



# WEST JORDAN

## CANDIDATE GUIDE

**2023 MUNICIPAL ELECTION**

Recorder's Office



**City Recorder's Office**  
8000 South Redwood Road  
West Jordan, Utah 84088  
801-569-5116

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Dear Candidate:

Congratulations on your decision to run for elected office in the City of West Jordan.

Within this Candidate Guide you will find general information regarding the election process. I hope you will find it helpful. Please be aware that the information in this booklet does not relieve you of your obligation to become familiar with current election laws; in case of conflict within these documents, the law will apply.

The City Recorder's Office supervises the candidate filing process for the City of West Jordan Municipal Elections, as well as oversees the Elections. Should you have any questions or need more information, please contact me at 801-569-5116 or [tangee.sloan@westjordan.utah.gov](mailto:tangee.sloan@westjordan.utah.gov)

Best wishes for a successful campaign.

Respectfully,

A handwritten signature in blue ink that reads "Tangee Sloan".

Tangee Sloan  
West Jordan City Recorder



**Office of the City Council Main:**  
**801.569.5017**  
**Comment Line: 801.569.5052**  
[councilcomments@westjordan.utah.gov](mailto:councilcomments@westjordan.utah.gov)

## Council Members

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**Chair**  
**Chris McConnehey**  
**District 1**

**Vice-Chair**  
**Pamela Bloom**  
**At-large**

**Melissa Worthen**  
**District 2**

**Zach Jacob**  
**District 3**

**David Pack**  
**District 4**

**Kelvin Green**  
**At-large**

**Kayleen Whitelock**  
**At-large**

Congratulations on your decision to file as a City Council candidate!

Running for office can be a great experience as you meet and engage with West Jordan residents and staff.

If elected to the office of City Council, you will have the opportunity to work with other Council Members to pass ordinances, revise city code, appropriate funds, review municipal administration, and adopt the city budget. There will also be opportunities to become engaged with various council committees, discuss important issues during council meetings, participate in ribbon cuttings, visit various pieces of city infrastructure, and engage with the public at numerous city events.

As you serve, you will need to be mindful of long-term planning, and the impacts of your legislative votes. Within this form of municipal government, there will also be tasks and responsibilities that you have an interest in but fall outside of the Council Body's responsibilities. Because of this, changes you or your constituents desire for the city may necessitate respectful collaboration with Administration through various mechanisms rather than a Council Body majority.

Part of our job as the Council Office is to help you navigate your responsibilities as a Council Member and assist you in learning how to follow established Council procedures. We look forward to our association with you. If you have any questions about how the council functions, please don't hesitate to contact us.

Best regards, Council  
Office Staff

*Alan Anderson*  
*Cindy Quick*  
*Cassidy Hansen*

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# **Running for Office**

**Frequently Asked Questions**

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## City of West Jordan Elections 2023

### Frequently asked questions

**Q. Who can run for office?**

- A.** A citizen who is a registered voter and has resided in the City of West Jordan (or within a recently annexed area) for the 12 consecutive months immediately before election day.

**Q. Which offices are up for election?**

- A.** The Mayor, District 1, District 2, District 3, and District 4 are up for election this year.

**Q. What do I need to do?**

- A.** You will need to file a Declaration of Candidacy between June 1 – June 7 in the City Recorder’s Office, temporarily located at 8523 S Redwood Road, 8 A.M. to 5 P.M. (not open Saturday and Sunday).

**Q. What is the time commitment?**

- A.** The term for the Mayor and all City Council members is four years.

The Mayor is a full-time position in West Jordan City and serves as the Chief Executive Officer.

The City Council’s regularly scheduled meetings are held on the second and fourth Wednesday at 6:00 p.m. Committee of the Whole work session meetings are held on the third Wednesday at 6:00 p.m. Five (5) to ten (10) hours per week is a good estimate for the time council members will give to their council responsibilities, including preparation for council meetings.

In addition to the regularly scheduled Wednesday night council meetings, numerous informal meetings and work sessions are required to address issues such as the budget and city code. Council members may also serve as representatives to the City’s Advisory Boards and Commissions.

**Q. Am I compensated for serving as an elected official?**

- A.** Yes, the position of Mayor and the position of City Council Member are both compensated positions. The Mayor is a full-time position

compensated for 40 hours/week. City Council Members are part-time positions compensated.

**Salary**

**Mayor \$105,000.00/Annually**  
**Council Members \$18,000.00/Annually**

**As of January 1, 2024 (Resolution No. 23-005)**

**Mayor \$124,000.00/Annually**  
**Council Members \$18,000.00/Annually**

Elected officials and their dependents are eligible for our City of West Jordan benefit package. We offer employees and their dependents the option to enroll on our HSA qualified health plan through PEHP, with your choice of networks along with employer paid contributions to your Health Savings Account along with an HSA match.

For more detailed information, please contact Diane Hansen, Benefits Administrator, City of West Jordan. (801) 569-5030.

- Q. What form of government does West Jordan City have?**
- A.** The City of West Jordan is a Council-Mayor form of government with a separation of Legislative (Council) and Executive (Mayor) powers and responsibilities. The City Council is composed of seven (7) members. Four members represent districts (numbered 1 through 4); and three members are “at-large” or “city-wide”.
- Q. Who do I represent as an elected official?**
- A.** As Mayor or Council Member, you represent the City and/or your district. As an elected official, you have a duty of care to represent the citizens, businesses, and organizations that are referred to as stakeholders in the community.
- Q. What do you mean by stakeholder?**
- A.** A stakeholder is an individual or group that is affected indirectly or directly by decisions made by elected officials and City Administrators.
- Q. Does this mean that I will be faced with making difficult decisions that won't make every stakeholder happy?**

**A.** Yes, and to make a decision generally requests the help of support staff to provide materials, expertise, and legal advice to understand the issues and the impact on stakeholder.

**Q. Will it be a difficult job if I have never served as an elected official?**

**A.** Not all elected officials begin serving with experience. This is what makes service the public challenging and interesting. You have the opportunity to learn how the City operates from plowing your streets to funding a road project.

**Q. Will learning how a City operates help me as an elected official?**

**A.** Yes, one of the primary roles of an elected official is to develop and approve a budget for the City to provide services. The budget committee submits the budget to the Mayor. The Mayor then presents the budget to the Council. The Council reviews and approves the budget in a public meeting. This gives the public and citizens the opportunity to express their concerns.

**Q. You said public meeting. Are all meetings public?**

**A.** Yes, the City's business must be conducted in a public meeting. The rare exceptions defined by state laws are publicly noticed and conducted in a closed session.

**Q. What issues come up in a public meeting?**

**A.** Generally, the meetings involve operational and legislative issues that discuss how services are to be provided and funded. To assist the Council and Mayor with decision making, the City appoints citizens to Boards, Commissions, and Committees that act in an advisory capacity. The Advisory Boards, Commissions, and Committees, are:

Statutory Committees

Planning Commission – Compensated  
Board of Adjustment – Compensated

Standing Committees

Design & Review  
Parks & Open Lands  
CDBG/Grant Committee  
Sustainability Committee  
Western Stampede Committee  
Healthy West Jordan Committee  
Strategic Planning Advisory Committee



Airport Advisory Committee  
Diversity Committee

**Q. What services does the City provide?**

**A.** West Jordan City provides most services a community needs to operate. The City Departments that provide services under the direction of the Mayor are:

Mayor's Office

- Mayor
- Chief Administrative Officer
- Assistant Chief Administrative Officer
- Community Outreach

Legal Services

- General Counsel
- Litigation
- Prosecution
- Risk Management
- Victim Advocate

Administrative Services

- Accounting
- Budget
- City Recorder
- Customer Service & Passports
- Grants / CDBG
- Human Resources
- Information Technology
- Purchasing
- Treasury

Community Development

- Building & Safety
- Business Licensing
- Code Enforcement
- Development Review
- Planning & Zoning
- Real Property

Fire

- Emergency Management
- Emergency Medical Services
- Fire
- Fire Prevention & Education

- Fire Records

#### Police

- Animal Services
- Crossing Guards
- Investigations
- Patrol
- Police Records

#### Public Works

- Engineering
- Fleet
- GIS
- Solid Waste
- Streets

#### Public Utilities

- Capital Projects
- Sewer
- Storm Water
- Water

#### Public Services

- Cemetery
- Events
- Facilities
- Parks Operations
- Parks Capital Projects
- Streetscapes
- Streetlights

#### Economic Development

- Business Recruitment
- Business Retention
- Redevelopment Agency

#### Public Affairs

- Intergovernmental Relations
- Communications

**Q. You said under the direction of the Mayor, not the Council?**

**A.** Yes. The Mayor is the head of the Executive Branch that enforces and implements the ordinance and budget passed by the Council. The Mayor accomplishes this with the support of the Mayor's

Executive Staff and Cabinet. City employees follow procedures to provide services to the community.

**Q. Who can I contact if I have more questions or need more information?**

**A.** Temporary Location – West Jordan City Recorder’s Office  
8523 S Redwood Rd  
West Jordan, UT 84088  
(801) 569-5116

West Jordan City Recorder’s Office  
8000 S Redwood Road  
West Jordan, UT 84088  
(801) 569-5116

## **QUALIFICATIONS FOR MUNICIPAL OFFICERS**

Utah Code 10-3-301; 20A-9-201; 20A-9-203

A person may become a candidate for any municipal office if the person is a registered voter and the person has resided within the municipality in which that person seeks to hold elective office for 12 consecutive months immediately before the date of the election; the territory in which the individual resides was annexed into the municipality, the individual has resided within the annexed territory or the municipality the 12 consecutive months immediately before the date of the election. UCA 20A-9-203(1).

In addition to the requirements of Subsection (a), candidates for a municipal council position under the council-mayor or council-manager alternative forms of municipal government shall, if elected from districts, be residents of the council district from which they are elected. UCA 20A-9-203(2)(b).

A person may not file for, or be a candidate for, more than one elective office during any election year. UCA 20A-9-201(2)(a).

## **OFFICES TO BE VOTED ON**

Mayor, District 1, District 2, District 3, and District 4. All five positions are 4-year terms 2024-2028. 12:00 Noon on the first Monday in January 2024 to 12:00 Noon on the first Monday in January 2028.

## **ELECTION RULES AND REGULATIONS**

West Jordan Election Rules and Regulations are outlined in the West Jordan Municipal Code, Title 1, Chapter 15.

## West Jordan City Code

### Chapter 15 ELECTIONS

#### SECTION:

- 1-15-1: Definitions
- 1-15-2: Qualifications For Office
- 1-15-3: Campaign Funds
- 1-15-4: Disclosure Of Campaign Contributions And Expenditures
- 1-15-5: Oath Of Office
- 1-15-6: Vacancies In Office
- 1-15-7: Fidelity Bonds Or Insurance

#### **1-15-1: DEFINITIONS:**

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates otherwise.

ANONYMOUS CONTRIBUTION LIMIT: A Contribution of less than \$50 during each calendar year.

CANDIDATE: Any person who:

- A. Files a declaration of candidacy for an elected office of the city;
- B. Received contributions, made expenditures or consents to another Person receiving contributions or making expenditures on their behalf with a view to bringing about such person's nomination for or election to a City elected office; or
- C. Causes on his behalf, any written material or advertisement to be printed, published, broadcasted, distributed or disseminated which indicates an intention to seek a specific City elected office.
- D. The Candidate and the Candidate's Personal Campaign Committee, if any, are considered separate entities from the individual.

CONTRIBUTION: Any of the following when done for Political Purposes:

- A. A gift, subscription, donation, loan, advance, transfer of funds, 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, forgivable or partially forgivable loan, advance, transfer of funds, or deposit of money or anything of value to a Candidate;
- C. Compensation paid by any person or Reporting Entity on behalf of the Candidate for personal services provided to the Candidate;

- D. A loan made by a Candidate to the Candidate's own campaign;
- E. An in-kind contribution;
- F. The Candidate's use or Expenditure of Personal Funds in furtherance of his own campaign.

CONTRIBUTION does not include:

- A. Non-professional volunteer services for which compensation is not customarily provided, such as door-to-door or telephonic canvassing, provided by an individual on behalf of the Candidate if the services are in fact 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;
- 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. For purposes of this Paragraph, "coordinated with" means the goods or services were provided: with the Candidate's prior knowledge, if the Candidate does not object by agreement with the Candidate; in coordination with the Candidate; or using official logos, slogans, and similar elements belonging to a Candidate.

ELECTION: A general, primary, or special election conducted by the City, including elections limited to referendum or bond issues.

EXPENDITURE: Any of the following when done for Political Purposes:

- A. Any disbursement from contributions, receipts, or from an account established by a campaign.
- B. A purchase, payment, donation, distribution, Loan, transfer of funds, advance, or gift of money or anything of value made by a Candidate or Reporting Entity to a Person;
- C. An express, legally enforceable contract, promise, or agreement entered into by a Candidate or other Reporting Entity that obligates him/it to make a purchase, payment, donation, distribution, loan, advance, deposit, gift of money, transfer of funds, or anything of value to a Person;
- D. Payment by a Candidate or other Reporting Entity for goods or personal services;
- E. A transfer of funds by a Reporting Entity to another Reporting Entity.
- F. A Candidate or Reporting Entity providing goods or services to or for the benefit of a Candidate or Issue at less than fair market value.
- G. The use or disbursement of Personal Funds in furtherance of a Candidate's own campaign.

EXPENDITURE does not include:

- A. Providing non-professional volunteer services for which compensation is not customarily provided, such as door-to-door or telephonic canvassing, when compensation is in fact not provided; or
- B. Money lent to a Candidate by a financial institution in the ordinary course of business.

IN-KIND CONTRIBUTION: A contribution to a Candidate or Reporting Entity of anything of value, other than money, that is accepted by or coordinated with a Candidate or Reporting Entity.

ISSUE: Any question, other than the election of a candidate to city elected office, placed upon any municipal ballot to be affirmed or defeated by popular vote including, but not limited to, bond issues and referendums.

LOANS: Anything of value provided by a Person that benefits a Candidate or Reporting Entity if the person expects repayment or reimbursement at a later date, including but not limited to: an expenditure made using any form of payment; money or funds received by the Candidate or Reporting entity, the provision of a good or service with an agreement or understanding that payment or reimbursement will be delayed; or use of any personal line of credit, including personal credit cards.

PERSON: Both natural and legal persons, including, but not limited to, corporations, partnerships, trusts, other business organizations, personal campaign committees, party committees, labor unions, labor organizations and any other organized group of individuals.

PERSONAL CAMPAIGN COMMITTEE: The political committee appointed by a particular candidate to act for such candidate, as provided in this article.

PERSONAL FUNDS: Funds originating from a financial account that is unassociated with a campaign and is owned either exclusively or jointly by a Candidate that do not amount to a Loan. Payments made from a jointly owned financial accounts are attributed to the party who signed the check unless the check is signed by all parties on the check or a signed statement is provided that indicates the specific allocation attributable to each person owing the account. Funds that are not transferred by a check (e.g. cash, debit card, electronic transfer) are attributable to the Candidate unless a signed statement is provided indicating a different allocation to each person owing the account.

POLITICAL PURPOSE: An act done with intent or in such a way as to influence or tend to influence, directly or indirectly, the election of a Candidate or result of an Issue on the ballot for a municipal election.

PRIMARY ELECTION: Any primary election held pursuant to Utah Code Annotated title 20A, or its successor, and/or any election held prior to the general election as provided by Utah Code Annotated title 20A, or its successor provisions.

**REPORTING ENTITY:** A Candidate; a Personal Campaign Committee; a person who holds an elected municipal office; a political action committee, a political issues committee, or a labor organization.

**REPORTING PERIOD:** The period between the closing date of the last filed campaign finance report required, if any, and the reporting deadline for the next campaign finance report required to be filed under City Code § 1-15-4. (Ord. 20-44, 12-2-2020)

### **1-15-2: QUALIFICATIONS FOR OFFICE:**

#### **A. Qualifications for All Candidates:**

1. A candidate must be a registered voter who has resided within the city for a period of twelve (12) consecutive months immediately preceding the date of the general election.

a. In case of an annexation, any person who has resided within the territory annexed for the prescribed twelve (12) month period is deemed to meet the residence requirement for candidacy.

2. Candidates to be voted for at all municipal elections in the city shall be elected in an election administered consistent with Utah Code Ann. title 20A, chapter 5, with amendments and modifications as are appropriate for a municipal election.

**B. Qualifications for Mayor:** There are no additional qualifications for mayor other than the requirements listed in subsection A.

#### **C. Qualifications for City Council:**

##### **1. Election to Council Seats:**

a. Three (3) city council members shall be elected in a city wide at-large election. All registered voters residing in the city may vote for at-large city council candidates. The at-large council members must be qualified electors residing in the city. The three (3) at-large council member seats shall be filled by the three (3) candidates receiving the highest, second highest, and third highest number of votes in the election in which all candidates are running against all other candidates for the at large seats.

b. Four (4) city council members shall be elected from council districts that are substantially equal in population. To vote for a "districted" council candidate, a registered voter must be a resident of the council district for which the candidate is running. To be elected from a council district, the candidate must be a qualified elector residing in the council district for which they are running at the time of declaration of candidacy and through the completion of the elected term. If the candidate for a districted council seat ceases to be a qualified elector residing in council district he is running for before the primary or general election, the city recorder shall inform the appropriate election official that the candidate has been disqualified. The election official shall thereafter: (i) remove the candidate's name from the ballot if practicable by blacking out the candidate's name before the



ballots are delivered to voters or (ii) if removing the candidates name is not possible, inform the voters by any practicable method that the candidate has been disqualified and that votes cast for the candidate will not be counted, and (iii) not count any votes for the disqualified candidate.

c. A candidate's name may not appear on the ballot for more than one City elected office in the same election.

D. Time of Elections:

a. The three (3) at-large council seats shall be elected for four (4) year terms of office during the regular municipal election in November 2021, and each fourth year thereafter.

b. The four (4) districted council seats shall be elected for four (4) year terms of office. during the regular municipal election in November 2019, and each fourth year thereafter.

E. Council District Boundaries:

1. The boundaries of the council districts shall be adopted by resolution in a city council meeting.

2. Within six (6) months after the Legislature completes its decennial redistricting process, or when otherwise required by Utah Code, the city recorder shall submit for city council approval council district boundaries to be realigned, if necessary.

a. The city council shall designate, by resolution, council districts that are substantially equal in population for the districted council members to be elected from.

b. The boundaries of the council districts shall not be changed frivolously or arbitrarily, but only for the purpose of assuring that the council districts are contiguous, compact, and substantially equal in population.

F. Term of Office: The mayor and members of the city council, unless otherwise set forth by law, shall begin their terms of office at 12 noon on the first Monday in January following their election.

G. Primary Election: If the number of candidates for a specific elected office exceeds twice the number of individuals needed to fill the office, the city will hold a Primary Election in accordance with Utah Code Ann. section 20A-9-404 to reduce the candidate field for the General Election to two (2) times the number of individuals needed to fill the elected office. The candidates with the highest vote totals shall move forward to the General Election. If there are fewer than two (2) times the number of candidates for a specific elected office, a Primary Election shall not be held for that elected office. (Ord. 20-44, 12-2-2020; amd. Ord. 21-44, 11-16-2021; Ord. 23-13, 3-8-2023)

### **1-15-3: CAMPAIGN FUNDS:**

- A. Candidates must establish a separate campaign account at a financial institution and may not deposit or co-mingle any Contributions into any personal or business account.
- B. Campaign Funds cannot be spent for a Candidates or Candidate's family's personal use. If an expenditure is not related to a campaign or officeholder's duties but rather benefits the candidate or candidate's family, the expenditure is prohibited.
- C. Payments made from joint accounts are attributed to the party who signed the check unless the check is signed by all parties on the check or a signed statement is provided that indicates the specific allocation to each person owing the account. Funds that are not transferred by a check (e.g. cash, debit card, electronic transfer) are attributable to the Candidate unless a signed statement is provided indicating a different allocation to each person owing the account.
- D. Candidates may not use a campaign contribution if it is from an anonymous source and greater than \$50. If a Candidate receives an anonymous contribution greater than \$50, the Candidate must gift the money to the state, county, city, or a non-profit 501(c)(3) organization within 30 days of receiving the contribution. (Ord. 20-44, 12-2-2020)

### **1-15-4: DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND EXPENDITURES:**

- A. Disclosure Duty: Each candidate for elected municipal office shall report financial contributions and expenditures in full compliance with this code, Utah Code Ann. section 10-3-208, and title 20A, chapter 11, or its successor provisions. If the city adopts stricter disclosure requirements than Utah Code the disclosure requirements of this chapter shall apply.
- B. Report Filing: The filings required by this section shall be made with the city recorder. The statements so filed shall be public records.
- C. Campaign Finance Reports:
  - 1. Campaign finance reports shall detail accurately and completely the information required concerning contributions and expenditures.
  - 2. Campaign finance reports shall identify the amount of each contribution, regardless of amount, and the name of the contributor, if known. The monetary value of in-kind contributions should be estimated.
  - 3. Campaign finance reports shall identify each expenditure, regardless of amount, and the name of the recipient of the expenditure.
  - 4. Campaign finance reports shall identify any anonymous donations. Campaign finance reports must include a statement of the date of transfer to state, county, city, or a non-profit 501(c)(3) organization and identify the organization funds were transferred to on any anonymous contributions greater than fifty dollars (\$50.00) as an expenditure.

D. Current Elected Officials: Current elected officials must submit an updated campaign finance report no later than April 1 each year in office to disclose campaign contributions and expenditures made or received since the immediately prior reporting period.

E. Campaign finance reports shall include a statement certifying that all contributions and expenditures not previously reported have been reported.

F. City Recorder Notifications:

1. The city recorder shall notify each candidate for municipal office upon declaration of candidacy and again fourteen (14) days before each municipal election, of the provisions of this ordinance and Utah law that govern disclosure of contributions, expenditures, and the penalties for failing to file a campaign finance report, including the statutory provisions that require the removal of the candidate's name from the ballot for failure to file required campaign finance reports.

2. The city recorder shall notify all elected officials of their obligation to file an annual updated campaign finance report by April 1 as required by this section and the penalties for failing to do so at least fourteen (14) days but no more than twenty one (21) days before such campaign finance report is due. (Ord. 20-44, 12-2-2020; and. Ord. 23-13, 3-8-2023)

#### **1-15-5: OATH OF OFFICE:**

A. The oath of office ceremony shall be budgeted for by the city recorder for the mayor and city council members.

B. The oath of office ceremony shall be prepared jointly by the council office director and city recorder:

1. The Oath of Office ceremony is a special council meeting conducted by the presiding council member (council chair, council vice-chair, etc.).

C. Oath Required: Prior to assuming their official duties the mayor and each council member shall take and subscribe the oath of office designated in subsection D of this section.

D. Oath Provisions: The oath of office shall be:

*I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support, obey and defend the constitution of the United States and the constitution of the state of Utah and the laws and ordinances of the City of West Jordan, and that I will discharge the duties of my office with fidelity.*

C. Filing: The subscribed oath of all officers shall be filed with the city recorder.

D. No official act of any municipal officer shall be invalid for failure to take the oath of office. (Ord. 20-44, 12-2-2020; amd. Ord. 23-13, 3-8-2023)

#### **1-15-6: VACANCIES IN OFFICE:**

A. If a vacancy occurs in the Office of Mayor or on the City Council, through death, resignation, termination of required domicile, judicial removal from office, or due to becoming disabled and unable to perform the duties of the office, the City Council will appoint a registered voter who meets the qualifications of office by following the process in Utah Code 20A-1-510 or successor provisions.

B. In the case of a vacancy in the Office of the Mayor, the council chair will serve as acting mayor until a successor mayor is appointed. The council vice-chair shall be the acting council chair. The council chair will, however, continue to act as a council member and continue to vote at council meetings. (Ord. 20-44, 12-2-2020)

#### **1-15-7: FIDELITY BONDS OR INSURANCE:**

A. Fidelity bonds and theft or crime insurance: The city shall have in place for each municipal officer prior to assuming office, a bond or insurance in accordance with Utah Code 10-3-831 or successor provisions.

1. Municipal Officer means:

a. The Mayor.

b. Each member of the City Council.

c. The City Treasurer.

d. Anyone for whom the City Council determines a general fidelity or public employee blanket bond or theft, or crime insurance should be acquired.

2. Amount of the Bonds.

a. Except as provided in Subsection (2)(b), the City Council shall prescribe the amount of a general fidelity bond or theft or crime insurance to be acquired for the municipal officer in accordance with Utah Code 10-3-831 or successor provisions.

b. Before the City Treasurer may discharge the duties of the treasurer's office, the City shall have in place a bond or theft or crime insurance covering the Treasurer in an amount not less than the amount the State Money Management Council, created in Utah Code § 51-7-16, prescribes.

B. Blanket Bond or Insurance: Any bond or insurance required by law or approved by the city council may be provided and the obligation satisfied by the city obtaining a public employee blanket bond, through an insurance contract, or by another legally identified and authorized method of insuring the city's interests.

C. Cost of Bond or Insurance: The premium for any bond or insurance contract obtained pursuant to this section shall be paid by the city.

D. The city recorder shall file and maintain each fidelity bond acquired under this section. (Ord. 20-44, 12-2-2020)



# **Important Dates**

**Primary and General Election  
Financial Filing Deadlines  
2023 Salt Lake County Election Dates**

**DATES TO REMEMBER**

## **PRIMARY ELECTION DATES AND DEADLINES**

**FILING PERIOD**: Thursday, June 1, 2023 through Wednesday, June 7, 2023. Each person seeking to become a candidate for a municipal office shall file a Declaration of Candidacy in person with the City Recorder during office hours no later than 5:00 P.M. between June 1<sup>st</sup> and June 7<sup>th</sup>, 2023. UCA 20A-9-203

**June 11, 2023** – Last day to withdraw candidacy and have name removed from ballot before the Primary Election (per Salt Lake County Elections).

**June 12, 2023**: Candidate Orientation Meeting at 6:00 PM at Public Works (7960 S 4000 W)

**June 30, 2023**: Deadline for Candidate to Submit 100-word statement and video for City Website. The video can only be up to 60 seconds and horizontal. Please send statement and video to [elections@westjordan.utah.gov](mailto:elections@westjordan.utah.gov). (More information on the video in the Important Forms and Handouts section)

**July 3, 2023** – Last day candidates may submit a **Candidate Bio** to be posted on the Lt. Governor's Voter Information Website. Statements must be submitted to the vote.utah.gov Website no later than 5:00 P.M. UCA 20A-7-801(4)(a)(ii) (Instructions are in a handout in Candidate Handbook).

**July 25, 2023** – Ballots to be mailed 21 days before election day. UCA 20A-3a-202(2)

**August 29, 2023** – Canvass of Primary Election returns. UCA 20A-4-301-304

## **PRIMARY ELECTION FINANCIAL FILING DEADLINES**

**August 8, 2023** – Report of Contributions and Expenditures for candidates is due to the West Jordan City Recorder's Office *no later than seven days before the primary election*. West Jordan City Code 1-15-4(f) and UCA 10-3-208(9)

**PRIMARY ELECTION DAY** – Tuesday, August 15, 2023. UCA 20A-1-202

## **FINANCIAL FILING DEADLINE FOR CANDIDATES ELIMINATED IN THE PRIMARY**

**September 14, 2023** – Candidates who are eliminated at the Primary Election must submit a Financial Disclosure *within 30 days* after the primary election with the City Recorder. UCA 10-3-208 Candidates cannot aggregate Funds.

## **GENERAL ELECTION DATES AND DEADLINES**

**August 31, 2023** – Last day to withdraw candidacy and have name removed from the General Election ballot. (Per Salt Lake County Elections).

**September 8, 2023** – Last day candidates may submit a Candidate Bio to be posted on the Lt. Governor’s Voter Information Website for the General Election. Statements must be submitted to the [vote.utah.gov](http://vote.utah.gov) Website no later than 5:00 P.M. UCA 20A-7-801

**October 17, 2023** – Ballots to be mailed 21 days before election day. UCA 20A-3a-202

**November 21, 2023** – Canvass of November Municipal General Election. UCA 20A-4-301(2)(b)

### **GENERAL ELECTION FINANCIAL FILING DEADLINES**

**October 10, 2023** – Candidates who are not eliminated in the municipal Primary shall file a Campaign Finance Statement with the City Recorder no later than 28 days before General Election. UCA 10-3-208.

**October 31, 2023** – Report of Contributions and Expenditures for candidates is due in the West Jordan City Recorder’s Office *no later than 7 days before the election*. UCA 10-3-208

**GENERAL ELECTION DAY:** Tuesday, November 7, 2023 – Municipal Election Day. UCA 20A-1-102

### **FINAL FINANCIAL DISCLOSURE REQUIREMENT:**

**December 7, 2023** – Final Report of Contributions and Expenditures for candidates is due in the West Jordan City Recorder’s Office *no later than 30 days after the election*. UCA 10-3-208(9)

**January 3, 2024** – Newly elected municipal officers of the previous November election shall begin their term of office at 12 o’clock noon on the first Monday in January following the election, or as soon thereafter as practical in their respective municipalities. UCA 10-3-201. The oath of office is to be administered by any judge, notary public or by the City Recorder of the municipality. UCA 10-3-828

**Any person who fails to comply with this section is guilty of an infraction. The reporting required by this section shall be made by filing with the City Recorder the required statement. The foregoing requirements are applicable to all candidates, whether successful or not in obtaining election office.**

## IMPORTANT DATES FOR CANDIDATES

June 1, 2023 at 8am	Candidate Filing Period Begins
June 7, 2023 at 5pm	Candidate Filing Period Ends
June 11, 2023 by 5pm	Last day to withdraw & have name removed from ballot for Primary Election
June 12, 2023 at 6:00pm	Candidate Orientation Meeting
June 30, 2023	Deadline for candidate to submit 100-word blurb or a 90 second recorded biography for the City Website for the Primary Election
July 3, 2023 by 5:00pm	Deadline for candidate to submit 200-word blurb for State website and voter information pamphlet
Week of July 25, 2023	Ballots are mailed to voters
August 1-11, 2023	Early voting begins at <i>Salt Lake County Clerk's office only</i>
August 8, 2023 by 5pm	due to City Recorder for Primary Election
August 15, 2023	Primary Election Day
August 29, 2023	Board of Canvassers Canvass Election
August 31, 2023	Last day to withdraw & have name removed from ballot for General Election
September 8, 2023	Deadline for candidate to submit 200-word blurb for State website and voter information pamphlet
September 14, 2023 by 5:00pm	Campaign Finance Statements due to City Recorder from those candidates who were eliminated in the primary election
October 10, 2023 by 5:00pm	Campaign Finance Statements due to City Recorder from Candidates not eliminated in the Primary (28 days before General)
Week of October 17, 2023	Ballots are mailed to voters
October 24 - November 3, 2023	Early voting begins at <i>Salt Lake County Clerk's office only</i>
October 31, 2023 by 5:00pm	Campaign Finance Statements due to City Recorder from those candidates not eliminated in the Primary (7 days before Election)
November 7, 2023	General Election Day
November 21, 2023	Board of Canvassers Canvass Election
December 7, 2023 by 5:00pm	Campaign Finance Statements due to City Recorder from candidates in General Election





## SALT LAKE COUNTY CLERK 2023 ELECTION DATES AND DEADLINES

\*THESE DATES ARE SUBJECT TO 2023 LEGISLATIVE CHANGES

<b>Municipal Alternative Voting Methods Pilot Project Commitment/ Withdrawal Deadline</b>	
Municipalities may participate in the pilot project by providing written notice to the Lt. Governor's office and the County Clerk's office by the stated deadline. This is also the deadline for a municipality to withdraw from the pilot project.	April 28
<b>Candidate Filing Deadlines</b>	
Qualified Municipal and Metro Township Candidates	June 1 – June 7
Ranked Choice Voting Candidates (as prescribed by <a href="#">Utah Code 20A-4-6</a> )	August 8 – 15
Last Day to Qualify as a Write-In	September 5
<b>Primary Election</b>	
<b>Primary Election Dates</b>	
Last Day to Withdraw Candidacy & Have Name Removed from Ballot	June 11
Deadline for Candidate Profile on State Website	July 3
Vote By Mail Ballots Mailed	July 25
Logic and Accuracy Testing / Certification of Voting Equipment	July 21
In-Office Early Voting	Aug 1 – 11 (Weekdays only)
Voter Registration Deadline	August 4
Last Day to Request Replacement Ballot (If Voter has Not Received Original)	August 8
Primary Early Voting	August 8 – 11
Canvass Period	August 16 – 28
Board of Canvassers Meeting	August 29
<b>General Election</b>	
<b>General Election Dates</b>	
Last Day to Withdraw Candidacy & Have Name Removed from Ballot	August 31
Deadline for Candidate Profile on State Website	September 8
Vote By Mail Ballots Mailed	October 17
Logic and Accuracy Testing / Certification of Voting Equipment	October 13
In-Office Early Voting	Oct 24 – Nov 3 (Weekdays only)
Voter Registration Deadline	October 27
Last Day to Request Replacement Ballot (If Voter has Not Received Original)	October 31
General Early Voting	Oct 31 – Nov 3
Canvass Period	November 8 - 20
Board of Canvassers Meeting	November 21
<b>Financial Disclosure Deadlines (<a href="#">Utah Code 10A-3-208</a>)</b>	
For Candidates on the Primary Election Ballot	August 8
For Candidates <u>not</u> on the General Election Ballot (after the Primary Election)	September 14
For Candidates on the General Election Ballot (28 days before Election)	October 10
For Candidates on the General Election Ballot (7 days before Election)	October 31
For Candidates on the General Election Ballot (Final Report)	December 7



# **Voting**

**County Clerk Frequently Asked Questions**

**Voting Information**

**Vote by Mail Process**

## Salt Lake County Clerk's Office

### Frequently Asked Questions

**Q. Who is eligible to vote in Utah?**

**A.** In order to vote in the State of Utah, you must be registered. To register to vote in Utah, you must:

- Be a citizen of the United States
- Reside in Utah for at least 30 days immediately before the next election
- Be at least 18 years old on or before the next election
- A 17-year-old can vote if they will be 18 years old by that year's General Election

**Q. Am I currently registered to vote?**

**A.** If you are not sure you are currently registered to vote and are a Salt Lake County resident, please call the Salt Lake County Election Division at (385) 468-8683 or <https://slco.org/clerk/elections/voter-registration/voter-info-look-up/>

**Q. When can I register to vote?**

**A.** You may register to vote at any time. However, to be eligible to vote in an election, you MUST register to vote. Same-day registration is possible by going to an Early Vote Location or Vote Center on Election Day.

**Q. How do I register to vote?**

- A.** There are several ways you can register and you can select any one method that works for you.
- **Online Registration:** You can register online to vote by going to the [Online Voter Registration Website](#) and completing the online form. In order to register online, you must have a current Utah Driver's License or ID Card. (You can update your address on your drivers license online before registering to vote by going to the Driver License Division's website: <https://dld.utah.gov/>) If you are registering online, you must submit your registration at least 7 days prior to an election to be eligible to vote in that election.
  - **By-Mail Registration:** You may use a mail-in voter registration form that can be found in our office or at [Mail-in Voter Registration](#). If you are registering to vote using a mail-in voter registration form, you must mail your completed registration form at least 30 days before the election to be eligible to vote in that election.

- **In-Person Registration:** You may register in person at the Salt Lake County Election Division, 2001 South State Street, S1-200, Salt Lake City. The office is open weekdays from 8:00 a.m. to 5:00 p.m. and is closed on weekends and legal holidays. You must register in person at least 7 days prior to an election to be eligible to vote in that election.
- **Same Day Registration:** You may go to an early voting location or Election Day Vote Center and register and vote at the same time if you have not previously registered or updated your registration after moving. You will be asked to complete a provisional ballot form, which becomes your voter registration form. Once you provide Identification and proof of residency, you will be issued a provisional ballot. The provisional ballot will be counted and added to the election results once the Election staff has reviewed and accepted your provisional form for completeness.

**Q. Do I have to select a Political Party when I register to vote?**

- A.** You do not have to select a political party affiliation when you register to vote. If you do not wish to affiliate with a political party, just select "unaffiliated" on your voter registration form.

Political parties in Utah may choose to close their primary elections and only allow those voters affiliated with their party to vote in their primary election. If you want to vote in the primary election of a party that has chosen to close their primary to voters who are not affiliated with their party, you would need to affiliate with that political party. Note: Letters are mailed to unaffiliated voters allowing them to affiliate and participate in closed primary elections. Political parties allow "unaffiliated" voters to affiliate in-person and participate in their closed primary elections.

(Party affiliation only pertains to partisan primary races held in even-numbered years. It doesn't apply to non-partisan primary races or the November General Election.)

**Q. What information will I receive after registering to vote?**

- A.** Once you register to vote, you will be sent a *Voter Information Card*, which lists your precinct and district number. You can check who your elected officials are by clicking the link on our website for [Check Your Registration Status](#). In addition to showing your registration status, this link will also provide you with your precinct number, political jurisdictions, and elected officials. *Your Voter Information Card is not needed in order to vote; it is for informational purposes only.*

**Q. Will I ever need to re-register to vote?**

- A. You will need to re-register to vote if you change your name or move to another county.

**Q. What if I am registered to vote but I moved?**

- A. If you are currently registered to vote in Salt Lake County, but you moved within the County, you will not need to re-register to vote. Please call the Election Division at (385) 468-7400 or send an e-mail to [vote@slco.org](mailto:vote@slco.org) with your name and your new address in Salt Lake County. We will update your address with your new address.

If you previously registered to vote in another county in the State of Utah, you will need to re-register to vote in Salt Lake County. Please refer to the information above regarding the various methods you can use to register to vote.

**Please note, the post office does not forward ballots.**

If you move outside of Salt Lake County, you will need to re-register to vote in the new county or state of residency.

**Q. What if my name changes?**

- A. If you register to vote and subsequently change your legal name, you will need to re-register with the new name. If you have a Utah Driver License or State ID with your new name and current address you can register [online](#). Or, if you prefer, you can fill out a new [voter registration form](#) and submit it to us via [email](#) or by mailing it to:

Salt Lake County Clerk  
Election Division  
PO Box 144575  
Salt Lake City, UT 84114-4575

**Q. What if I moved but didn't notify the Election Division before the deadline?**

- A. If you are registered to vote in Salt Lake County but moved within the County, you can call our office with your address change any time up through the Tuesday before Election Day. If you have been previously registered to vote in the State of Utah but did not update your address before Election Day, you may vote a provisional ballot at an early vote location or Vote Center on Election Day. Your provisional ballot will be counted and your voter registration will be updated.

**Q. Why does my precinct boundary change?**

- A. State Law requires county clerks to establish precincts that contain no more than 1, 250 active registered voters. As voter population and political

jurisdictions change, precincts must be adjusted to best serve voters. By law, precinct boundaries can only be adjusted in odd-numbered years.

**Q. Can I vote prior to Election Day?**

**A.** Yes. The County Clerk's Office provides voters the option of voting prior to Election Day at an early voting location. Voters do not need an excuse to utilize this convenient voting method. Registered voters may visit early voting location and cast a ballot in person using a touch screen voting device.

**Q. How do Municipal Elections differ from County Elections?**

**A.** Municipal elections are nonpartisan and are held in odd-numbered years to elect the city mayor and council members. These elections are the statutory responsibility of the city recorders although many cities contract for election services with the Salt Lake County Clerk. Countywide elections are held in even-numbered years and are administered by the County Clerk.

The Elections Division is under the direction of LANNIE CHAPMAN, Salt Lake County Clerk. Ms. Chapman believes in the fundamental right of all citizens to vote and encourages voter participation by making the process as easy and accessible as possible.

Her primary goal is to help bring about a greater understanding of, and participation in, the electoral process.

## **VOTER REGISTRATION**

Residents needing to register are encouraged to take care of this matter as soon as possible. Anyone needing registration information can contact the Salt Lake County Election Office, 2001 South State Street, Room #S1-200, Phone 385-GOT-VOTE (385-468-8683). Voter registration can also be completed online at: [www.vote.utah.gov](http://www.vote.utah.gov).

There are vote-by-mail registration forms available at: [www.slco.org/clerk/elections](http://www.slco.org/clerk/elections).

## **VOTE BY MAIL BALLOTS**

West Jordan City passes a resolution authorizing the execution of an Interlocal Cooperation Agreement between Salt Lake County, Elections Division, and West Jordan City to conduct Vote by Mail for the 2023 Municipal Elections (Resolution No. 23-015) A Vote By Mail Ballot will be mailed to every active voter approximately 21 days prior to the primary and general election.

## **EMERGENCY BALLOTS**

A person who is hospitalized or otherwise confined in a medical or long-term institution may vote with an absentee ballot on election day. UCA 20A-3a-301.

A “hospitalized voter” means a registered voter who is hospitalized or otherwise confined to a medical or long-term care institution after the deadline for filing an application for an absentee ballot. A hospitalized voter may obtain an absentee ballot and vote on election day by following the procedures and requirement.

Any person may obtain an absentee ballot application, an absentee ballot, and an absentee ballot envelope from the election officer on behalf of a hospitalized voter by requesting a ballot and application in person at the election officer’s office. The election officer shall require the person to sign a statement identifying himself and the hospitalized voter. To vote, the hospitalized voter shall complete the absentee ballot application, complete and sign the application on the absentee ballot envelope, mark his votes on the absentee ballot, place the absentee ballot into the envelope, and seal the envelope. To be counted, the absentee voter application and the sealed absentee ballot envelope must be returned to election officer’s office before the polls close on election day.

## **ELLECTION DAY**

At 7:00 a.m. the polls must be opened and remain open continuously until 8:00 p.m. of the same day. UCA 20A-1-302(1) The election judges shall allow every voter who arrives at the polls by 8:00 p.m. to vote. UCA 20A-1-302(2)

## **WATCHERS**

UCA 20A-3a-801

Any individual who is registered or preregistered to vote in Utah may become a water in an election at any time by registering as a watcher with the administering election officer (UCA 20A-3a-801(2)). A person that is a candidate whose name will appear on the ballot, a qualified write-in candidate for the election, a registered political party, or a political issues committee may certify an individual as an official watcher for the person by filing an affidavit with the administering election officer responsible to designate an individual as an official watcher for the certifying person (UCA 20A-3a-801(3)(a)). A watcher who is certified may designate another individual to serve in the watcher's stead during the watcher's temporary absence by filing with a poll worker an affidavit that designates the individual as a temporary replacement (UCA 20A-3a-801(3)(c)). A watcher may not record an activity if the recording would reveal a vote or otherwise violate a voter's privacy or a voter's right to cast a secret ballot; interfere with an activity, except to challenge an individual's eligibility to vote; or divulge information related to the number of votes counted, tabulated, or cast for a candidate or ballot proposition until after the election officer makes the information public (UCA 20A-3a-801(6)(a)).

## **ELECTIONEERING**

UCA 20A-3a-501

"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; and "polling place" means the physical place where ballots and absentee ballots are cast and includes City Hall during the period in which absentee ballots may be cast there. 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, a person may not:

- A. Do any electioneering
- B. Circulate cards or handbills of any kind
- C. Solicit signatures to any kind of petition
- D. Engage in any practice that interferes or disrupts the administration of the polling place
- E. Obstruct doors or entries at polls or prevent free access to and from the polling place
- F. Remove any ballot from the polling place before the closing of polls, except as provided in Section UCA 20A-4-101 UCA.
- G. Solicit any voter to show his or her ballot

Any person who violates any provision of this section is guilty of a class A misdemeanor.

## **RECOUNTS**

For any primary or municipal general election, when any candidate loses by equal to or less than .25% of the total number of votes cast, the candidate may file a request for a recount. UCA 20A-4-401



# BALLOT PROCESSING

## ELECTION SECURITY

The security of the ballot counting process is a critical piece of any election. The Salt Lake County Election Division works hard to make sure elections are secure at every step of the process.

Throughout ballot processing, ballots are always in the custody of more than one election worker. At no time are individual election workers allowed to be alone with ballots. As the ballots move from one step of the process to another, each transfer is logged to enable tracking and maintain a consistent chain of custody.



As ballots are returned to the Election Center their arrival is logged and signature tabs are removed to prepare for scanning.

The Agilis machine scans the return envelopes and performs three functions:

- 1) It verifies the Ballot ID and name against the voter's record in the voter registration database.
- 2) It compares the signature on the envelope to the voter's signature stored in the database.
- 3) It sorts the ballots into batches. Each batch is issued a unique ID number for tracking.



If the Agilis machine can't verify the signature, it is sent to human reviewers for analysis. If they determine that the signatures don't match, a cure letter is sent to the voter asking for additional identifying information. Once the cure letter is returned, that voter's ballot may be opened and counted. If the voter's signature cannot be verified, the ballot must be rejected.



Ballot envelopes are opened and the ballot is removed and separated from the envelope, thus preserving the secrecy of the ballot.

Batches of ballots are then placed into boxes and sent for tabulation. All boxes are numbered and the count of ballots within each box is carefully tracked and logged.



Ballot batches are scanned. Data from the scanned ballots is sent to the election server, where it waits to be tabulated on election night.



Sometimes voters mark their ballot ambiguously instead of filling in the oval next to their choice. These ballots must be adjudicated before they can be counted. Teams of two poll workers review ballots at a computer workstation. If both workers agree that voter intent can be discerned, they update the ballot and send it to be counted. Those that can't be discerned must be rejected. The original ballot can always be referenced after adjudication.



Flash drives containing ballots from in-person voting machines are returned to the Election Center. The data from those drives is uploaded to the election server and merged with the data from the scanned ballots to await tabulation.

After 8p.m. on election night results are tabulated and made available to the public. These unofficial results are updated as more ballots arrive and are processed in the election center.

Eligible ballots may be counted until the Board of Canvassers certify the results - two weeks following election day.



Learn more about election security at [slco.vote](http://slco.vote)



SALT LAKE COUNTY  
ELECTION DIVISION



# **Elected Official Information**

**Oath of Office**

**Municipal Officers and Employees Ethics Act**

**Legislative Code – City Council and Mayor**

## Oath of Office

After being elected, the Mayor-elect/Council Member-elect are required to take the following oath of office during the swearing in ceremony held at 12:00 noon on the first Monday in January following the election or soon afterword as practically possible:

*“I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States, and the Constitution of the State of Utah, and the Laws and Ordinances of The City of West Jordan, and that I will discharge the duties of my office with fidelity.”*

## Utah Code

### Part 13

#### Municipal Officers' and Employees' Ethics Act

##### **10-3-1301 Short title.**

This part is known as the "Municipal Officers' and Employees' Ethics Act."

Amended by Chapter 147, 1989 General Session

##### **10-3-1302 Purpose.**

- (1) The purposes of this part are to establish standards of conduct for municipal officers and employees and to require these persons to disclose actual or potential conflicts of interest between their public duties and their personal interests.
- (2) In a metro township, as defined in Section 10-2a-403, the provisions of this part may not be applied to an appointed officer as that term is defined in Section 17-16a-3 or a county employee who is required by law to provide services to the metro township.

Amended by Chapter 352, 2015 General Session

##### **10-3-1303 Definitions.**

As used in this part:

- (1) "Appointed officer" means any person appointed to any statutory office or position or any other person appointed to any position of employment with a city or with a community reinvestment agency under Title 17C, Limited Purpose Local Government Entities - Community Reinvestment Agency Act. Appointed officers include, but are not limited to, persons serving on special, regular, or full-time committees, agencies, or boards whether or not such persons are compensated for their services. The use of the word "officer" in this part is not intended to make appointed persons or employees "officers" of the municipality.
- (2) "Assist" means to act, or offer or agree to act, in such a way as to help, represent, aid, advise, furnish information to, or otherwise provide assistance to a person or business entity, believing that such action is of help, aid, advice, or assistance to such person or business entity and with the intent to assist such person or business entity.
- (3) "Business entity" means a sole proprietorship, partnership, association, joint venture, corporation, firm, trust, foundation, or other organization or entity used in carrying on a business.
- (4) "Compensation" means anything of economic value, however designated, which is paid, loaned, granted, given, donated, or transferred to any person or business entity by anyone other than the governmental employer for or in consideration of personal services, materials, property, or any other thing whatsoever.
- (5) "Elected officer" means a person:
  - (a) elected or appointed to the office of mayor, commissioner, or council member; or
  - (b) who is considered to be elected to the office of mayor, commissioner, or council

- member by a municipal legislative body in accordance with Section 20A-1-206.
- (6) "Improper disclosure" means disclosure of private, controlled, or protected information to any person who does not have both the right and the need to receive the information.
  - (7) "Municipal employee" means a person who is not an elected or appointed officer who is employed on a full- or part-time basis by a municipality or by a community reinvestment agency under Title 17C, Limited Purpose Local Government Entities - Community Reinvestment Agency Act.
  - (8) "Private, controlled, or protected information" means information classified as private, controlled, or protected under Title 63G, Chapter 2, Government Records Access and Management Act, or other applicable provision of law.
  - (9) "Substantial interest" means the ownership, either legally or equitably, by an individual, the individual's spouse, or the individual's minor children, of at least 10% of the outstanding shares of a corporation or 10% interest in any other business entity.

Amended by Chapter 350, 2016 General Session

**10-3-1304 Use of office for personal benefit prohibited.**

- (1) As used in this section, "economic benefit tantamount to a gift" includes:
  - (a) a loan at an interest rate that is substantially lower than the commercial rate then currently prevalent for similar loans; and
  - (b) compensation received for private services rendered at a rate substantially exceeding the fair market value of the services.
- (2) Except as provided in Subsection (4), it is an offense for an elected or appointed officer or municipal employee to:
  - (a) disclose or improperly use private, controlled, or protected information acquired by reason of the officer's or employee's official position or in the course of official duties in order to further substantially the officer's or employee's personal economic interest or to secure special privileges or exemptions for the officer or employee or for others;
  - (b) use or attempt to use the officer's or employee's official position to:
    - (i) further substantially the officer's or employee's personal economic interest; or
    - (ii) secure special privileges for the officer or employee or for others; or
  - (c) knowingly receive, accept, take, seek, or solicit, directly or indirectly, for the officer or employee or for another, a gift of substantial value or a substantial economic benefit tantamount to a gift that:
    - (i) would tend improperly to influence a reasonable person in the person's position to depart from the faithful and impartial discharge of the person's public duties; or
    - (ii) the person knows or that a reasonable person in that position should know under the circumstances is primarily for the purpose of rewarding the person for official action taken.
- (3) Subsection (2)(c) does not apply to:
  - (a) an occasional nonpecuniary gift having a value of less than \$50;
  - (b) an award publicly presented in recognition of public services;
  - (c) any bona fide loan made in the ordinary course of business; or

- (d) a political campaign contribution.
- (4) This section does not apply to an elected or appointed officer or municipal employee who engages in conduct that constitutes a violation of this section to the extent that the elected or appointed officer or municipal employee is chargeable, for the same conduct, under Section 76-8-105.

Amended by Chapter 445, 2013 General Session

**10-3-1305 Compensation for assistance in transaction involving municipality -- Public disclosure and filing required.**

- (1) As used in this section, "municipal body" means any public board, commission, committee, or other public group organized to make public policy decisions or to advise persons who make public policy decisions.
- (2) Except as provided in Subsection (6), it is an offense for an elected officer, or an appointed officer, who is a member of a public body to receive or agree to receive compensation for assisting any person or business entity in any transaction involving the municipality in which the member is an officer unless the member:
  - (a) files with the mayor a sworn statement giving the information required by this section; and
  - (b) discloses the information required by Subsection (5) in an open meeting to the members of the body of which the officer is a member immediately before the discussion.
- (3) It is an offense for an appointed officer who is not a member of a public body or a municipal employee to receive or agree to receive compensation for assisting any person or business entity in any transaction involving the municipality by which the person is employed unless the officer or employee:
  - (a) files with the mayor a sworn statement giving the information required by this section; and
  - (b) discloses the information required by Subsection (5) to:
    - (i) the officer or employee's immediate supervisor; and
    - (ii) any other municipal officer or employee who may rely upon the employee's representations in evaluating or approving the transaction.
- (4)
  - (a) The officer or employee shall file the statement required to be filed by this section 10 days before the date of any agreement between the elected or appointed officer or municipal employee and the person or business entity being assisted or 10 days before the receipt of compensation by the officer or employee, whichever is earlier.
  - (b) The statement is public information and shall be available for examination by the public.
- (5) The statement and disclosure shall contain:
  - (a) the name and address of the officer or municipal employee;
  - (b) the name and address of the person or business entity being or to be assisted or in which the appointed or elected official or municipal employee has a substantial interest; and
  - (c) a brief description of the transaction as to which service is rendered or is to be

rendered and of the nature of the service performed or to be performed.

- (6) This section does not apply to an elected officer, or an appointed officer, who is a member of a public body and who engages in conduct that constitutes a violation of this section to the extent that the elected officer or appointed officer is chargeable, for the same conduct, under Section 76-8-105.

Amended by Chapter 445, 2013 General Session

**10-3-1306 Interest in business entity regulated by municipality -- Disclosure statement required.**

- (1) Every appointed or elected officer or municipal employee who is an officer, director, agent, or employee or the owner of a substantial interest in any business entity which is subject to the regulation of the municipality in which he is an elected or appointed officer or municipal employee shall disclose the position held and the nature and value of his interest upon first becoming appointed, elected, or employed by the municipality, and again at any time thereafter if the elected or appointed officer's or municipal employee's position in the business entity has changed significantly or if the value of his interest in the entity has increased significantly since the last disclosure.
- (2) The disclosure shall be made in a sworn statement filed with the mayor. The mayor shall report the substance of all such disclosure statements to the members of the governing body, or may provide to the members of the governing body copies of the disclosure statement within 30 days after the statement is received by him.
- (3) This section does not apply to instances where the value of the interest does not exceed \$2,000. Life insurance policies and annuities may not be considered in determining the value of any such interest.

Amended by Chapter 378, 2010 General Session

**10-3-1307 Interest in business entity doing business with municipality -- Disclosure.**

- (1) Every appointed or elected officer or municipal employee who is an officer, director, agent, employee, or owner of a substantial interest in any business entity which does or anticipates doing business with the municipality in which he is an appointed or elected officer or municipal employee, shall publicly disclose to the members of the body of which he is a member or by which he is employed immediately prior to any discussion by such body concerning matters relating to such business entity, the nature of his interest in that business entity.
- (2) The disclosure statement shall be entered in the minutes of the meeting.
- (3) Disclosure by a municipal employee under this section is satisfied if the employee makes the disclosure in the manner required by Sections 10-3-1305 and 10-3-1306.

Amended by Chapter 147, 1989 General Session

**10-3-1308 Investment creating conflict of interest with duties -- Disclosure.**

Any personal interest or investment by a municipal employee or by any elected or appointed official of a municipality which creates a conflict between the employee's or official's personal interests and his public duties shall be disclosed in open meeting to the members of the body in the manner required by Section 10-3-1306.

Amended by Chapter 147, 1989 General Session

**10-3-1309 Inducing officer or employee to violate part prohibited.**

It is a class A misdemeanor for any person to induce or seek to induce any appointed or elected officer or municipal employee to violate any of the provisions of this part.

Amended by Chapter 241, 1991 General Session

**10-3-1310 Penalties for violation -- Dismissal from employment or removal from office.**

In addition to any penalty contained in any other provision of law, any person who knowingly and intentionally violates this part, with the exception of Sections 10-3-1306, 10-3-1307, 10-3-1308, and 10-3-1309, shall be dismissed from employment or removed from office and is guilty of:

- (1) a felony of the second degree if the total value of the compensation, conflict of interest, or assistance exceeds \$1,000;
- (2) a felony of the third degree if:
  - (a) the total value of the compensation, conflict of interest, or assistance is more than \$250 but not more than \$1,000; or
  - (b) the elected or appointed officer or municipal employee has been twice before convicted of violation of this chapter and the value of the conflict of interest, compensation, or assistance was \$250 or less;
- (3) a class A misdemeanor if the value of the compensation or assistance was more than \$100 but does not exceed \$250; or
- (4) a class B misdemeanor if the value of the compensation or assistance was \$100 or less.

Amended by Chapter 147, 1989 General Session

**10-3-1311 Municipal ethics commission -- Complaints charging violations.**

(1) A municipality may establish by ordinance an ethics commission to review a complaint against an officer or employee subject to this part for a violation of a provision of this part.

(2)

- (a) A person filing a complaint for a violation of this part shall file the complaint:
  - (i) with the municipal ethics commission, if a municipality has established a municipal ethics commission in accordance with Subsection (1); or
  - (ii) with the Political Subdivisions Ethics Review Commission in accordance with Title 63A, Chapter 15, Political Subdivisions Ethics Review Commission, if the



municipality has not established a municipal ethics commission.

- (b) A municipality that receives a complaint described in Subsection (2)(a) may:
  - (i) accept the complaint if the municipality has established a municipal ethics commission in accordance with Subsection (1); or
  - (ii) forward the complaint to the Political Subdivisions Ethics Review Commission established in Section 63A-15-201:
- (A) regardless of whether the municipality has established a municipal ethics commission; or
- (B) if the municipality has not established a municipal ethics commission.
- (3) If the alleged ethics complaint is against a person who is a member of the municipal ethics commission, the complaint shall be filed with or forwarded to the Political Subdivisions Ethics Review Commission.

Amended by Chapter 461, 2018 General Session

**10-3-1312 Violation of disclosure requirements -- Penalties -- Rescission of prohibited transaction.**

If any transaction is entered into in connection with a violation of Section 10-3-1305, 10-3-1306, 10-3-1307, or 10-3-1308, the municipality:

- (1) shall dismiss or remove the appointed or elected officer or municipal employee who knowingly and intentionally violates this part from employment or office; and
- (2) may rescind or void any contract or subcontract entered into pursuant to that transaction without returning any part of the consideration received by the municipality.

Amended by Chapter 147, 1989 General Session

## Utah Code

### Council-Mayor Form of Municipal Government

#### **10-3b-201 Separate branches of government under a council-mayor form of government.**

The powers of municipal government in a municipality operating under the council-mayor form of government are vested in two separate, independent, and equal branches of municipal government consisting of:

- (1) a council composed of five or seven members; and
- (2) a mayor and, under the mayor's supervision, any executive or administrative departments, divisions, and offices and any executive or administrative officers provided for by statute or municipal ordinance.

Enacted by Chapter 19, 2008 General Session

#### **10-3b-202 Mayor in council-mayor form of government.**

- (1) The mayor in a municipality operating under the council-mayor form of government:
  - (a) is the chief executive and administrative officer of the municipality;
  - (b) exercises the executive and administrative powers and performs or supervises the performance of the executive and administrative duties and functions of the municipality;
  - (c) shall:
    - (i) keep the peace and enforce the laws of the municipality;
    - (ii) execute the policies adopted by the council;
    - (iii) appoint, with the council's advice and consent, a qualified person for each of the following positions:
      - (A) subject to Subsection (3), chief administrative officer, if required under the resolution or petition under Subsection 10-3b-603(1)(a) that proposed the change to a council-mayor form of government;
      - (B) recorder;
      - (C) treasurer;
      - (D) engineer; and
      - (E) attorney;
    - (iv) provide to the council, at intervals provided by ordinance, a written report to the council setting forth:
      - (A) the amount of budget appropriations;
      - (B) total disbursements from the appropriations;
      - (C) the amount of indebtedness incurred or contracted against each appropriation, including disbursements and indebtedness incurred and not paid; and
      - (D) the percentage of the appropriations encumbered;
    - (v) report to the council the condition and needs of the municipality;
    - (vi) report to the council any release granted under Subsection (1)(d)(xiii);
    - (vii) if the mayor remits a fine or forfeiture under Subsection (1)(d)(xi), report the remittance to the council at the council's next meeting after the remittance;
    - (viii) perform each other duty:

- (A) prescribed by statute; or
  - (B) required by a municipal ordinance that is not inconsistent with statute;
- (d) may:
- (i) subject to budget constraints:
    - (A) appoint:
      - (I) subject to Subsections (3)(b) and (4), a chief administrative officer; and
      - (II) one or more deputies or administrative assistants to the mayor; and
    - (B)
      - (I) create any other administrative office that the mayor considers necessary for good government of the municipality; and
      - (II) appoint a person to the office;
  - (ii) with the council's advice and consent and except as otherwise specifically limited by statute, appoint:
    - (A) each department head of the municipality;
    - (B) each statutory officer of the municipality; and
    - (C) each member of a statutory commission, board, or committee of the municipality;
  - (iii) dismiss any person appointed by the mayor;
  - (iv) as provided in Section 10-3b-204, veto an ordinance, tax levy, or appropriation passed by the council;
  - (v) exercise control of and supervise each executive or administrative department, division, or office of the municipality;
  - (vi) within the general provisions of statute and ordinance, regulate and prescribe the powers and duties of each other executive or administrative officer or employee of the municipality;
  - (vii) attend each council meeting, take part in council meeting discussions, and freely give advice to the council;
  - (viii) appoint a budget officer to serve in place of the mayor to comply with and fulfill in all other respects the requirements of, as the case may be:
    - (A) Chapter 5, Uniform Fiscal Procedures Act for Utah Towns; or
    - (B) Chapter 6, Uniform Fiscal Procedures Act for Utah Cities;
  - (ix) execute an agreement on behalf of the municipality, or delegate, by written executive order, the authority to execute an agreement on behalf of the municipality:
    - (A) if the obligation under the agreement is within certified budget appropriations; and
    - (B) subject to Section 10-6-138;
  - (x) at any reasonable time, examine and inspect the official books, papers, records, or documents of:
    - (A) the municipality; or
    - (B) any officer, employee, or agent of the municipality;
  - (xi) remit fines and forfeitures;
  - (xii) if necessary, call on residents of the municipality over the age of 21 years to assist in enforcing the laws of the state and ordinances of the municipality; and
  - (xiii) release a person imprisoned for a violation of a municipal ordinance; and
- (e) may not vote on any matter before the council.
- (2)

- (a) The first mayor elected under a newly established mayor-council form of government shall, within six months after taking office, draft and submit to the council a proposed ordinance:
    - (i) providing for the division of the municipality's administrative service into departments, divisions, and bureaus; and
    - (ii) defining the functions and duties of each department, division, and bureau.
  - (b) Before the council adopts an ordinance on the municipality's administrative service, the mayor may establish temporary rules and regulations to ensure efficiency and effectiveness in the divisions of the municipal government.
- (3)
- (a) As used in this Subsection (3), "interim vacancy period" means the period of time that:
    - (i) begins on the day on which a municipal general election described in Section 10-3-201 is held to elect a mayor; and
    - (ii) ends on the day on which the mayor-elect begins the mayor's term.
  - (b) Each person appointed as chief administrative officer under Subsection (1)(c)(iii)(A) shall be appointed on the basis of:
    - (i) the person's ability and prior experience in the field of public administration; and
    - (ii) any other qualification prescribed by ordinance.
  - (c)
    - (i) The mayor may not appoint a chief administrative officer during an interim vacancy period.
    - (ii) Notwithstanding Subsection (3)(c)(i):
      - (A) the mayor may appoint an interim chief administrative officer during an interim vacancy period; and
      - (B) the interim chief administrative officer's term shall expire once a new chief administrative officer is appointed by the new mayor after the interim vacancy period has ended.
  - (d) Subsection (3)(c) does not apply if the mayor who holds office on the day of the municipal general election is re-elected to the mayor's office for the following term.
- (4) A mayor who appoints a chief administrative officer in accordance with this section may not, on or after May 10, 2011, enter into an employment contract that contains an automatic renewal provision with the chief administrative officer.

Amended by Chapter 352, 2015 General Session

**10-3b-203 Council in a council-mayor form of government.**

- (1) The council in a municipality operating under a council-mayor form of government:
  - (a) shall:
    - (i) by ordinance, provide for the manner in which:
      - (A) municipal property is bought, sold, traded, encumbered, or otherwise transferred; and
      - (B) a subdivision or annexation is approved, disapproved, or otherwise regulated;
    - (ii) pass ordinances, appropriate funds, and review municipal administration;
    - (iii) perform all duties that the law imposes on the council; and
    - (iv) elect one of its members to be the chair of the council;

- (b) may:
  - (i) adopt an ordinance, to be known as the municipal administrative code:
    - (A) dividing the municipality's administrative service into departments, divisions, and bureaus; and
    - (B) defining the functions and duties of each department, division, and bureau;
  - (ii) adopt an ordinance:
    - (A) creating, consolidating, or abolishing departments, divisions, and bureaus; and
    - (B) defining or altering the functions and duties of each department, division, and bureau;
  - (iii) notwithstanding Subsection (1)(c)(iii), make suggestions or recommendations to a subordinate of the mayor;
  - (iv)
    - (A) notwithstanding Subsection (1)(c), appoint a committee of council members or citizens to conduct an investigation into:
      - (I) an officer, department, or agency of the municipality; or
      - (II) any other matter relating to the welfare of the municipality; and
    - (B) delegate to an appointed committee powers of inquiry that the council considers necessary;
  - (v) make and enforce any additional rule or regulation for the government of the council, the preservation of order, and the transaction of the council's business that the council considers necessary; and
  - (vi) take any action allowed under Section 10-8-84; and
- (c) may not:
  - (i) direct or request, other than in writing, the appointment of a person to or the removal of a person from an executive municipal office;
  - (ii) interfere in any way with an executive officer's performance of the officer's duties; or
  - (iii) publicly or privately give orders to a subordinate of the mayor.
- (2) A member of a council in a municipality operating under the council-mayor form of government may not have any other compensated employment with the municipality.

Enacted by Chapter 19, 2008 General Session

**10-3b-204 Presenting council action to mayor -- Veto -- Reconsideration -- When ordinance, tax levy, or appropriation takes effect.**

- (1) The council in each municipality operating under a council-mayor form of municipal government shall present to the mayor each ordinance, tax levy, and appropriation passed by the council.
- (2)
  - (a) The mayor in a municipality operating under a council-mayor form of municipal government may veto an ordinance or tax levy or all or any part of an appropriation passed by the council.
  - (b) If a mayor vetoes an ordinance or tax levy or all or any part of an appropriation, the mayor shall return the ordinance, tax levy, or appropriation to the council within 15

days after the council presents the ordinance, tax levy, or appropriation to the mayor, with a statement explaining the mayor's objections.

- (3) At its next meeting following a mayor's veto under Subsection (2), the council shall reconsider the vetoed ordinance, tax levy, or appropriation.
- (4) An ordinance, tax levy, or appropriation passed by the council takes effect upon recording as provided in Chapter 3, Part 7, Municipal Ordinances, Resolutions, and Procedure, if:
  - (a) the mayor signs the ordinance, tax levy, or appropriation;
  - (b) the mayor fails to sign the ordinance, tax levy, or appropriation within 15 days after the council presents the ordinance, tax levy, or appropriation to the mayor; or
  - (c) following a veto, the council reconsiders the ordinance, tax levy, or appropriation and passes it by a vote of at least two-thirds of all council members.

Enacted by Chapter 19, 2008 General Session

**10-3b-205 Rules and regulations by municipal officers.**

A municipal officer in a municipality operating under a council-mayor form of government may prescribe rules and regulations, not inconsistent with statute, municipal ordinance, or the merit plan.

Enacted by Chapter 19, 2008 General Session



# **Campaigns**

**Financial Reporting**

**Temporary Sign Regulations**

**Postal Restrictions**

## CAMPAIGN FINANCIAL REPORTING

Candidates for elected municipal office must file signed campaign financial statements containing itemized and total campaign contributions and expenditures as outlined in West Jordan City Code 1-15-4 and Utah Code Annotated 10-3-208. Such statements shall be filed with the West Jordan City Recorder as follows:

- (1) Seven days before the date of the primary election, if any;
- (2) 28 days before the day on which the general election is held
- (3) Seven days before the date of the general election; and
- (4) No later than 30 days after the date of the general election

Each Candidate who is eliminated at a municipal primary election shall file a finance statement 30 days after the primary election.

Signed campaign financial statements received by the City Recorder are classified as a public record.

**Failure to submit financial reports is a serious matter.** Substantial penalties exist for failure to file timely campaign financial reports. UCA 10-3-208 states:

- (11) (a) If a candidate fails to timely file a campaign finance statement required under Subsection (4) or (5), the municipal clerk or recorder:
  - (i) may send an electronic notice to the candidate that states:
    - (A) that the candidate failed to timely file the campaign finance statement; and
    - (B) that, if the candidate fails to file the report within 24 hours after the deadline for filing the report, the candidate will be disqualified; and
  - (ii) may impose a fine of \$50 on the candidate.
- (b) **The municipal clerk or recorder shall disqualify a candidate and inform the appropriate election official that the candidate is disqualified if the candidate fails to file a campaign finance statement described in Subsection (4) or (5) within 24 hours after the deadline for filing the report.**

**Anonymous Contributions.** Any candidate or officeholder who receives an anonymous contribution that **exceeds \$50 must** donate that contribution to the state treasurer, a political subdivision for deposit into the state's or political subdivision's general fund, or to an organization that is exempt from federal income taxation under Section 501(c)(3) Internal Revenue Code. (UCA 10-3-208)

10-3-208(1)(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  
10-3-208

(7) 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.

**Utah Code**  
**Campaign Finance Disclosure In Municipal Election**

*Effective 5/4/2022*

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) an express, legally enforceable contract, promise, or agreement to make any purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value for a political purpose;
  - (D) compensation paid by a candidate for personal services rendered by a person without charge to a reporting entity;
  - (E) a transfer of funds between the candidate and a candidate's personal campaign committee as defined in Section [20A-11-101](#); or
  - (F) goods or services provided by a reporting entity to or for the benefit of the candidate for political purposes at less than fair market value.
- (ii) "Expenditure" does not include:
  - (A) services provided without compensation by an individual volunteering a portion or all of the individual's time on behalf of a candidate; or
  - (B) money lent to a candidate by a financial institution in the ordinary course of business.
- (g) "In-kind contribution" means anything of value other than money, that is accepted by or coordinated with a candidate.

- (h) (i) "Political consultant" means a person who is paid by a candidate, or paid by another person on behalf of and with the knowledge of the candidate, to provide political advice to the candidate.
- (ii) "Political consultant" includes a circumstance described in Subsection [\(1\)\(h\)\(i\)](#), where the person:
  - (A) has already been paid, with money or other consideration;
  - (B) expects to be paid in the future, with money or other consideration; or
  - (C) understands that the person may, in the discretion of the candidate or another person on behalf of and with the knowledge of the candidate, be paid in the future, with money or other consideration.
- (i) "Political purposes" means an act done with the intent or in a way to influence or tend to influence, directly or indirectly, any person to refrain from voting or to vote for or against any candidate or a person seeking a municipal office at any caucus, political convention, or election.
- (j) "Reporting entity" means:
  - (i) a candidate;
  - (ii) a committee appointed by a candidate to act for the candidate;
  - (iii) a person who holds an elected municipal office;
  - (iv) a party committee as defined in Section [20A-11-101](#);
  - (v) a political action committee as defined in Section [20A-11-101](#);
  - (vi) a political issues committee as defined in Section [20A-11-101](#);
  - (vii) a corporation as defined in Section [20A-11-101](#); or
  - (viii) a labor organization as defined in Section [20A-11-1501](#).
- (2) (a) A municipality may adopt an ordinance establishing campaign finance disclosure requirements for a candidate that are more stringent than the requirements provided in Subsections [\(3\)](#) through [\(7\)](#).
- (b) The municipality may adopt definitions that are more stringent than those provided in Subsection [\(1\)](#).
- (c) If a municipality fails to adopt a campaign finance disclosure ordinance described in Subsection [\(2\)\(a\)](#), a candidate shall comply with financial reporting requirements contained in Subsections [\(3\)](#) through [\(7\)](#).
- (3) Each candidate:
  - (a) shall deposit a contribution in a separate campaign account in a financial institution; and
  - (b) may not deposit or mingle any campaign contributions received into a personal or business account.
- (4) (a) In a year in which a municipal primary is held, each candidate who will participate in the municipal primary shall file a campaign finance statement with

the municipal clerk or recorder no later than seven days before the day described in Subsection [20A-1-201.5\(2\)](#).

- (b) Each candidate who is not eliminated at a municipal primary election shall file a campaign finance statement with the municipal clerk or recorder no later than:
    - (i) 28 days before the day on which the municipal general election is held;
    - (ii) seven days before the day on which the municipal general election is held; and
    - (iii) 30 days after the day on which the municipal general election is held.
  - (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) Each campaign finance statement described in Subsection [\(4\)](#) or [\(5\)](#) shall:
- (a) except as provided in Subsection [\(6\)](#)(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.
- (7) 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.
- (8) (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 [\(8\)](#)(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 [\(9\)](#).
- (9) 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.
- (10) 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:
    - (i) (A) posting an electronic copy or the contents of the statement on the municipality's website no later than seven business days after the statement is filed; and
    - (B) verifying that the address of the municipality's website has been provided to the lieutenant governor in order to meet the requirements of Subsection [20A-11-103\(5\)](#); or

- (ii) submitting a copy of the statement to the lieutenant governor for posting on the website established by the lieutenant governor under Section [20A-11-103](#) no later than two business days after the statement is filed.
  - (11) (a) If a candidate fails to timely file a campaign finance statement required under Subsection [\(4\)](#) or [\(5\)](#), the municipal clerk or recorder:
    - (i) may send an electronic notice to the candidate that states:
      - (A) that the candidate failed to timely file the campaign finance statement; and
      - (B) that, if the candidate fails to file the report within 24 hours after the deadline for filing the report, the candidate will be disqualified; and
    - (ii) may impose a fine of \$50 on the candidate.
  - (b) The municipal clerk or recorder shall disqualify a candidate and inform the appropriate election official that the candidate is disqualified if the candidate fails to file a campaign finance statement described in Subsection [\(4\)](#) or [\(5\)](#) within 24 hours after the deadline for filing the report.
  - (c) If a candidate is disqualified under Subsection [\(11\)\(b\)](#), the election official:
    - (i) (A) shall, if practicable, remove the candidate's name from the ballot by blacking out the candidate's name before the ballots are delivered to voters; or
    - (B) shall, if removing the candidate's name from the ballot is not practicable, inform the voters by any practicable method that the candidate has been disqualified and that votes cast for the candidate will not be counted; and
    - (ii) may not count any votes for that candidate.
  - (d) Notwithstanding Subsection [\(11\)\(b\)](#), a candidate who timely files each campaign finance statement required under Subsection [\(4\)](#) or [\(5\)](#) is not disqualified if:
    - (i) the statement details accurately and completely the information required under Subsection [\(6\)](#), except for inadvertent omissions or insignificant errors or inaccuracies; and
    - (ii) the omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.
  - (e) A candidate for municipal office who is disqualified under Subsection [\(11\)\(b\)](#) shall file with the municipal clerk or recorder a complete and accurate campaign finance statement within 30 days after the day on which the candidate is disqualified.
- (12) A campaign finance statement required under this section is considered filed if it is received in the municipal clerk or recorder's office by 5 p.m. on the date that it is due.

- (13) (a) A private party in interest may bring a civil action in district court to enforce the provisions of this section or an ordinance adopted under this section.
- (b) In a civil action under Subsection [\(13\)](#)(a), the court may award costs and attorney fees to the prevailing party.





Community Development  
Code Enforcement Division  
8000 South Redwood Road  
West Jordan, Utah 84088  
(801) 256-2107  
Email: [code@westjordan.utah.gov](mailto:code@westjordan.utah.gov)

February 23, 2023

Dear Candidate,

The intent of this memo is to examine the sign code requirements of Title 12 of the City of West Jordan's Municipal Code that encompasses campaign signs as well as other types of non-commercial signs.

- **Placement:** Signs are to be **located on private property with the owner's permission**. Private property is specifically defined in the code section depending whether a sidewalk and/or curb exist adjacent to the property upon which the sign will be located.

The specific applicable code section within Title 12 states the following:

- **12-2-5(E). Exempt signs for which no sign permit is required.**
  1. *Non-commercial signs. Non-commercial signs, not exceeding **eight (8) square feet** in size, **located on private property with the owner's permission**\*. For purposes of this subsection, "private property" shall mean the area behind the sidewalk. If there is no sidewalk, then "private property" shall be the area measured eleven feet (11') from the back of the curb. If there is no curb, then eleven feet (11') from the edge of the asphalt or road base. The definition of private property in this subsection shall not apply to property abutting state rights of way.*
  2. *The city shall not be liable for any signs placed in a state right of way. Noncommercial sign owners shall be solely responsible for verifying the boundaries of any such state right of way.*

- **12-1-4: Definitions: Non-commercial sign:**

*Any sign that does not do any of the following:*

- A. *Advertise or promote, directly or indirectly, a product or service for profit or for a business purpose; or*
- B. *Directly or indirectly propose a commercial transaction.*

With more city sponsored events on city property coming in the next few months, I would like to remind everyone about signs on public property. Any property that is owned by the City of West Jordan, including the public right of way, is "public property". This city code provision includes any sign, regardless of the type or content. I am referencing the relevant city code sections, as follows:

- **12-3-6 Prohibited Signs**

*The following signs are prohibited:*

.....  
*B. Signs On Public Property: Signs located on public property; within street rights of way, including sidewalks; or those attached to any structure or appurtenance on public property; however, the following signs may be displayed on public property subject to the provisions of this title: 1) public necessity signs, traffic regulatory signs, and directional signs related to public uses and facilities installed by a governmental agency; 2) temporary signs, placed during major street construction as described in subsection [12-3-3P](#) of this chapter; 3) handheld signs, no larger than six (6) square feet in size, displayed by individuals on traditional public fora, including public sidewalks, in such a way that the sign does not unreasonably impede or inhibit pedestrian and other traffic on or over the public property; impede or inhibit ingress or egress to buildings or other areas which must be accessed from or over the public property; or subject to constitutionally protected rights, create a hazard, or which unreasonably restricts the lawful use of the public property by others; and 4) bus bench and bus shelter signs, subject to the provisions of subsection [12-3-3C](#) of this chapter.*

.....  
*L. Vehicle: Vehicle signs.*

*Definition: Vehicle Sign: A sign or advertising device that is attached to, painted on, placed upon, or supported by any truck, trailer, boat, other vehicle or portable structure conspicuously or regularly parked on or off premises expressly to attract attention to a business, product or promotion. This definition does not apply to signs or lettering on public transit vehicles, taxis or company vehicles operating during the normal course of business or parked in a legally designated onsite parking space at the location of the company owning the vehicle.*

- **Please be aware that any illegal sign posted on city property will be removed without notice.**

- **12-5-2: Removal of Signs**

.....  
*B. Signs On Public Property: Any sign illegally on public property, as described in subsection [12-3-6B](#) of this title, shall be removed immediately without notice to the owner.*

If you have any questions, please contact Code Enforcement 801-256-2107.

*Brock Hudson*  
Community Preservation Manager  
City of West Jordan  
801.569.5137  
[brock.hudson@westjordan.utah.gov](mailto:brock.hudson@westjordan.utah.gov)

## POSTAL RESTRICTIONS

### **Distribution of Campaign Literature**

Please be aware that putting campaign literature inside residential mailboxes is a violation of federal postal standards. Campaign material, if found in the mailboxes, will be removed by the postal carrier. The West Jordan Postmaster encourages you to inform your campaign workers against the use of mailboxes for campaign literature.

### **Bulk Mailings**

The West Jordan Post Office staff is eager to assist you in mailing bulk rate campaign literature. Make note that a permit is required. Please contact the Post Office at (801) 566-3186 for information regarding bulk mailings and coordination of their distribution.



# **West Jordan City Information**

**WJC Administrative Personnel**

**WJC Elected Officials**

**WJC Organizational Chart**



## Executive Department Head Contact List

Mayor

Dirk Burton

801-440-7035

[dirk.burton@westjordan.utah.gov](mailto:dirk.burton@westjordan.utah.gov)

Chief Administrative Officer

Korban Lee

801-569-5071

[korban.lee@westjordan.utah.gov](mailto:korban.lee@westjordan.utah.gov)

Fire Department

Chief Derek Maxfield

801-260-7342

[derek.maxfield@westjordan.utah.gov](mailto:derek.maxfield@westjordan.utah.gov)

Assistant Chief Administrative Officer

Jamie Davidson

801-569-5105

[jamie.davidson@westjordan.utah.gov](mailto:jamie.davidson@westjordan.utah.gov)

Police Department

Chief Ken Wallentine

801-256-2001

[ken.wallentine@westjordan.utah.gov](mailto:ken.wallentine@westjordan.utah.gov)

Public Affairs

Tauni Barker

801-569-5163

[tauni.barker@westjordan.utah.gov](mailto:tauni.barker@westjordan.utah.gov)

Public Works

Brian Clegg

801-569-5118

[brian.clegg@westjordan.utah.gov](mailto:brian.clegg@westjordan.utah.gov)

City Attorney

Josh Chandler

801-569-5145

[josh.chandler@westjordan.utah.gov](mailto:josh.chandler@westjordan.utah.gov)

Public Utilities

Greg Davenport

801-569-5077

[greg.davenport@westjordan.utah.gov](mailto:greg.davenport@westjordan.utah.gov)

Administrative Services

Danyce Steck

801-569-5009

[danyce.steck@westjordan.utah.gov](mailto:danyce.steck@westjordan.utah.gov)

Public Services

Isaac Astill

801-569-5762

[isaac.astill@westjordan.utah.gov](mailto:isaac.astill@westjordan.utah.gov)

Community Development

Scott Langford

801-569-5065

[scott.langford@westjordan.utah.gov](mailto:scott.langford@westjordan.utah.gov)

Economic Development

Chris Pengra

801-569-5117

[chris.pengra@westjordan.utah.gov](mailto:chris.pengra@westjordan.utah.gov)



### City of West Jordan Elected Officials

Mayor	Dirk Burton (801) 569-5110 dirk.burton@westjordan.utah.gov
At- Large	Pamela Bloom (801) 923-3382 pamela.bloom@westjordan.utah.gov
At-Large	Kelvin Green (385) 695-5317 kelvin.green@westjordan.utah.gov
At-Large	Kayleen Whitelock (801) 280-2367 kayleen.whitelock@westjordan.utah.gov
District #1	Chris McConnehey (801) 613-8889 chris.mcconnehey@westjordan.utah.gov
District #2	Melissa Worthen (801) 897-5231 melissa.worthen@westjordan.utah.gov
District #3	Zach Jacob (801) 755-9628 zach.jacob@westjordan.utah.gov
District #4	David Pack (801) 244-1946 david.pack@westjordan.utah.gov



**CITY OF WEST JORDAN RESIDENTS**

**LEGISLATIVE BRANCH**

**CITY COUNCIL**  
 Chris McConnehey (District 1)  
 Melissa Worthen (District 2)  
 Zach Jacob (District 3)  
 David Pack (District 4)  
 Pamela Bloom (At-Large)  
 Kelvin Green (At-Large)  
 Kayleen Whitelock (At-Large)

**COUNCIL OFFICE**  
 Alan Anderson

**EXECUTIVE BRANCH**

**MAYOR**  
 Dirk Burton

**CHIEF ADMINISTRATIVE OFFICER**  
 Korban Lee

**ASSISTANT CHIEF ADMINISTRATIVE OFFICER**  
 Jamie Davidson

**PUBLIC AFFAIRS**  
 Tauni Barker  
 Government Affairs  
 Communications

**JUDICIAL BRANCH**

**JUSTICE COURT**  
 Judge  
 Ronald Kunz

**PROPOSED ORGANIZATIONAL CHART**  
 (AS OF 7/01/2023)

- ELECTED OFFICIALS
- DEPARTMENTS
- DIVISION OF THE MAYOR'S OFFICE
- INDEPENDENT SPECIAL FUNCTION

**LEGAL SERVICES**  
 Josh Chandler

General Counsel  
 Litigation  
 Prosecution  
 Risk Management  
 Victim Advocate

**ADMINISTRATIVE SERVICES**  
 Danyce Steck

Accounting  
 Budget  
 City Recorder  
 Customer Service & Passports  
 Grants / CDBG  
 Human Resources  
 Information Technology  
 Purchasing  
 Treasury

**FIRE**  
 Derek Maxfield

Emergency Management  
 Emergency Medical Services  
 Fire  
 Fire Prevention & Education  
 Fire Records

**POLICE**  
 Ken Wallentine

Animal Services  
 Crossing Guards  
 Investigations  
 Patrol  
 Police Records

**PUBLIC SERVICES**  
 Isaac Astill

Cemetery  
 Events  
 Facilities  
 Parks Operations  
 Parks Capital Projects  
 Streetscapes  
 Streetlights

**ECONOMIC DEVELOPMENT**  
 Chris Pengra

Business Recruitment  
 Business Retention  
 Redevelopment  
 Agency

**COMMUNITY DEVELOPMENT**  
 Scott Langford

Building & Safety  
 Business Licensing  
 Code Enforcement  
 Development Review  
 Planning & Zoning  
 Real Property

**PUBLIC UTILITIES**  
 Greg Davenport

Capital Projects  
 Sewer  
 Storm Water  
 Water

**PUBLIC WORKS**  
 Brian Clegg

Engineering  
 Fleet  
 GIS  
 Solid Waste  
 Streets



# **Important Forms and Handouts**

**Withdrawal Affidavit**

**How to Submit Your Financial Disclosure**

**City Website Profile**

**Lt. Governor Candidate Profile**

**Pledge of Fair Campaign Practices**

**Master Ballot Position List**





**2023**  
**CANDIDACY WITHDRAWAL AFFIDAVIT**

**State of Utah**

} **SS.**

**Salt Lake County**

I, \_\_\_\_\_, being first duly sworn, depose and state:  
I reside at \_\_\_\_\_ in the City of West Jordan, in  
Salt Lake County, State of Utah, Zip Code \_\_\_\_\_.

Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Having filed a Declaration of Candidacy for the office of \_\_\_\_\_, I hereby  
withdraw as a candidate for this office.

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

Subscribed and sworn before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 2023  
Notary Public (or other officer qualified to administer oath)

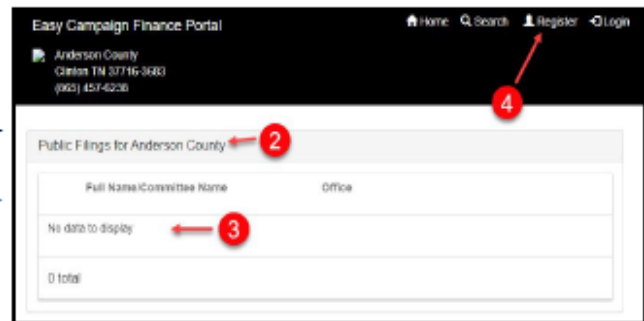
By: \_\_\_\_\_  
Title: Election Officer

# QUICK START GUIDE

## Campaign Finance — Website User Guide

### PUBLIC PORTAL

1. Go to <https://cityofwestjordanut.easyvotecampaignfinance.com/home/publicfilings> using your web browser. The following browsers are supported: Internet Explorer, Google Chrome, Mozilla Firefox, and Microsoft Edge. While Internet Explorer is supported, it is recommended that you use one of the other browsers. Microsoft no longer supports Internet Explorer. Google Chrome is the preferred browser.

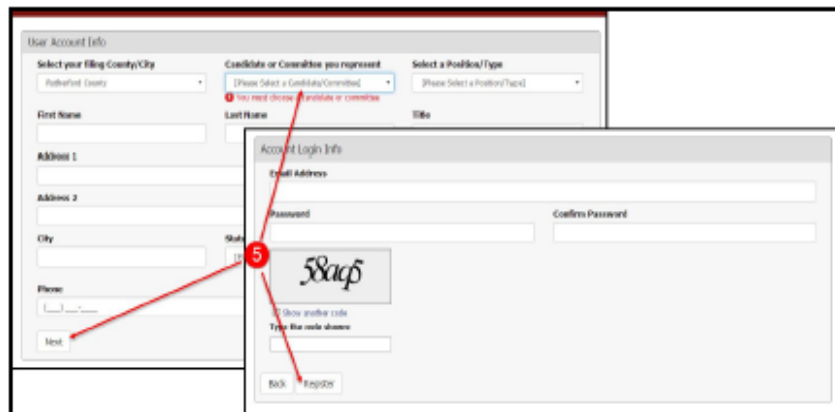


Note: Enable pop-ups and cookies in your web browser. Disable any ad-blocker extensions in your web browser. Failure to do the items may cause issues when trying to create, preview, or submit a document.

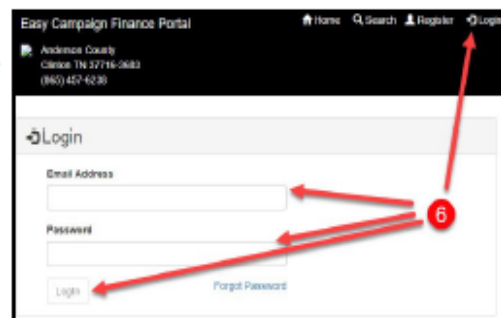
2. The records of existing candidates/committees appear on the Home page.
3. Candidates/Committees will appear in the grid. Click on the > button to expand a Candidate/Committee record. When a Candidate/Committee has been expanded, you can click on the document name to view the document.

### HOW TO REGISTER FOR CANDIDATE/COMMITTEE PORTAL

4. To register a new account, click on the Register button at the top of the page or from the button below the view records page.
5. Complete the data fields in User Account Info screen, and then click the Next button. Complete the remaining fields in the final registration screen and then click the Register button to submit your registration.



Note: When registering, you must select a candidate/committee from the dropdown box. If the candidate /committee you represent DOES NOT appear in the dropdown box—you MUST contact the City Recorder's Office and have them add the candidate/committee you are wanting to manage, before you can register for the system.



### CANDIDATE/COMMITTEE PORTAL

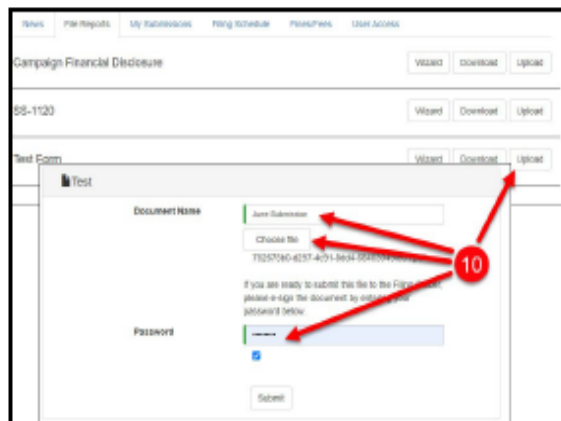
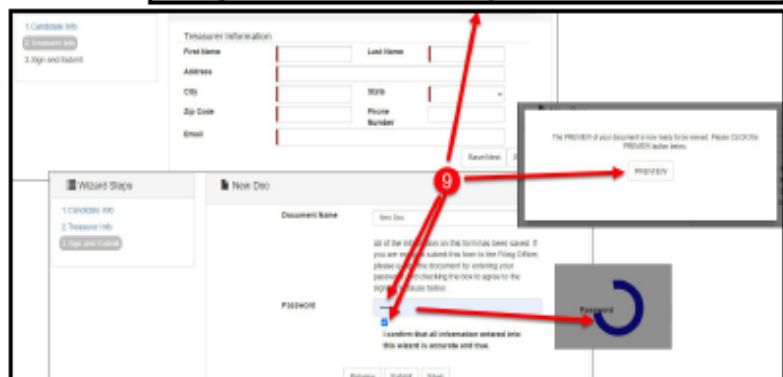
6. Click on the Login button to access your account. Then enter your Email Address and Password, after which you can update your information, file a document, view any incurred fines or fees, and designate account managers.



# QUICK START GUIDE

## Campaign Finance — Website User Guide

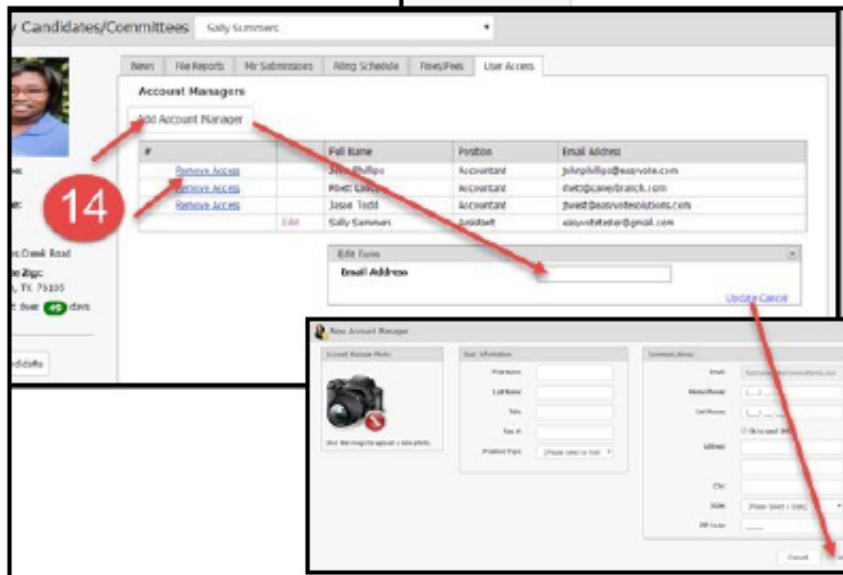
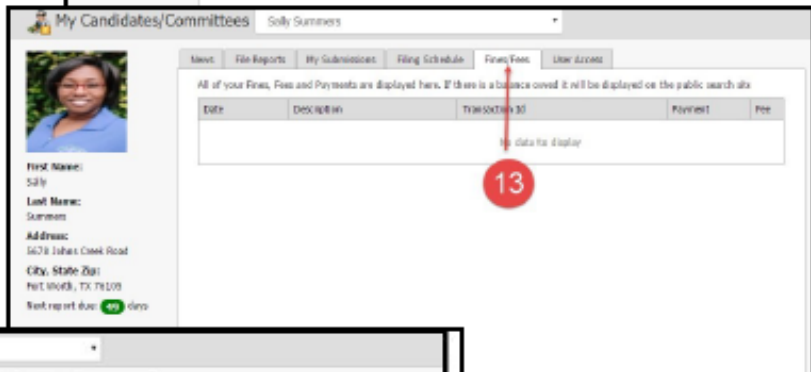
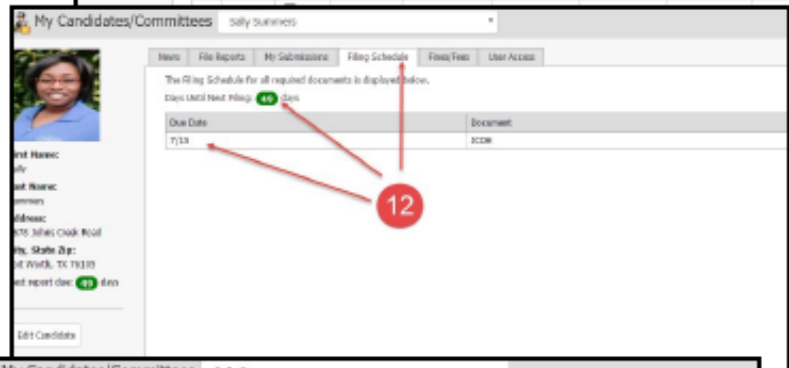
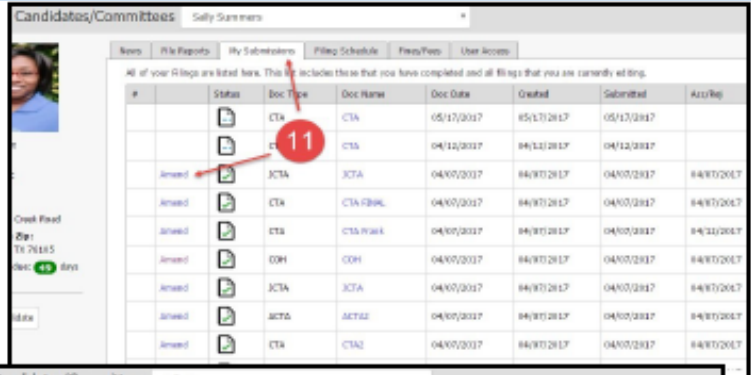
- After you log in to your account, the first tab you see will be the News tab which displays any pertinent information you need to be aware of. If you are an Account Manager for multiple accounts, select the appropriate Candidate/Committee from the dropdown box. You can also click on the Edit Candidate button to update a candidate/committee information.
- The File Reports tab allows you to submit documents by completing the document using the Wizard. (the documents WILL NOT be visible until you have been approved for access to the system). When you click the Wizard button, you can continue previously saved, unsubmitted documents or create a new filing.
- When completing a document via the Wizard, information about the candidate/committee will be pre-populated into the data fields (from candidate/committee information) to help save time. Complete each page of the Wizard and then click the Save/Next button to continue on to the next page. (NOTE: you **MUST** click Save/Next to save the data on the current screen.) To return to a previous page, click the Back button. The Sign and Submit page is the last page of a document, and it requires you to Preview the document before you can Submit or Save. The Save button allows you to save all of your progress, but DOES NOT submit the document for approval. You can continue the document at any time by returning to the File Reports tab and then by clicking on the corresponding Wizard button for that form or by going to the My Submissions tab and clicking Edit beside the document you wish to continue working on. You must enter your password and check the submission clause checkbox. A blue progress wheel will appear while the document is being submitted. If the document has a lot of contributions, expenditures, etc., the upload process may take a minute or two.
- There is no upload option as this time.



# QUICK START GUIDE

## Campaign Finance — Website User Guide

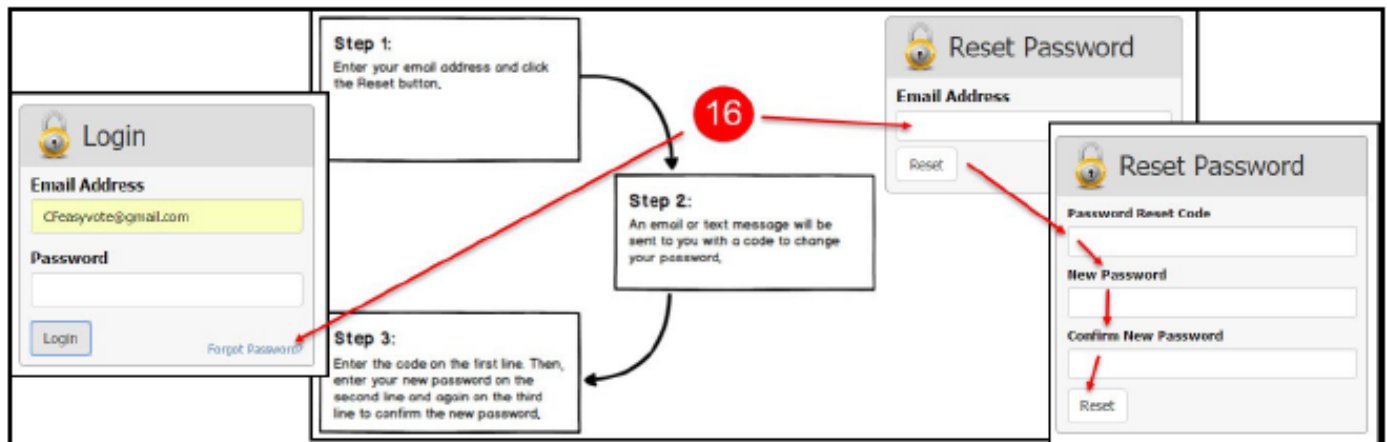
11. The My Submissions tab displays the history for all of the Candidate/Committee documents. Documents can be amended by clicking on the Amend button. If you start a document and Save it—Edit and Delete will be an option. Click Edit beside the document you want to work on.
12. The Filing Schedule tab displays any due dates pertaining to required documents.
13. The Fines/Fees tab displays the history of any assessed fines/fees and any corresponding Payments or Credits.
14. The User Access tab allows you to control Account Manager access to your account. Click on the Add Account Manager button to add an account manager. Enter the email address of the account manager you are adding. Then complete the data fields and click the Add button. Enter the email address of the account manager you are adding. Then complete the data fields and click the Add button. Click on the Remove Access button next to an Account Manager's name to revoke access to an account. (NOTE: If the person already exist in the system—you will get a notice that says the email is already registered. You will need to contact your Election Office to get them to add the person as your Account Manager.)



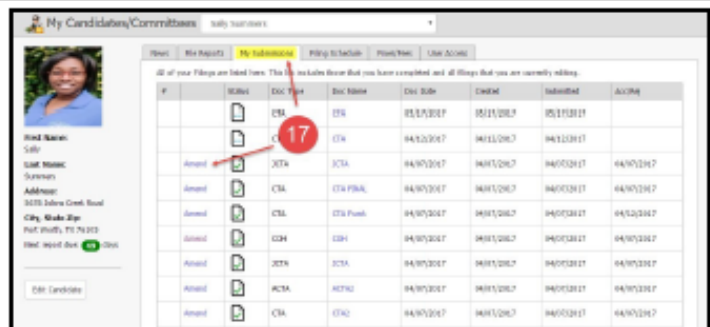
# QUICK START GUIDE

## Campaign Finance — Website User Guide

- To update or edit your Account Manager information, click on your name in the top right corner where your name appears after the word "Welcome". To update or edit the candidate/committee information, click on the Edit Candidate button at the bottom left side of the page.
- To reset your password or if you have forgotten your password for access to the Campaign Finance website, click on the Forgot Password? button, on the login screen. In the next window, enter the email address associated with your account and click the Reset button. A password reset code will be sent by either a text message or email. Enter that code into the Password Reset Code field and then enter your new password. You will need to type the new password into two separate fields to help avoid any typing errors, then click the Reset button.



- To Amend a document you must go under the *My Submissions* tab and click AMEND next to the document you wish to amend. By doing this the wizard brings in all the data from the last report you filed and you will only have to make your corrects and resubmit the document.





## **EasyVote Contact Information**

Please note, you may receive emails from [elections@westjordan.utah.gov](mailto:elections@westjordan.utah.gov) and the phone number (385) 955-4705. Both the email address and phone number are safe. If you have any questions about EasyVote or Campaign Finance related, you may email [elections@westjordan.utah.gov](mailto:elections@westjordan.utah.gov). Please do not message the phone number above. The phone number above only sends messages and does not receive them.

## **WEST JORDAN MUNICIPAL CODE 1-15-3: CAMPAIGN FUNDS**

- A. Candidates must establish as separate campaign account at a financial institution and may not deposit or co-mingle and Contributions into any personal or business account.
- B. Campaign Funds cannot be spent for a Candidate or Candidate's family's personal use. If an expenditure is not related to a campaign or officeholder's duties but rather benefits the candidate or candidate's family, the expenditure is prohibited.
- C. Payments made from joint accounts are attributed to the party who signed the check unless the check is signed by all parties on the check or a signed statement is provided that indicates the specific allocation to each person owning the account. Funds that are not transferred by a check (e.g. cash, debit card, electronic transfer) are attributable to the Candidate unless a signed statement is provided indicating a different allocation to each person owing the account.
- D. Candidates may not use a campaign contribution if it is from an anonymous source and greater than \$50. If a Candidate receives an anonymous contribution greater than \$50, the Candidate must gift the money to the state, county, city, or a non-profit 501(c)(3) organization within 30 days of receiving the contribution. (Ord. 20-44, 12-2-2020)

## **WEST JORDAN MUNICIPAL CODE 1-15-4: DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND EXPENDITURES**

- A. Disclosure Duty: Each candidate for elected municipal office shall report financial contributions and expenditures in full compliance with this code, Utah code section 10-3-208, and title 20A, chapter 11, or their successor provisions. If the city adopts stricter disclosure requirements than Utah Code the disclosure requirements of this chapter shall apply.
- B. Report Filing: The filings required by this section shall be made with the city recorder. The statements so filed shall be public records.
- C. Campaign Finance Reports:
1. Campaign finance reports shall detail accurately and completely the information required concerning contributions and expenditures.
  2. Campaign finance reports shall identify the amount of each contribution, regardless of amount, and the name of the contributor, if known. The monetary value of in-kind contributions should be estimated.
  3. Campaign finance reports shall identify each expenditure, regardless of amount, and the name of the recipient of the expenditure.
  4. Campaign finance reports shall identify any anonymous donations. Campaign finance reports must include a statement of the date of transfer to state, county, city, or a non-profit 501(c)(3) organization and identify the organization funds were transferred to on any anonymous contributions greater than \$50.00 as an Expenditure.

D. Current Elected Officials: Current elected officials must submit an updated campaign finance report no later than April 1 each year in office to disclose campaign contributions and expenditures made or received since the immediately prior reporting period.

E. Campaign finance reports shall include a statement certifying that all contributions and expenditures not previously reported have been reported.

F. City Recorder Notifications:

1. The city recorder shall notify each candidate for municipal office upon declaration of candidacy and again fourteen (14) days before each municipal election, of the provisions of this ordinance and Utah law that govern disclosure of contributions, expenditures, and the penalties for failing to file a campaign finance report, including the statutory provisions that require the removal of the candidate's name from the ballot for failure to file required campaign finance reports.

2. The City Recorder shall notify all elected officials of their obligation to file an annual updated campaign finance report by April 1 as required by this section and the penalties for failing to do so at least fourteen (14) days but no more than twenty one (21) days before such campaign finance report is due. (Ord. 20-44, 12-2-2020; amd. Ord. 23-13, 3-8-2023)

**UTAH CODE ANNOTATED 10-3-208, sections 3, 4, 6, 10, 11**

(3) Each candidate:

(a) shall deposit a contribution in a separate campaign account in a financial institution; and

(b) may not deposit or mingle any campaign contributions received into a personal or business account.

(4)(a) In a year in which a municipal primary is held, each candidate who will participate in the municipal primary shall file a campaign finance statement with the municipal clerk or recorder no later than seven days before the day described in Subsection 20A-1-201.5(2).

(b) Each candidate who is not eliminated at a municipal primary election shall file a campaign finance statement with the municipal clerk or recorder no later than:

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

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

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

(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

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

(a) except as provided in Subsection (6)(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.

(10) 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:

(i)

(A) posting an electronic copy or the contents of the statement on the municipality's website no later than seven business days after the statement is filed; and

(B) verifying that the address of the municipality's website has been provided to the lieutenant governor in order to meet the requirements of Subsection 20A-11-103(5); or

(ii) submitting a copy of the statement to the lieutenant governor for posting on the website established by the lieutenant governor under Section 20A-11-103 no later than two business days after the statement is filed.

(11)

(a) If a candidate fails to timely file a campaign finance statement required under Subsection (4) or (5), the municipal clerk or recorder:

(i) may send an electronic notice to the candidate that states:

(A) that the candidate failed to timely file the campaign finance statement; and

(B) that, if the candidate fails to file the report within 24 hours after the deadline for filing the report, the candidate will be disqualified; and

(ii) may impose a fine of \$50 on the candidate.

(b) The municipal clerk or recorder shall disqualify a candidate and inform the appropriate election official that the candidate is disqualified if the candidate fails to file a campaign finance statement described in Subsection (4) or (5) within 24 hours after the deadline for filing the report.

(c) If a candidate is disqualified under Subsection (11)(b), the election official:

(i)

(A) shall, if practicable, remove the candidate's name from the ballot by blacking out the candidate's name before the ballots are delivered to voters; or

(B) shall, if removing the candidate's name from the ballot is not practicable, inform the voters by any practicable method that the candidate has been disqualified and that votes cast for the candidate will not be counted; and

(ii) may not count any votes for that candidate.

(d) Notwithstanding Subsection (11)(b), a candidate who timely files each campaign finance statement required under Subsection (4) or (5) is not disqualified if:

(i) the statement details accurately and completely the information required under Subsection (6), except for inadvertent omissions or insignificant errors or

inaccuracies; and

(ii) the omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.

(e) A candidate for municipal office who is disqualified under Subsection (11)(b) shall file with the municipal clerk or recorder a complete and accurate campaign finance statement within 30 days after the day on which the candidate is disqualified.

# West Jordan City Website – Candidate Profile

## 100-Word Statement

We invite you to introduce yourself to West Jordan residents through a 100-word blurb about you and your platform. We suggest that you include:

- A Picture
- Biographical Information
- A short statement about your platform

Please send your blurb no later than June 30, 2023, to [elections@westjordan.utah.gov](mailto:elections@westjordan.utah.gov). If you have any questions or concerns, please do not hesitate to contact us.

## Campaign Video

We invite you to introduce yourself to West Jordan residents through a self-recorded video. We believe this is a great opportunity for them to get to know you and your platform. To ensure consistency and fairness, we would like to set some guidelines for the videos.

- The video must be self-recorded and must not exceed one minute in length. You are welcome to use your phone camera.
- Anything longer than one minute will be edited out.
- Additionally, the video must be filmed horizontally, not vertically, to ensure it can be displayed properly on various platforms.
- Your finished video must be sent in a format: .MOV or .MP4. (Most phones automatically save in these two formats)

Please introduce yourself, talk about your experience, and briefly explain your platform. Remember, the video is your chance to make a good impression and stand out to the residents.

Please submit your video no later than June 30, 2023, to [elections@westjordan.utah.gov](mailto:elections@westjordan.utah.gov). If you have any questions or concerns, please do not hesitate to contact us.

**Utah Code**  
**Voter Information Website**

*Effective 5/5/2021*

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](http://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 before 5 p.m. no later than 45 days before the primary election or before 5 p.m. no later than 60 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:
    - (A) a copy of the number and ballot title of each ballot proposition;
    - (B) the final vote cast for each ballot proposition, if any, by a legislative body if the vote was required to place the ballot proposition on the ballot;
    - (C) a complete copy of the text of each ballot proposition, with all new language underlined and all deleted language placed within brackets; and
    - (D) other factual information determined helpful by the election official.
- (b) The information under Subsection [\(4\)\(a\)](#) shall be submitted to the lieutenant governor no later than one business day after the deadline under Subsection [\(4\)\(a\)](#) for each general election year and each municipal election year.
- (c) The lieutenant governor shall:
  - (i) review the information submitted under this section, to determine compliance under this section, prior to placing it on the website;

- (ii) refuse to post information submitted under this section on the website if it is not in compliance with the provisions of this section; and
    - (iii) organize, format, and arrange the information submitted under this section for the website.
  - (d) The lieutenant governor may refuse to include information the lieutenant governor determines is not in keeping with:
    - (i) Utah voter needs;
    - (ii) public decency; or
    - (iii) the purposes, organization, or uniformity of the website.
  - (e) A refusal under Subsection [\(4\)\(d\)](#) is subject to appeal in accordance with Subsection [\(5\)](#).
- (5) (a) A person whose information is refused under Subsection [\(4\)](#), and who is aggrieved by the determination, may appeal by submitting a written notice of appeal to the lieutenant governor before 5 p.m. within 10 business days after the date of the determination. A notice of appeal submitted under this Subsection [\(5\)\(a\)](#) shall contain:
- (i) a listing of each objection to the lieutenant governor's determination; and
  - (ii) the basis for each objection.
- (b) The lieutenant governor shall review the notice of appeal and shall issue a written response within 10 business days after the day on which the notice of appeal is submitted.
- (c) An appeal of the response of the lieutenant governor shall be made to the district court, which shall review the matter de novo.
- (6) (a) The lieutenant governor shall ensure that each voter will be able to conveniently enter the voter's address information on the website to retrieve information on which offices, candidates, and ballot propositions will be on the voter's ballot at the next general election or municipal election.
- (b) The information on the website will anticipate and answer frequent voter questions including the following:
- (i) what offices are up in the current year for which the voter may cast a vote;
  - (ii) who is running for what office and who is the incumbent, if any;
  - (iii) what address each candidate may be reached at and how the candidate may be contacted;
  - (iv) for partisan races only, what, if any, is each candidate's party affiliation;
  - (v) what qualifications have been submitted by each candidate;
  - (vi) where additional information on each candidate may be obtained;
  - (vii) what ballot propositions will be on the ballot; and
  - (viii) what judges are up for retention election.

- (7) The lieutenant governor shall ensure that each voter may conveniently enter the voter's name, date of birth, and address information on the website to retrieve information on the status of the voter's ballot if the voter's ballot is trackable under Section [20A-3a-401.5](#).
- (8) As resources are made available and in cooperation with the county clerks, the lieutenant governor may expand the electronic voter information website program to include the same information as provided under this section for special elections and primary elections.

# How to Submit Your Candidate Profile

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The Lieutenant Governor's Office provides candidates with the opportunity to submit a candidate profile for the website, [VOTE.UTAH.GOV](https://vote.utah.gov). Your profile includes biographical information, a picture, and a short statement. The candidate profile portal may timeout during the submission process; it is recommended that candidates write out their profile details in a separate document to save their work.

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## HOW DO I SUBMIT MY PROFILE?

1. Visit the website [VOTE.UTAH.GOV](https://vote.utah.gov). Select the button "Resources for Candidates, Political Groups & Parties" at the bottom of the page.
  2. After being directed to a new page, select the option "Submit candidate profile."
  3. You will be directed to the UtahID portal. If you do not have a UtahID account, you must create one to proceed. If you already have a UtahID account, simply log into your account.
  4. After creating your UtahID account, you will be prompted for a PIN number. To obtain a PIN number, select your name in the dropdown menu then check your email.
  5. After selecting your name in the dropdown menu, you will receive an email with your PIN number. Your PIN number will be sent to the email address that you provided on your declaration of candidacy. It will not be sent to the email address of your UtahID account.
  6. After receiving your PIN number, enter it into the website and click "Submit."
  7. After entering your PIN number, the website will prompt you to enter your candidate profile. After you are completed, click "Submit for Approval." You have the ability to save and edit your profile *before* the deadline.
- 

## WHEN CAN I SUBMIT MY PROFILE?

- **Primary Election Candidates**  
**July 3<sup>rd</sup>, 2023 at 5:00 p.m. (Mountain Time)**
- **General Election Candidates:**  
**September 8<sup>th</sup>, 2023 at 5:00 p.m. (Mountain Time)**

Please note that these deadlines are established by law (see 20A-7-801(4)). As a result, late submissions and edits cannot be accepted.

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





## 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."

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.



## State of Utah

SPENCER J. COX  
GOVERNOR

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

DEIDRE M. HENDERSON  
LIEUTENANT GOVERNOR

### 2022 – 2023 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

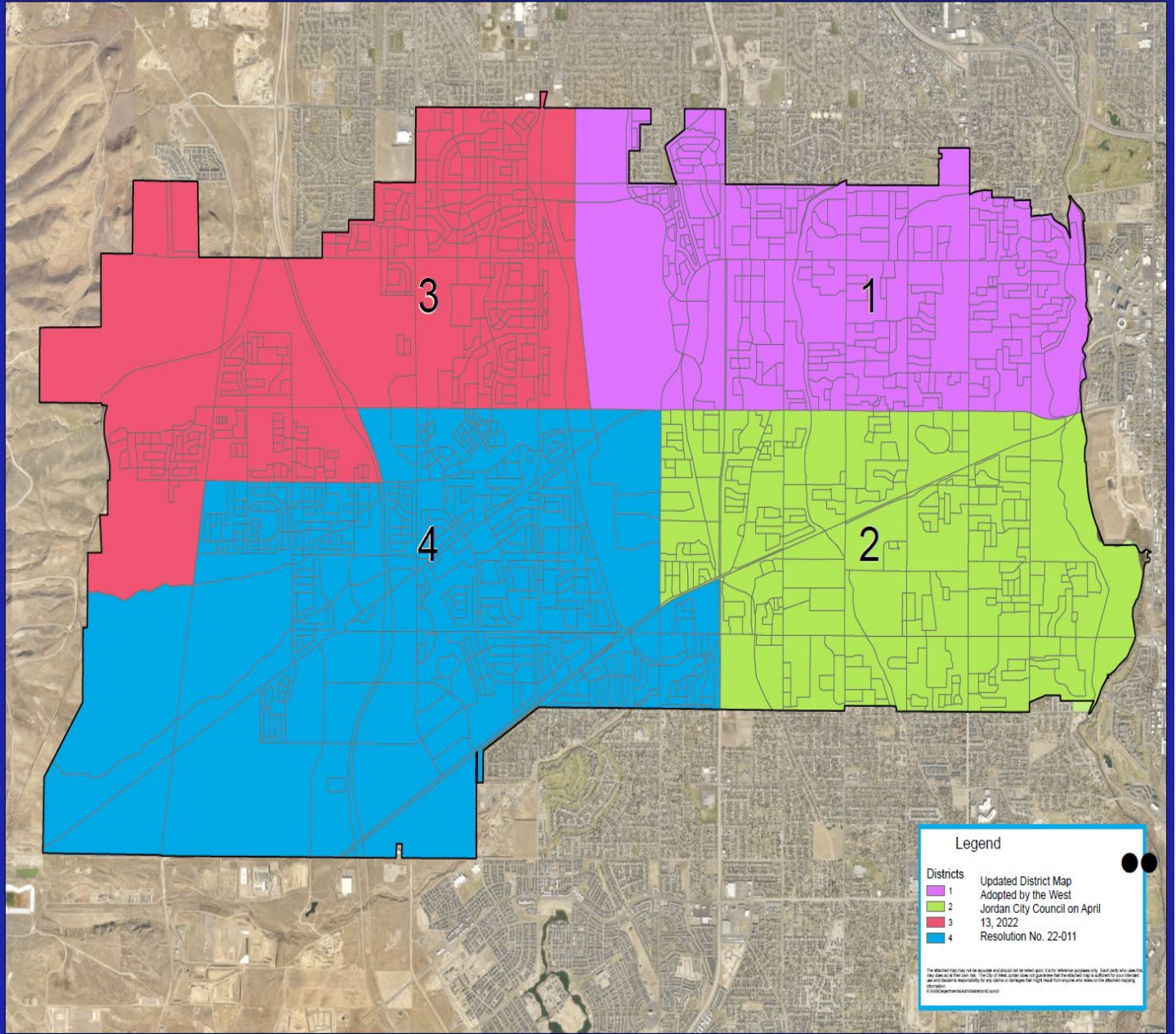
- |    |   |
|----|---|
| 1  | Q |
| 2  | P |
| 3  | N |
| 4  | U |
| 5  | Y |
| 6  | M |
| 7  | E |
| 8  | D |
| 9  | T |
| 10 | O |
| 11 | H |
| 12 | K |
| 13 | I |
| 14 | L |
| 15 | W |
| 16 | R |
| 17 | F |
| 18 | G |
| 19 | C |
| 20 | X |
| 21 | A |
| 22 | V |
| 23 | Z |
| 24 | B |
| 25 | S |
|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



# Maps & Exhibits

**City Map**  
**District Maps**

# West Jordan Council Districts

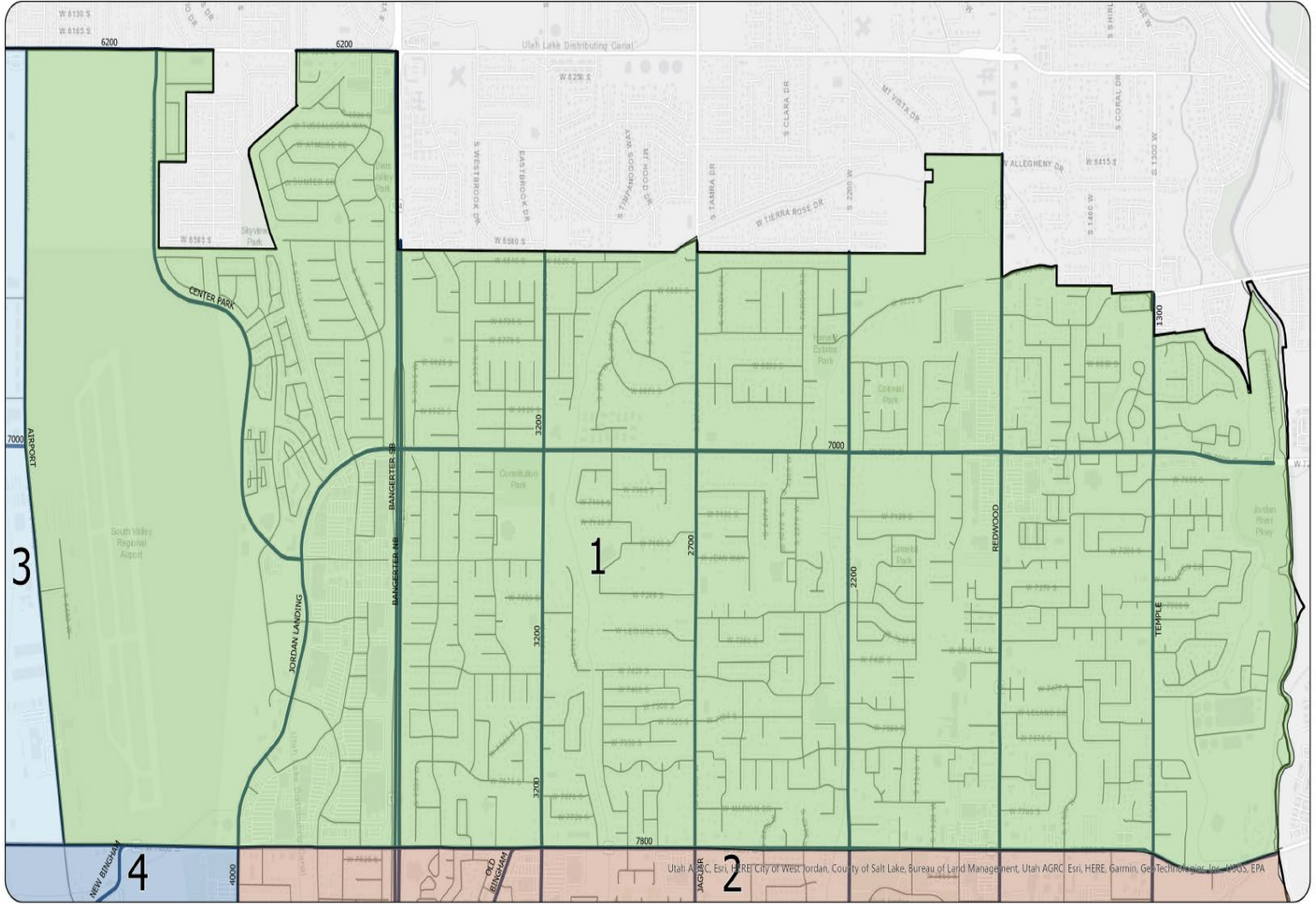


**Legend**

Districts	Updated District Map
1	Adopted by the West
2	Jordan City Council on April
3	13, 2022
4	Resolution No. 22-011

The attached map may not be accurate and should not be relied upon. It is for reference purposes only. Jordan City will assume no liability for any errors or omissions. The City of West Jordan does not guarantee that the information is accurate for any particular use and does not assume any liability for any errors or omissions. The City of West Jordan is not responsible for any damage or injury resulting from the use of this map.





**City Council Boundary**

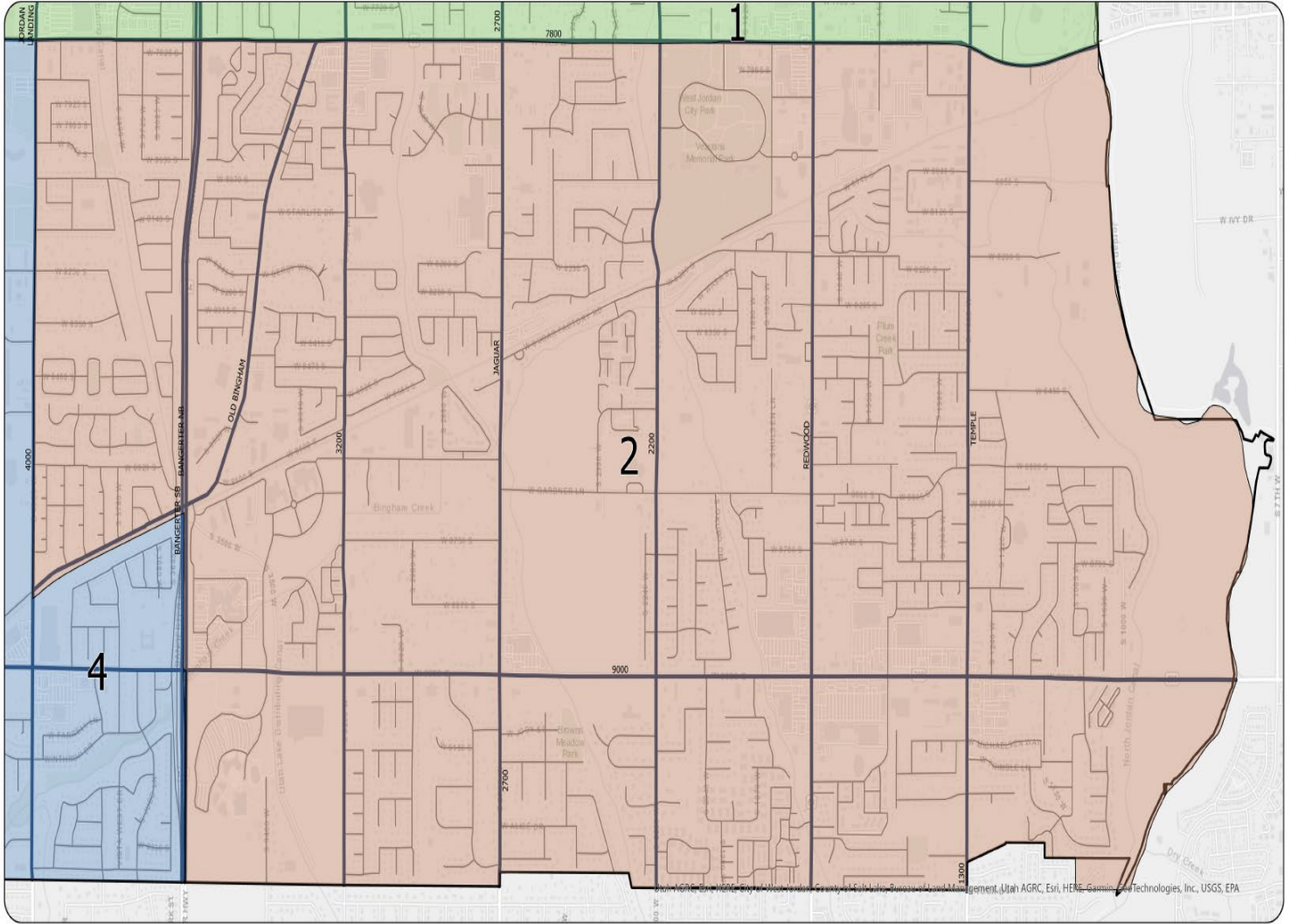
- 1 - Chris McConney
- 2 - Melissa Worthen
- 3 - Zach Jacob
- 4 - David Pack
- Municipal Boundary
- Major Roads
- Streets

# City of West Jordan

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## City Council District 1

This attached map may not be accurate and should not be relied upon; it is for reference purposes only. Each party who uses this map does so at their own risk. The City of West Jordan does not guarantee that the attached map is sufficient for your intended use and disclaims responsibility for any claims or damages that might result from anyone who relies on the attached mapping information.



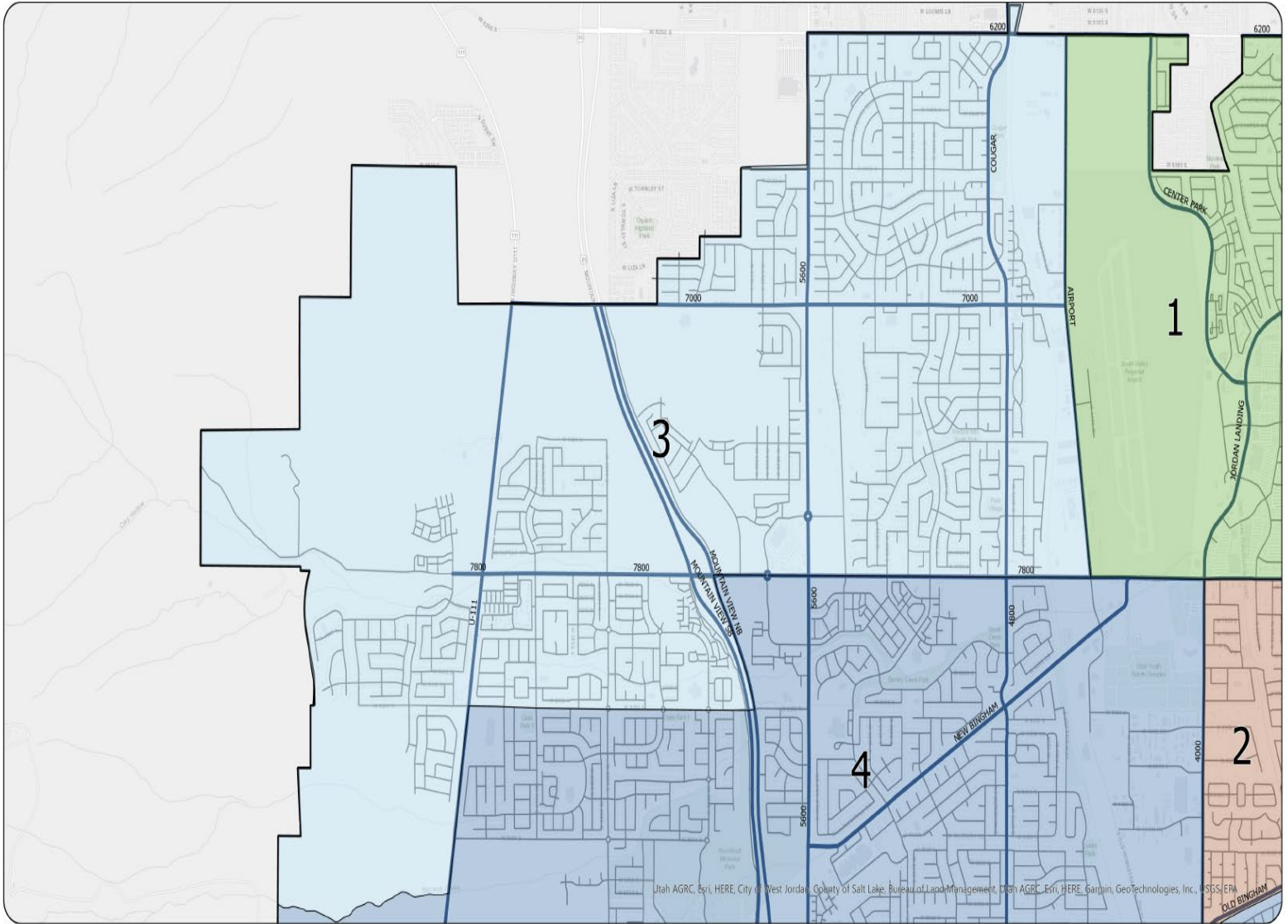
- City Council Boundary**
- 1 - Chris McConney
  - 2 - Melissa Worthen
  - 3 - Zach Jacob
  - 4 - David Pack
- Municipal Boundary**
- Major Roads
  - Streets

# City of West Jordan

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## City Council District 2

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**City Council Boundary**

- 1 - Chris McConney
- 2 - Melissa Worthen
- 3 - Zach Jacob
- 4 - David Pack
- Municipal Boundary
- Major Roads
- Streets

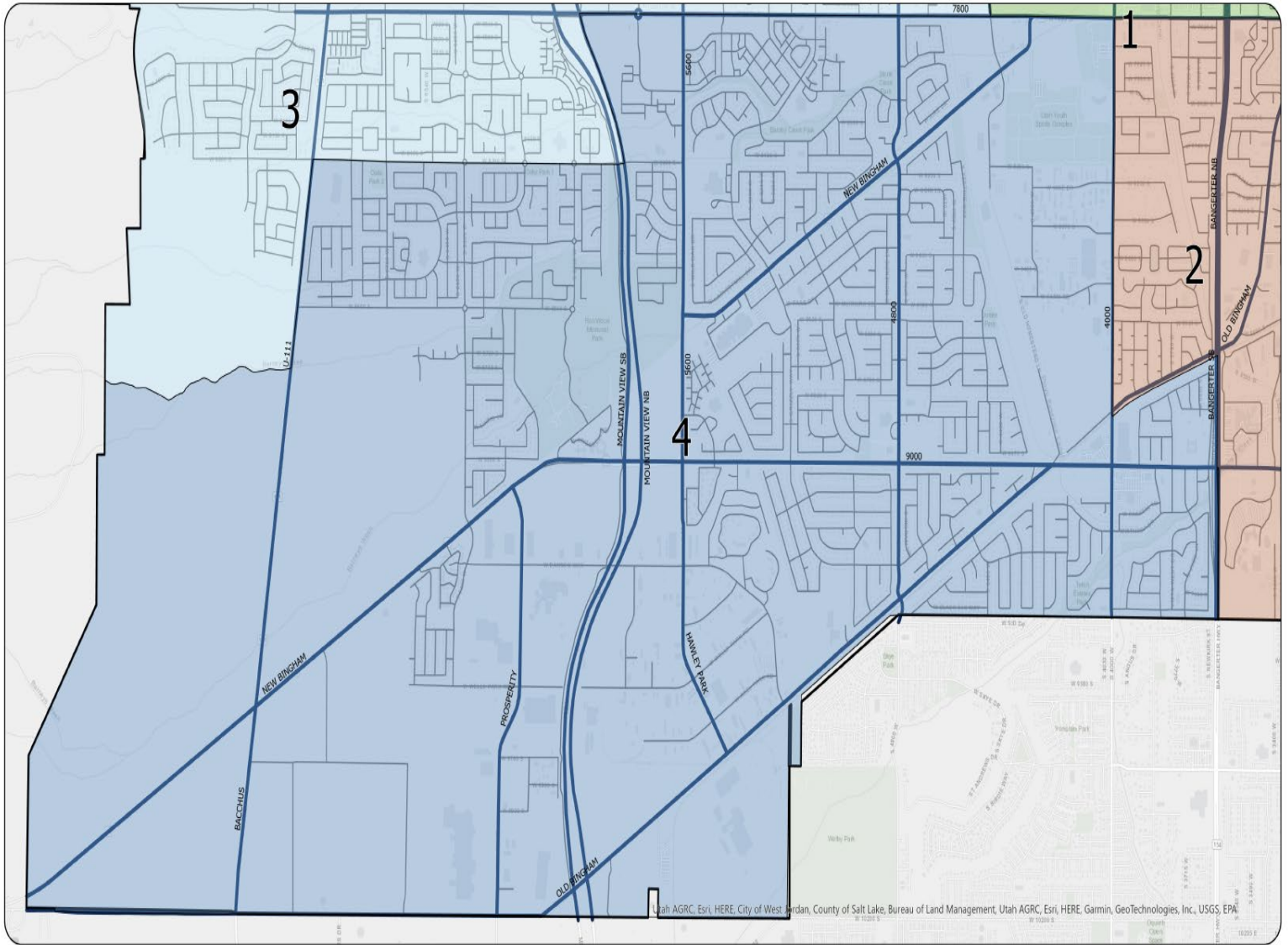
# City of West Jordan

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## City Council District 3

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**City Council Boundary**

- 1 - Chris McConney
- 2 - Melissa Worthen
- 3 - Zach Jacob
- 4 - David Pack
- Municipal Boundary
- Major Roads
- Streets

# City of West Jordan

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## City Council District 4

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Still have questions?

Please contact  
[elections@westjordan.utah.gov](mailto:elections@westjordan.utah.gov)  
for more information