



Delhi Charter Township Clerk's Office Evan Hope, CMC, Township Clerk

2074 Aurelius Road, Holt MI 48842
Phone: 517-694-2135 Fax: 517-699-3881

Email: evan.hope@delhitownship.com Web Site: www.delhitownship.com

REQUIREMENTS FOR RUNNING FOR TOWNSHIP OFFICE

Thank you for your interest in running for Township Office. As with any elected leadership position there are strict rules and deadlines to follow. Outlined below are the general filing requirements.

All seats on the Township Board of Trustees and Parks Commission are up for election in 2020. The Township Board consists of seven members: The Supervisor, Clerk, Treasurer and four (4) Trustees. If more than one (1) candidate should file with the same party affiliation for the position of Supervisor, Clerk or Treasurer, the candidate who receives the highest number of votes in the August 4, 2020 Primary with that party affiliation will advance to the November 3, 2020 ballot. If more than four (4) candidates file with the same party affiliation for the position of Trustee, the four (4) candidates who receive the highest number of votes in the August 4, 2020 Primary with that party affiliation will advance to the November 3, 2020 ballot.

The Parks Commission consists of seven members. If more than seven (7) candidates file for the position of Parks Commission with the same party affiliation, the seven (7) candidates who receive the highest number of votes in the August 4, 2020 Primary with that party affiliation will advance to the November 3, 2020 General Election.

1. ELIGIBILITY

To be eligible to run for township office you must be a township elector. Property ownership is not required. An elector is defined as someone 18 years of age, who is a U.S. citizen and has lived at least 30 days in the township for which they will serve.

2. NOMINATING PETITIONS

Nominating petitions to run for Township Office **with** party affiliation are due on **Tuesday, April 21, 2020 at 4:00 p.m. in the Delhi Charter Township Clerk's Office**. Nominating petitions to run for Township Office **without** party affiliation are due **Thursday, July 16, 2020 at 4:00 p.m. in the Delhi Charter Township Clerk's Office**. I would suggest turning in petitions a day or two ahead of the filing deadline in case any petitions or signatures are invalid and more signatures are required.

Candidates have the option of either paying a refundable filing fee of \$100 or filing a nominating petition containing a **minimum of 50 signatures** and a maximum of 100 to run on the **partisan ticket**. To run with **no party affiliation**, a **minimum of 150 signatures** and maximum of 300 are required. I would suggest obtaining more signatures than the minimum in case some signatures are not valid. The \$100 filing fee is refunded to all candidates who advance to the November ballot and the runner up.

****NOTE** – If you chose to run **WITH** party affiliation, use the petitions labeled **“NOMINATING PETITION, CITY/TOWNSHIP PARTISAN”**. If you chose to run **WITHOUT** party affiliation, use the petitions labeled **“QUALIFYING PETITION, CANDIDATE WITHOUT PARTY AFFILIATION (CITY/TOWNSHIP)”**.

You **MUST** use the correct petition. Additional petitions are available in the Township Clerk's Office.

Signers cannot sign petitions for more candidates than there are seats for that office. Therefore, for the office of Township Supervisor, Clerk or Treasurer, signers may sign only one (1) petition. For the office of Trustee, they may sign no more than four (4) petitions. For the office of Park Commission, they may sign no more than seven (7) petitions.

For a signature to be valid, the person must be a registered voter in Delhi Charter Township on the date in which they sign the petition.

The circulator of the petition can not sign and complete the bottom portion of the petition until **after** circulating the petition.

The heading of the petition must be completed **before** it is circulated.

The **Primary** is **Tuesday, August 4, 2020** and the **General Election** is **Tuesday, November 3, 2020**.

3. CAMPAIGN FINANCE REQUIREMENTS

As soon as a person becomes a “candidate” under Michigan’s Campaign Finance Act, he or she has up to ten (10) calendar days to form a candidate committee. After the committee is formed, the candidate has ten (10) additional calendar days from its formation date to register the committee.

To register the committee, a statement of organization must be filed with the County Clerk’s Office.

A candidate can obtain a finance reporting waiver if said candidate receives and expends less than \$1,000 in an election cycle. However, a candidate committee must still be formed and properly filed.

Visit the Secretary of State web site at www.michigan.gov/elections for information about campaign finance disclosure (i.e. contributions, expenditures, contribution limits and identifier requirements for campaign materials). It is your responsibility as a candidate to learn about campaign finance requirements.

4. AFFIDAVIT OF IDENTITY

The Affidavit of Identity must be completed and filed with the nominating petitions. You will receive a copy of the Affidavit of Identity as a receipt of filing.

5. DUTIES AND MAKEUP OF TOWNSHIP BOARD MEMBERS

The Township Board consists of seven members: The Supervisor, Clerk, Treasurer and four (4) Trustees. The entire board is up for election every four years at the time of the Presidential Election. The Board of Trustees meets on the 1st and 3rd Tuesday of each month at 7:00 p.m. The Committee of the Whole meetings are on the 1st and 3rd Tuesday of each month at 6:00 p.m.

Following is a brief description of the various duties of Township Board Members. Please note that these descriptions are not all inclusive, rather the major and/or statutory duties.

Supervisor:

- Moderates all board meetings
- Appoints commission members
- Works with the Township Manager in developing Township Board agendas
- Responsible for administering or delegating the assessing functions for the Township
- Serves as a voting member of the Township Board

Clerk:

- Voter Registration
- Election Administration
- Records Management
- Financial Records/Accounts Payable
- Cemetery Administration
- FOIA Coordinator
- Notary Public
- Serves as voting member of the Township Board

Treasurer:

- Receiving, receipting, depositing and investing all money
- Tax Billing
- Sewer Billing
- Serves as voting member of the Township Board

Trustees: Trustees serve as voting members of the Township Board, which includes, but is not limited to the following:

- Adopting Township policies, ordinances, etc.
- Approving the budget
- Approving all expenditures over \$20,000
- Approving the hiring of certain staff
- Serving on assigned committees

6. PARK COMMISSION

The Park Commission consists of seven (7) members who are up for election every four years at the time of the Presidential Election. The Park Commissioners oversee the activity of the Parks and Recreation Department and approve the Parks & Recreation Budget. The Township Board of Trustees makes final approval on all Township Budgets. The Park Commission meets on the 2nd Wednesday of each month at 5:30 p.m.

More information about township offices and about Delhi Township can be found on the Township Web Site at www.delhitownship.com.

I am always willing to assist all candidates to ensure that the Nominating Petitions are filled out accurately at any time in the process, or answer any questions about filing, the Township, etc. It is best to have questions answered ahead of time, or at least file in advance, in case any petitions may be invalid.

If you have further questions, please contact me at 694-2135 or email: evan.hope@delhitownship.com

Thank you,

Evan Hope, Certified Municipal Clerk

Delhi Charter Township Clerk
2007 Township Clerk of the Year
Past President, Michigan Association of Municipal Clerks
Past President, Capital Area Municipal Clerks Association

**FILING DEADLINE FOR ALL TOWNSHIP OFFICES
WITH PARTY AFFILIATION:**

TUESDAY, APRIL 21, 2020 - 4:00 P.M.

**FILING DEADLINE FOR ALL TOWNSHIP OFFICES
WITHOUT PARTY AFFILIATION:**

THURSDAY, JULY 16, 2020 - 4:00 P.M.

Required number of signatures for all Township offices

WITH PARTY AFFILIATION

**** (use NOMINATING PETITION) ****

**Minimum = 50
Maximum = 100**

NO PARTY AFFILIATION

**** (use QUALIFYING PETITION) ****

**Minimum = 150
Maximum = 300**

***All candidates must file an Affidavit of Identity with petitions**

For questions please contact: Evan Hope, Certified Municipal Clerk
Delhi Charter Township Clerk



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