit a hard copy of their KREF 001 with the Secretary of State or County Clerk** – Recent legislation has eliminated the requirement that candidates print a hard copy of the KREF 001 form to accompany their ballot access form when the candidates file for office with the Secretary of State or County Clerk. Instead, the Secretary of State or County Clerk will forward a copy of candidates' ballot access forms to the Registry.
- **INSTRUCTIONS FOR ACCESSING THE REGISTRY'S ELECTRONIC FILING SYSTEM** – In order to initiate the filing process, candidates should go to <https://kref.ky.gov>, click on the "EFILE" button on the Registry's homepage, and follow the instructions found there for creating their account and submitting their KREF 001 form electronically. Candidates should not begin to raise or spend money until their forms are submitted to the Registry.
- **Please note that the County Clerks CANNOT file this form for you** – It is the responsibility of the candidates to create an account and electronically submit their KREF 001 form and their reports with the Registry.
- **ASSISTANCE** – Candidates needing assistance with the electronic filing process should call the Registry at 502-573-2226.

PETITION

We the undersigned, qualified voters of the Urban County Government of Lexington, Fayette County, Kentucky, and residing each at the place indicated opposite his/her name, do hereby request that the name of _____ be placed on the ballot as that of an applicant for nomination for the office of _____, at the primary election to be held in our urban county on the first Tuesday after the third Monday in May, 20____. We know the applicant to be a qualified voter of the urban county and a person of good character, and he/she is, in our judgment, qualified for the duties of the office.

| <u>Name</u> | <u>Street Number</u> | <u>Street</u> |
|-------------|----------------------|---------------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ | _____ | _____ |
| 5. _____ | _____ | _____ |
| 6. _____ | _____ | _____ |
| 7. _____ | _____ | _____ |
| 8. _____ | _____ | _____ |
| 9. _____ | _____ | _____ |
| 10. _____ | _____ | _____ |
| 11. _____ | _____ | _____ |
| 12. _____ | _____ | _____ |
| 13. _____ | _____ | _____ |
| 14. _____ | _____ | _____ |
| 15. _____ | _____ | _____ |
| 16. _____ | _____ | _____ |
| 17. _____ | _____ | _____ |
| 18. _____ | _____ | _____ |
| 19. _____ | _____ | _____ |
| 20. _____ | _____ | _____ |
| 21. _____ | _____ | _____ |
| 22. _____ | _____ | _____ |
| 23. _____ | _____ | _____ |
| 24. _____ | _____ | _____ |
| 25. _____ | _____ | _____ |

I, _____, verify that the names listed above were secured by me and the signatures and addresses are genuine to the best of my knowledge and belief.

Subscribed and sworn to before me by _____ this _____ day of _____
(Signature of Person Passing Petition)
_____ 20____.
(Month)

(Signature of Notary)

(Commission Expiration)