

# **SYRACUSE CITY**



**SYRACUSE**  
EST. CITY 1935

## **CANDIDATE GUIDE TO ELECTIONS**

**2011**



July 1, 2011

Dear Candidate:

Congratulations on your decision to run for elected office in Syracuse City!

This Candidate Guide to Elections has been prepared to provide basic information you will need to know about the election process. I hope you will find it helpful.

According to the State Election Code the City Recorder is responsible for supervising the candidate filing process for municipal elections as well as the elections themselves. If you have any questions or concerns or simply need more information regarding elections please feel free to contact me at 614-9633 or visit my office at City Hall, 1979 W. 1900 S.

Best wishes for a successful campaign.

Sincerely,

Cassie Z. Brown, CMC  
Syracuse City Recorder

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# SYRACUSE CITY FORM OF GOVERNMENT

Syracuse City is governed by the Six-Member Council Form of Government according to Section 10-3-101 of Utah Code Annotated, 1953, as amended. The Governing Body consists of six members, of which one is the Mayor who exercises ceremonial and administrative function, and five Councilmembers. The Mayor votes only in the case of a tie or in the appointment or dismissal of a City Manager. The Governing Body is responsible for exercising the legislative and executive powers of the City.

The Mayor and all five Councilmembers are elected at-large by the voters of Syracuse City for a term of four years. Council terms are staggered so only three seats are up for election at one time, and the other two seats are up for election in conjunction with the Mayoral election. Three at-large Council seats are up for election in 2011.

## ***Syracuse Municipal Code, Title 2, Chapter 3 – Mayor (summarized)***

- The Mayor is the Chief Executive Officer of Syracuse City.
- The Mayor is the Chairperson of the City Council and shall preside at all meetings of the Governing Body. The Mayor shall, from time to time, give the Council information concerning the affairs of the City and shall recommend for their consideration such measures as the Mayor may deem expedient.
- The Mayor, with advice and consent of the City Council, shall appoint a qualified person to each of the offices of City Recorder, City Treasurer, and City Police Chief. The Mayor, with advice and consent of the City Council, shall appoint all Department Heads.
- The Mayor shall be the budget officer of the City, or he may appoint, with the approval of the City Council, some other person to exercise the functions of the budget officer position. On or before May 1 of each year, the budget officer shall prepare for the ensuing budget year and file with the City Council a tentative budget for each fund for which a budget may be required.
- The Mayor shall perform all other duties prescribed by law or ordinance and shall see that the laws and ordinances are faithfully executed.

The Mayor shall be paid a salary of \$837.00 per month and is eligible to be reimbursed for actual travel expenditures related to official duties conducted outside of the City, in addition to the above salary compensation.

## ***Syracuse Municipal Code, Title 2, Chapter 2 – City Council (summarized)***

- The City Council is the legislative body of the municipality and shall exercise the legislative powers and perform legislative duties and functions of the municipality.
- The City Council may adopt rules and regulations, not inconsistent with statute, for the efficient administration, organization, operation, conduct, and business of the municipality.
- The City Council may prescribe by resolution additional duties, powers, and responsibilities for any elected or appointed municipal official, unless prohibited by statute.
- The City Council may take any action allowed under Utah Code Ann. § 10-8-84, as amended. The City Council may enforce obedience to such ordinances with such fines or penalties as they may deem proper. The minimum number of “yes” votes required to pass any ordinance, resolution, or to take any action by the Governing Body, unless otherwise prescribed by law, shall be three (3). Any ordinance, resolution, or motion of the Governing Body having fewer favorable votes than required herein shall be deemed defeated and invalid; except in the

following: fewer votes may compel attendance of absentees, may adjourn a meeting from time to time, and may fill a vacancy in the Governing Body.

- The City Council shall determine its own rules of proceedings, and may fine or expel any of its members for disorderly conduct upon an affirmative majority vote of those members present.
- The City Council shall appoint judges of election, designate the places of voting, canvass the result, and issue certificates of election to each person elected.
- On or before June 30 each year the City Council shall by resolution adopt a budget for the ensuing fiscal year.
- Not later than the second Monday in August of each year, the City Council shall levy taxes on the real and personal property within the City made taxable by law for the various municipal purposes.
- The City Council shall have the right to make improvements within the city, subject to the conditions established by law regulating such improvements. To defray the cost and expense of such improvements, the City Council may levy by ordinance special taxes and assessments upon property which may be affected or specially benefited by such improvements.

The City Council meets twice each month. On the second Tuesday of each month the Council meets in a Work Session at 6:00 p.m. and a Regular meeting at 7:00 p.m. On the fourth Tuesday of each month the Council meets in an extended work session, which begins at 6:00 p.m. The Council also performs the role of the Redevelopment Board and the Municipal Building Authority during specially called meetings of either entity. All meetings of the Council are held in compliance with the provisions of the Open and Public Meetings Act. The books, records and accounts of the Council are kept in the office of the City Recorder.

In the absence of the Mayor the City Council shall elect one of its number to preside over the meeting and to act as the Mayor Pro Tempore. During the Mayor's absence, the Mayor Pro Tempore shall possess the powers and duties of Mayor, but shall retain his or her power and authority as a member of the City Council and shall be entitled to vote as a member of the City Council on all matters. The City Council may annually designate the Mayor Pro Tempore and two additional persons, in specific order of succession, as emergency interim successors to act in the absence of the Mayor.

Each City Councilmember shall be paid a salary of \$382.50 per month and is eligible to be reimbursed for actual travel expenditures related to official duties conducted outside of the City, in addition to the above salary compensation.

# HOW TO BECOME A CANDIDATE

## *Qualifications for Candidacy*

Anyone wishing to file for candidacy must meet the following qualifications:

- Be a United States citizen at time of filing;
- Be at least 18 years old;
- Be a registered voter of Syracuse City;
- Be a resident of Syracuse City or resident of a recently annexed area for a period of 12 consecutive months immediately preceding the date of election.

## *Declaration of Candidacy*

Candidates must file a "***Declaration of Candidacy***" form with the City Recorder (see Page 6, Exhibit A). Candidates may file in the City Recorder's Office on any business day during the hours of 8:00 a.m. to 5:00 p.m., from July 1, 2011 to July 15, 2011. A filing fee of \$25 is required.

Any resident of Syracuse City may nominate a candidate by filing a "***Nominating Petition***" with the City Recorder (see Page 7, Exhibit B). The petition must be signed by 25 residents of Syracuse City who are at least 18 years old, or by 20% of the residents of Syracuse City who are at least 18 years old, whichever is less. Those who sign need not be registered voters.

Any candidate may withdraw candidacy by filing a "***Withdrawal of Candidacy***" with the City Recorder any time up to 23 days before the election (see Page 10, Exhibit C).

Immediately following the filing deadline, the City Recorder will publish the names of the candidates in the Standard-Examiner. Any ***Declaration of Candidacy*** or ***Nominating Petition*** will be deemed valid unless a written objection is filed with the City Recorder within five days after the last day for filing. If an objection is made, the City Recorder will immediately mail or personally deliver notice of the objection to the affected candidate, and decide on any objection within 48 hours after it is filed. If the City Recorder sustains the objection, the candidate may correct the problem by either amending the declaration/nominating petition or filing a new declaration within three days after the objection is sustained. Objections may be filed for such things as whether a candidate meets residency requirements or is a registered voter.

# Exhibit A

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## DECLARATION OF CANDIDACY

I, \_\_\_\_\_, being first duly sworn, say that I reside at \_\_\_\_\_, City of Syracuse, County of Davis, State of Utah; and do hereby declare my intention of becoming a candidate for nomination to the office of:

Councilmember – (four year term)

to be voted upon at the Primary Election to be held in the City of Syracuse on Tuesday, **September 13, 2011** and I hereby request that my name be printed upon the official primary ballot for nomination by such primary election of such office.

I do solemnly swear that I have read and meet the constitutional and statutory qualification requirements to become a candidate as listed below; I will not knowingly violate any law governing campaigns and elections; and I will qualify for the office if elected to it:

1. United States citizen at the time of filing.
2. Registered voter of the municipality.
3. Resident of the municipality or a resident of a recent annexed area for a period of 12 consecutive months immediately preceding the date of the election.
4. Mentally competent, has not been convicted of a felony, and has not been convicted of treason or a crime against the elective franchise.

\_\_\_\_\_  
Signature of filing candidate

\_\_\_\_\_  
Print name as it is to appear on the official ballot

\_\_\_\_\_  
Home telephone number

\_\_\_\_\_  
Work telephone number

\_\_\_\_\_  
Email address

Subscribed and sworn to before me by \_\_\_\_\_  
on this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
NOTARY PUBLIC or RECORDER QUALIFIED  
TO ADMINISTER OATH

Filing Fee of \$25 accepted by: \_\_\_\_\_



The undersigned person who is submitting this petition to the City Recorder further states the above named nominee is:

- A United States Citizen;
- At least 18 years old, or will be by the date of the election;
- A resident of Syracuse City and has been for a period of 12 consecutive months immediately preceding the date of the election.
- A registered voter of Syracuse City.

Submitted by: \_\_\_\_\_

Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

Received by: \_\_\_\_\_

City Recorder

\_\_\_\_\_  
Date

# Exhibit C

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## WITHDRAWAL OF CANDIDACY

I \_\_\_\_\_, being first duly sworn, say that I reside at \_\_\_\_\_ City of Syracuse, County of Davis, State of Utah; and that I am a qualified voter therein.

I hereby request that my name be removed from the official primary/general ballot for nomination to the office of:

Councilmember – (four year term)

\_\_\_\_\_  
Signature

Subscribed and sworn to before me by \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
NOTARY PUBLIC

# MUNICIPAL CAMPAIGN FINANCIAL REPORTING

## *Contributions*

Section 10-3-208 of the Utah Code Annotated, 1953, as amended as well as Section 2.7.010 of the Syracuse City Code provides regulations for campaign and financial reporting. Please familiarize yourself with this information prior to commencing fundraising for your campaign.

## *Financial Statements to be Filed*

Each candidate must file with the City Recorder a “*Report of Contributions & Expenditures for Candidates*”, signed by the candidate, by 5:00 p.m., on the following dates:

- **November 1, 2011** - Seven days before the general election.
- **December 8, 2011** - Not later than 30 days after the date of the general election.

In the event a candidate has no contributions or expenditures during a reporting period, a financial statement ***must still be filed*** which states there were no contributions received or expenditures made. Candidates eliminated at a primary election must file a campaign financial statement, signed and verified by the candidate, not later than 30 days after the primary election (**October 13, 2011**).

Candidates eliminated at the general election must file a final campaign financial statement, signed and verified by the candidate, not later than 30 days after the general election (**December 8, 2011**).

## *Financial Statement Format*

The campaign financial statement (“*Report of Contributions & Expenditures for Candidates*”) must include all expenditures and contributions within the specified reporting periods (see Pages 14-28, Exhibits D-F). Forms will be provided by the City Recorder. The closing date for each statement shall be two days before the date on which the statement is due. Each financial statement shall contain:

- A summary of contributions, expenditures, loans and debts reported in previously filed financial statements.
- A list of each contribution in excess of \$50 received by the candidate, the name and address of each contributor, and the date on which each such contribution was received.
- An aggregate total of all contributions of \$50 or less received by the candidate.
- A list of all expenditures made and obligations incurred but not paid during the reporting period, the name and address of every recipient to whom disbursement was made, and the purposes of the expenditures made or obligation incurred.

Each statement must be certified by the candidate to the effect that all contributions and expenditures have been reported and that there are no bills or obligations outstanding and unpaid except as set forth in the report.

All personal campaign statements will be open to public inspection and copying at the office of the City Recorder during normal business hours, and will be preserved by the City Recorder for a period of no less than five years from January 1st of the year following the election for which they are filed.

### ***Financial Statement Review***

The City Recorder will inspect all financial statements within two days after filing. If it either appears that a candidate has failed to file a statement as required by law, or if it appears the statement filed does not conform to law, or if a written complaint is filed by a candidate or voter that a filed statement does not conform to law, the City Recorder will notify the delinquent candidate in writing, requesting compliance with the law. Such notices may be delivered in person to the candidate or to a person of suitable age and discretion at the address of the candidate, or by certified mail to the candidate.

### ***Failure to Comply - Penalties***

Upon the failure of any candidate to file a financial statement within two days after first receiving written notice or if the City Recorder questions the accuracy or completeness of such statement, the City Recorder shall request an examination of all books and records of such candidate. Such books and records must be produced by the candidate for inspection by the City Recorder within one day after the request for examination is received.

If a candidate fails to file a statement within two days after receiving notice, or if an inspection of records discloses a violation, the City Recorder shall notify the City Attorney and furnish copies of all papers in the City Recorder's possession relating thereto. Within 10 days, the City Attorney shall examine each case and, if the evidence is deemed sufficient, shall institute civil or criminal proceedings, as may be appropriate. If the City Recorder or City Attorney refuses to take the actions required by law, any registered voter in the City may institute appropriate proceedings for an extraordinary writ.

Failure to comply with the provisions of the law will result in a candidate's name being removed from the official ballot for the ensuing election.

The Oath of Office will not be administered and a Certificate of Election will not be issued to any successful candidate until the candidate has filed the required financial disclosure statements. No person may assume the duties of office until the required financial statements have been filed, nor may a person receive any salary or fees for any period prior to the filing of the required statements.

Any person violating the provisions of the law is guilty of a Class B misdemeanor, and no person convicted shall be permitted to take or hold the office to which the person was elected, if any, or receive any salary or fees thereof.

**Exhibit D**

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**CANDIDATE ELIMINATION AT PRIMARY REPORT OF CONTRIBUTIONS AND EXPENDITURES**

\_\_\_\_\_  
Name of Candidate

Candidate for:  
 Councilmember – (four year term)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City & Zip

REPORT DUE DATE:

**OCTOBER 13, 2011**

REPORT VERIFICATION (Due with each report)

I, \_\_\_\_\_, as Candidate, being duly sworn, say the foregoing is a full and true statement or account of all contributions made or received by myself, and of the disposition thereof made and all liabilities incurred to my knowledge and that all contributions and expenditures not heretofore reported have been reported and that there are no bills or obligations outstanding and unpaid except as set forth in the report.

\_\_\_\_\_  
Signature of Candidate

Subscribed and sworn to before me by \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
NOTARY PUBLIC

## Exhibit D continued

# CANDIDATE CAMPAIGN FINANCIAL STATEMENT SUMMARY SHEET

For report due October 13, 2011

\_\_\_\_\_  
Name of Candidate

Candidate for:

Councilmember – (four year term)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City & Zip

			<b>TOTALS</b>
1	<b>Balance carried forward from last report</b> (Summary of contributions, expenditures, loans & debts reported in previously filed financial statement)		\$
2	<b>Aggregate total of all contributions of \$50 or less during this reporting period</b> (From the table in Attachment A)	\$	
3	<b>Total of contributions from donors who gave more than \$50 during this reporting period</b> (From the table in Attachment A - names, addresses, dates & amounts need to be included on the attachment)	\$	
4	<b>Total contributions as of this report</b> (Add lines 2 and 3)		\$
5	<b>Total expenditures made or obligations incurred during this reporting period</b> (From the table in Attachment B - names, addresses, dates, amounts & purposes need to be included on the attachment)		\$
6	<b>BALANCE AT THE END OF REPORTING PERIOD</b> (Add lines 1 & 4, then deduct line 5 for the balance)		\$

**Exhibit D Continued**  
**Attachment A**

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**CONTRIBUTIONS RECEIVED**  
For report due October 13, 2011

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Name of Candidate

Contribution means:

1. A gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value.
2. A contract, promise or agreement express or implied whether or not legally enforceable to make a contribution.
3. A transfer of funds from a political committee, a party committee, another candidate, or an officeholder, to a candidate.
4. A payment for the personal services of another person by a person other than the candidate for services rendered to the candidate.
5. Goods or services provided at less than fair market value to or for the benefit of a candidate.

Contribution does not mean:

1. Personal services provided without compensation by individuals volunteering their time on behalf of a candidate.
2. A loan of money by a national or state bank made in accordance with the applicable banking laws and regulations and in the ordinary course of business.

<b>Total of all contributions of \$50 or less received from any individual since the last report</b>	\$
<b>Total of all contributions in excess of \$50 including in-kind contributions</b> (Please list the date received, name and address of the contributor, the amount received, and the purpose of the contribution on the reverse side of this form)	\$





**Exhibit E**

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**FIRST REPORT OF CONTRIBUTIONS & EXPENDITURES  
FOR CANDIDATES**

\_\_\_\_\_  
Name of Candidate

Candidate for:  
 Councilmember – (four year term)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City & Zip

REPORT DUE DATE:

**NOVEMBER 1, 2011**

REPORT VERIFICATION (Due with each report)

I, \_\_\_\_\_, as Candidate, being duly sworn, say the foregoing is a full and true statement or account of all contributions made or received by myself, and of the disposition thereof made and all liabilities incurred to my knowledge and that all contributions and expenditures not heretofore reported have been reported and that there are no bills or obligations outstanding and unpaid except as set forth in the report.

\_\_\_\_\_  
Signature of Candidate

Subscribed and sworn to before me by \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
NOTARY PUBLIC

## Exhibit E Continued

# CANDIDATE CAMPAIGN FINANCIAL STATEMENT SUMMARY SHEET

For report due November 1, 2011

\_\_\_\_\_  
Name of Candidate

Candidate for:

Councilmember – (four year term)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City & Zip

			<b>TOTALS</b>
1	<b>Balance carried forward from last report</b> (Summary of contributions, expenditures, loans & debts reported in previously filed financial statement)		\$
2	<b>Aggregate total of all contributions of \$50 or less during this reporting period</b> (From the table in Attachment A)	\$	
3	<b>Total of contributions from donors who gave more than \$50 during this reporting period</b> (From the table in Attachment A - names, addresses, dates & amounts need to be included on the attachment)	\$	
4	<b>Total contributions as of this report</b> (Add lines 2 and 3)		\$
5	<b>Total expenditures made or obligations incurred during this reporting period</b> (From the table in Attachment B - names, addresses, dates, amounts & purposes need to be included on the attachment)		\$
6	<b>BALANCE AT THE END OF REPORTING PERIOD</b> (Add lines 1 & 4, then deduct line 5 for the balance)		\$

**Exhibit E Continued**  
**Attachment A**

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**CONTRIBUTIONS RECEIVED**  
For report due November 1, 2011

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Name of Candidate

Contribution means:

1. A gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value.
2. A contract, promise or agreement express or implied whether or not legally enforceable to make a contribution.
3. A transfer of funds from a political committee, a party committee, another candidate, or an officeholder, to a candidate.
4. A payment for the personal services of another person by a person other than the candidate for services rendered to the candidate.
5. Goods or services provided at less than fair market value to or for the benefit of a candidate.

Contribution does not mean:

1. Personal services provided without compensation by individuals volunteering their time on behalf of a.
2. A loan of money by a national or state bank made in accordance with the applicable banking laws and regulations and in the ordinary course of business.

<b>Total of all contributions of \$50 or less received from any individual since the last report</b>	\$
<b>Total of all contributions in excess of \$50 including in-kind contributions</b> (Please list the date received, name and address of the contributor, the amount received, and the purpose of the contribution on the reverse side of this form)	\$



**Exhibit E Continued**  
**Attachment B**

**CAMPAIGN EXPENDITURES**  
For report due November 1, 2011

Name of Candidate \_\_\_\_\_

Expenditure means:

1. A purchase, payment, donation, distribution, loan, advance, deposit, gift of money or anything of value made for the purpose of influencing the nomination or election of any candidate.
2. A contract, promise or agreement express or implied whether or not legally enforceable to make any expenditure.
3. A transfer of funds by a candidate or to another candidate or a political committee.
4. Goods or services provided to or for the benefit of another candidate, or a political committee for political purposes at less than fair market value.

DATE OF EXPENDITURE	PERSON/ORGANIZATION TO WHOM DISBURSEMENT WAS MADE	ADDRESS	AMOUNT	PURPOSE OF DISBURSEMENT
TOTAL				

(Attach additional sheets if necessary)

**Exhibit F**

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**FINAL REPORT OF CONTRIBUTIONS & EXPENDITURES  
FOR CANDIDATES**

\_\_\_\_\_  
Name of Candidate

Candidate for:  
 Councilmember – (four year term)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City & Zip

REPORT DUE DATE:

**DECEMBER 8, 2011**

REPORT VERIFICATION (Due with each report)

I, \_\_\_\_\_, as Candidate, being duly sworn, say the foregoing is a full and true statement or account of all contributions made or received by myself, and of the disposition thereof made and all liabilities incurred to my knowledge and that all contributions and expenditures not heretofore reported have been reported and that there are no bills or obligations outstanding and unpaid except as set forth in the report.

\_\_\_\_\_  
Signature of Candidate

Subscribed and sworn to before me by \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
NOTARY PUBLIC

## Exhibit F Continued

# CANDIDATE CAMPAIGN FINANCIAL STATEMENT SUMMARY SHEET

For report due December 8, 2011

\_\_\_\_\_  
Name of Candidate

Candidate for:

Councilmember – (four year term)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City & Zip

			<b>TOTALS</b>
1	<b>Balance carried forward from last report</b> (Summary of contributions, expenditures, loans & debts reported in previously filed financial statement)		\$
2	<b>Aggregate total of all contributions of \$50 or less during this reporting period</b> (From the table in Attachment A)	\$	
3	<b>Total of contributions from donors who gave more than \$50 during this reporting period</b> (From the table in Attachment A - names, addresses, dates & amounts need to be included on the attachment)	\$	
4	<b>Total contributions as of this report</b> (Add lines 2 and 3)		\$
5	<b>Total expenditures made or obligations incurred during this reporting period</b> (From the table in Attachment B - names, addresses, dates, amounts & purposes need to be included on the attachment)		\$
6	<b>BALANCE AT THE END OF REPORTING PERIOD</b> (Add lines 1 & 4, then deduct line 5 for the balance)		\$

**Exhibit F Continued**  
**Attachment A**

---

**CONTRIBUTIONS RECEIVED**  
For report due December 8, 2011

---

Name of Candidate

Contribution means:

1. A gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value.
2. A contract, promise or agreement express or implied whether or not legally enforceable to make a contribution.
3. A transfer of funds from a political committee, a party committee, another candidate, or an officeholder to a candidate.
4. A payment for the personal services of another person by a person other than the candidate for services rendered to the candidate.
5. Goods or services provided at less than fair market value to or for the benefit of a candidate.

Contribution does not mean:

1. Personal services provided without compensation by individuals volunteering their time on behalf of a candidate.
2. A loan of money by a national or state bank made in accordance with the applicable banking laws and regulations and in the ordinary course of business.

<b>Total of all contributions of \$50 or less received from any individual since the last report</b>	\$
<b>Total of all contributions in excess of \$50 including in-kind contributions</b> (Please list the date received, name and address of the contributor, the amount received, and the purpose of the contribution on the reverse side of this form)	\$





# CAMPAIGN REGULATIONS

## *Electioneering*

"Electioneering" includes any oral, printed, or written attempt to persuade persons to refrain from voting or to vote for or vote against any candidate or issue.

The 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 building where a polling place is located. **This includes the display of political campaign signs.**

## *Posting of Political Signs on Public Property*

Each candidate for elected office should be aware of the regulations in the Syracuse City Municipal Code regarding political signs and signposting on public property:

**10-9-040: GENERAL LIMITATIONS.** The following provisions affect signs in all zones. No one shall erect, replace, or reconstruct, maintain, enlarge, or move a sign to a new location unless it complies with all the following conditions:

- (A) Billboard Signs. Billboard signs shall not be permitted in any zone within the City. (Ord. 09-09)
- (B) Lights or Lighted Signs. No one shall install a spot light, flood light, or any type of lighted or animated sign, or otherwise permit such lights to continue in operation, where the rays of such light penetrate beyond the property on which the light is located in a manner constituting a nuisance or hazard. All single tenant monument signs and multi-tenant monument signs with two (2) or less tenants shall only be illuminated through means of ground illumination or overhanging down-lighting fixtures. Internal or back-lighting systems are permitted for multi-tenant pole or pylon signs or multi-tenant monument signs with three (3) or more tenants only in Commercial (GC and C-2) and Industrial Zones. All signs are subject to approval by the Land Use Authority with a recommendation from the Architectural Review Committee. (Ord. 08-07) (Ord. 09-02)
- (C) Projection of Signs. No part of any sign shall be attached to any building or other structure or otherwise affixed in such a way that the sign projects across any property line.
- (D) Lights and Signs Prohibited on Public Property. No sign, light standard, or pole shall be erected on publicly-owned land inside street rights-of-way, or otherwise. No sign, handbill, poster, advertisement, or notice of any kind or sort, whether political or otherwise, shall be fastened, placed, posted, painted, or attached in any way in or upon any

curbstone, lamppost, telephone pole, telegraph pole, electric light or power pole, hydrant, bridge, tree, rock, sidewalk, or street right of way. (Ord. 06-17)

Exceptions: Signs and lights owned and erected by a public agency or its authorized representative are exempt from this Subsection. (Ord. 08-07)

- (E) Signs and Lights not to Constitute Traffic Hazard. No light, sign, or other advertising structure, as regulated by this Chapter, shall be erected at the intersection of any street in such a manner as to violate the provisions of Section 10-6-060(B) or otherwise obstruct free and clear vision. Further no light sign or advertising structure shall be erected at any location where by reason of its position, shape, or color, it may interfere with, obstruct the view of, or be confused with any authorized traffic signs, signal, or device or which makes use of the words "stop," "look," "drive-in," "danger," or other similar words, phrases, symbols, or characters in such manner as to interfere with, mislead, or confuse traffic. Signs along unimproved roadways may not be placed closer than twelve (12) feet to the edge of the paved surface. (Ord. 08-07)
- (F) Maintenance. Every sign shall be kept in good condition as to maintenance and repair. The Land Use Administrator may require owners of dilapidated and/or unsafe signs to renovate such signs. Upon failure of the owner to do so within five (5) days of receiving written notice, the City may order the removal or demolition of such signs.
- (G) Clearance. There shall be a minimum clearance of ten (10) feet between the ground or sidewalk and any part of a projecting sign or pole sign, except where there is less than an eighteen (18) inch projection from its support. (Ord. 08-07)
- (I) Political Signs. All zones shall allow political signs provided the signs comply with subsections A through G of this Section. (see above)

**10-9-070: ENFORCEMENT.** The Land Use Administrator, or his authorized representative, shall be charged with the duty of enforcing this Chapter and, in the performance of such duty, the Administrator or his representative shall be empowered and directed to:

- (A) Determine Conformance. To ascertain that the construction, reconstruction, or modification of all existing and proposed signs is conducted in conformance with the ordinances of Syracuse City. (Ord. 08-07)

- (B) Legal Action. Institute any appropriate action or proceeding in any case involving a sign that is illegally erected, constructed, reconstructed, altered, repaired, converted, maintained or used in violation of any City Ordinance.
1. Issue Notices of Violations, Citations, and Information. The Land Use Administrator, or his designee, may issue a written notice of violation to the person having charge or control or benefit of any sign found to be unsafe or dangerous or in violation of this Code, particularly when the City is contemplating removal of said sign. Such official may also issue criminal citations and swear to information against violators.
  2. Abate and Remove Unsafe or Dangerous Sign. If the person having charge, control, or benefit of an unsafe or dangerous sign does not repair or make safe said sign within five (5) working days after receiving notice of violation, the Administrator or his designee may at once abate and remove the sign, and the person given notice shall pay to Syracuse City, within thirty (30) calendar days after mailing date of written notice, the costs incurred in such removal. A sign subject to removal is deemed to be a structure as defined in the International Building Code for the Abatement of Dangerous Buildings, and the Building Official may remove the sign pursuant to that Code, except that the City shall recover the cost of abatement pursuant to Title 10, Chapter 11, of the Utah Code Annotated. (Ord. 08-07)
  3. Abate and Remove Illegal Signage. A sign located in a public right-of-way is a nuisance per se, and may be removed at any time without prior notice to the owner. Any City official may remove a handbill or sign found posted or placed upon any public property in violation of any provision of this Chapter. The Code Enforcement Officer shall make reasonable effort to determine the owner of the sign and give notice of its removal either by personal contact via telephone or by mailing a written notice to the owner, if known, by first class mail, postage prepaid. The owner shall be given fourteen (14) days from the date of notice to retrieve the sign from the City offices and pay costs of enforcement and removal. (Ord. 06-27) (Ord. 08-07)
    - (a) Nothing in this Section shall apply to the installation of a metal plaque or plate or individual letters or figures in a sidewalk commemorating a cultural, historical, or artistic event, location, or personality.

- (b) Nothing in this Section shall apply to the painting of house numbers upon curbs.
  - (c) Nothing in this Section shall apply to signs posted by the City or other similar public entity for the benefit of the public.
4. Enforcement Costs and Removal Fee. The person having charge or benefit of the illegal sign shall pay the costs associated with the removal and detention of such sign upon retrieving the sign from the City. The City Council will establish the enforcement and removal fee from time to time by resolution. (Ord. 06-27) (Ord. 08-07)
  5. Impounded Signs. The City may dispose of signs not recovered within fourteen (14) days of impoundment, in any manner in which the City sees fit. City officials may remove illegal signs from public property, including City rights-of-way, park property, or other City-maintained areas, and immediately dispose of such signs in any manner the City shall elect. (Ord. 06-27)

### ***Political Activity by Syracuse City Employees***

The City's Personnel Policy Manual includes provisions prohibiting certain political activities by its non-elected officers and employees. The provisions were adopted with the intent to avoid conflicts of interest and unreasonable disruption of City operations, and to maintain good working relationships, the undivided loyalty of officers and employees, and the integrity of public service. The political activity provisions of the Personnel Policy Manual are as follows:

- An employee shall not be coerced to support a political activity, whether funds or time are involved.
- An employee shall not engage in political activity during work hours, unless on approved leave.
- An employee shall not use Syracuse City owned equipment, supplies, resources, and other attendant expenses (discs, paper, computer online access, etc.) when engaged in political activity.
- An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
- An employee shall not use the employee's title or position while engaging in political activity.

It is unlawful to place any campaign posters, handbills, etc., in City buildings or on City property, or cause the same to be distributed through inter-office mailboxes to City employees.

## GENERAL INFORMATION

### *Early Voting*

State law now allows a registered voter to vote before the actual election date. Early voting for the primary election will be available August 30 through September 9, 2011, weekdays only, for four hours each of those days (early voting calendar to be published mid-August). Early voting for the general election will be October 25 through November 4, 2011, weekdays only, for four hours each of those days (early voting calendar to be published mid-October).

### *Polling Places*

State law requires the City Recorder to designate the polling places to be used during a municipal election and obtain approval of the City Council for the same. Polling places are located in public schools or other public buildings. The list of polling places will be published in the Standard-Examiner, the Sunday prior to each election. Copies of the approved list of polling places can be obtained from the City Recorder's Office once it has been adopted by the City Council.

Polling places will be open on the days of election from 7:00 a.m. to 8:00 p.m.

### *Tally Sheets*

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

### *Absentee Ballots*

Any registered voter who anticipates being absent from the County for the primary and/or general election may request an absent-voter ballot from the City Recorder. Absent-Voter ballots will be available for the primary election in mid-August 2011, and in mid-October 2011 for the general election. An application for an Absent-Voter ballot is required, and such applications may be obtained from the City's website, [www.syracuseut.com](http://www.syracuseut.com), the City Recorder's Office, 1979 W. 1900 S., Syracuse, or by calling (801) 614-9633 and requesting an application by mail or fax.

Hospitalized voters may obtain an emergency absentee ballot and vote on Election Day by designating an individual to pick up an absentee ballot application, absentee ballot and absentee ballot envelope from the City Recorder's Office on Election Day and deliver the same to the person in the hospital. Once the hospitalized voter has completed the forms and voted, the designated individual must deliver the absentee voter application and sealed absentee ballot envelope to the City Recorder's Office before the close of the polls on Election Day. A "hospitalized voter" is defined as a registered voter who is hospitalized or otherwise confined to a medical or long-term care institution.

## ***Voter Registration***

In order to vote, a person must be a registered voter. The requirements to become a registered voter are:

- Be a United States citizen;
- Be a resident of Utah for at least 30 days immediately before the next election;
- Be at least 18 years old by the next election;
- Have their principal place of residence in a specific voting precinct in Utah.

Qualified persons can register in the County Clerk's Office Monday through Friday, 8:00 a.m. to 5:00 p.m. If registration is completed by the regular registration period before each election, those voters will be able to vote on Election Day or may participate in the early voting process. Persons registering in person in the County Clerk's Office after the regular registration period and up until 15-days prior to the election will only be able to vote on Election Day. Mail in registration forms may also be obtained from public assistance offices. Qualified persons may also register to vote when making application for a driver's license.

## ***Questions Regarding Municipal Elections***

If citizens have any questions regarding any aspect of municipal elections they should call the City Recorder's Office at 614-9633, Monday through Friday, from 8:00 a.m. to 5:00 p.m.

## **DATES TO REMEMBER**

### ***Filing Time Frame***

July 1 – July 15, 2011 - 8:00 a.m. - 5:00 p.m. - City Recorder's Office, 1979 West 1900 South, Syracuse.

### ***Election Dates***

#### **Primary Election Day – September 13, 2011**

Filings for each office must exceed twice the number of candidates to be elected in order to hold a primary election.

#### **General Election Day - November 8, 2011**

### ***Early Voting Dates***

**Primary Election – August 30 through September 9, 2011**

**General Election – October 25 through November 4, 2011**

### ***Campaign Financial Disclosure Reports Due***

#### **October 13, 2011 (by 5:00 p.m. or before)**

Candidates eliminated in the primary election must file with the City Recorder a final “*Report of Contributions & Expenditures for Candidates*” signed and verified by the candidate, not later than 30 days after the primary election.

#### **November 1, 2011 (by 5:00 p.m.)**

All candidates are to file a “*Report of Contributions & Expenditures for Candidates*” with the City Recorder, which includes all contributions received and expenditures made during their campaign. **THE NAME OF ANY CANDIDATE WHO FAILS TO FILE CAMPAIGN FINANCIAL STATEMENTS AS REQUIRED WILL BE REMOVED FROM THE OFFICIAL BALLOT FOR THE GENERAL ELECTION.**

#### **December 8, 2011 (by 5:00 p.m.)**

All candidates in the general election must file a final “*Report of Contributions & Expenditures for Candidates*”, signed by the candidate, to include all contributions received and expenditures made from the closing date of the last statement (October 30, 2011) to December 6, 2011. **A CERTIFICATE OF ELECTION WILL NOT BE ISSUED NOR WILL THE OATH BE ADMINISTERED TO ANY CANDIDATE UNTIL HIS/HER CAMPAIGN FINANCIAL STATEMENT HAS BEEN FILED.**

## ***Swearing In***

**January 9, 2012**

Successful candidates are sworn in at noon on the first Monday in January following the election, or as soon thereafter as practical. If the first Monday is an observed holiday, the swearing in ceremony is done the following day at noon. The City Recorder administers the “*Oath of Office*” to the successful candidates and issues the Certificates of Election.

**Exhibit H**

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**OATH OF OFFICE**

STATE OF UTAH            }  
                                      }  
                                      } SS.  
COUNTY OF DAVIS        }

I, \_\_\_\_\_, do solemnly swear that I will support, obey and defend the Constitution of the United States and the Constitution of Utah, and that I will discharge the duties of the office of **Syracuse City Councilmember** with fidelity.

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Signature  
*For the office of Mayor/Councilmember of Syracuse City*

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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Cassie Z. Brown, CMC  
Syracuse City Recorder