

## Preparing Nomination Papers

### Affidavit of Candidacy

Each candidate must complete and file an affidavit of candidacy. The affidavit of candidacy form is available on the Secretary of State's website:

<http://sos.iowa.gov/elections/pdf/candidates/affidavit.pdf>.

The affidavit should include the following information:

- Candidate's Name

The candidate's name should be printed exactly as the candidate wishes the name to appear on the ballot. No parentheses, quotation marks, or titles (e.g. Dr., Mrs., etc.) may be included. Please provide the phonetic spelling of the candidate's name. This is helpful when producing audio ballots for visually impaired voters. Be as clear as possible. For example, Eisenhower = "EYES-in-how-er."

- Office Sought and Ward (if any)

The name of the office and the city and city ward (if any) the candidate is running for must be included.

- Vacancy Information

Is the candidate running to fill a vacancy due to an officeholder's death, resignation, removal, or temporary appointment?

The "yes" box must be checked if running as a candidate for the vacant Ward 2 position.

- Type and Date of Election

The Special Election will be held on Tuesday, February 24, 2026.

- Candidate's Home Address

Candidates must provide their house number and street name. Mailing address, phone, and email are optional but assist the county auditor, city clerk, and the public in contacting the candidate.

- Candidate's Affirmation, Signature and Notarization

The affidavit must be notarized. A notarial officer must be present when the candidate signs it, and the notarial officer will complete the verification at the bottom of the affidavit. Once an affidavit is notarized, it cannot be altered.

Affidavits missing any of the information listed below must be rejected:

- Candidate's name
- Office sought and ward (if any)
- Candidate's signature
- Signature of notary public

[§376.4]

The candidate's party affiliation should be left blank.

## **Nomination Petitions**

Candidates must collect signatures on nomination petitions and file the petitions at the same time the affidavit of candidacy is filed. The nomination petition form is available on the Secretary of State's website: <http://sos.iowa.gov/elections/pdf/candidates/nompetnonpartisan.pdf>.

## **Candidate Information**

**Before anyone signs the petition**, the required information in the candidate header of every petition page must be completed.

**Best Practice:** Complete the header on one petition page and make copies of that page so all petition page candidate headings are identical.

The information listed below must appear on each petition candidate header. Signatures cannot be counted on petition pages missing the following information:

- Candidate's Name

The candidate's name should be printed exactly as the candidate wishes the name to appear on the ballot. No parentheses, quotation marks, or titles (e.g. Dr., Mrs., etc.) may be included.

- Office Sought

- City Ward (if any)

The candidate must provide the city ward if there are any. Signatures on petition pages that do not provide the applicable city ward when required cannot be counted.

- Type and Date of Election

The Special Election will be held on Tuesday, February 24, 2026.

- Signers' and Candidate's Affirmation of Residence

The following statement must appear on each petition page:

*"We, the undersigned eligible electors of the appropriate county, city, school district, school or community college director district, or other district as established by law, hereby make the nomination outlined above. If the candidate named above accepts the nomination, we believe the candidate is or will be a resident of the appropriate county, city, school district, school or community college director district, or other district established by law as required by law."*

The following information should also appear on each petition header:

- Candidate's County and City of Residence
- Vacancy Information

Is the candidate running to fill a vacancy due to an officeholder's death, resignation, removal, or temporary appointment?

The "yes" box must be checked if running as a candidate for the vacant Ward 2 position.

[§376.4]