



City of Hastings

2024

Municipal Candidate Guide



Table of Contents

Letter to Candidates.....	Page 3
Form of Government.....	Page 3
Filing for Office.....	Page 4
Elections Calendar.....	Page 5
Campaign Signs.....	Page 5
Campaign Finance Reporting.....	Page 6
Election Results.....	Page 6
Helpful Links.....	Page 7
Appendix.....	Page 7

The MN Secretary of State issued 2024 Campaign Manual for candidates can be found on the City’s Elections webpage. Please refer to <https://www.sos.state.mn.us/election-administration-campaigns/campaigning/additions-to-campaign-manual/> for updates to the manual.

Questions? Contact:

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Kelly Murtaugh, Assistant City Administrator
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TO CANDIDATES

Congratulations on your decision to file for city office. Serving as an effective city leader requires dedication, knowledge, and a time commitment. You will be involved in several issues which can have a lasting impact on the City of Hastings' future.

This guide includes general information about the city, elections, and legal requirements pertaining to candidates for public office. To provide candidates with additional information on the City of Hastings' governance structure, Council roles and responsibilities, and to provide candidates with an opportunity to ask questions, a Candidate Informational Session will be held on Tuesday, June 21, 2024 from 6:00 p.m. – 7:00 p.m. in the Volunteer Room at City Hall, 101 4th Street East.

This guide is not a complete list of laws relating to election procedures. Candidates are referred to the Hastings City Charter, Hastings City Code: Chapter 31, and Minnesota State Statutes, Chapters 200 through 211B, which regulate all elections and campaign practices of local candidates and their committees in Minnesota elections. Minnesota Election Law is the final authority.

FORM OF GOVERNMENT

The City of Hastings City Council is an elected seven-member body. Councilmembers include the Mayor, two At-Large members and one Councilmember from each of the City's four wards. Each member of the City Council is elected to alternating four-year terms. This type of Council allows for a well-rounded representation of the entire community. The Mayor appoints Councilmembers to Council Committees which examine topics needing to be studied in detail. Councilmembers receive an annual stipend of \$7,700 and the Mayor receives an annual stipend of \$10,200.

The City of Hastings operates with the Council-Administrator form of government. This means that the City Administrator is responsible for carrying out the directions of the City Council. This allows the Council to focus on the "big picture" while the City Administrator manages the day-to-day operations of the City.

The City Council holds regular meetings on the first and third Monday of each month. The meetings are at 7:00 p.m. Special meetings may be called to conduct city business with a minimum of three days' notice. When elected, it is an expectation to attend meetings because a quorum is required to conduct city business per the Minnesota Open Meeting Law.

Council Meeting Materials

Prior to each meeting, council members receive an email notification that agenda items are available. If you would like to view the council packets, visit the city's website at [City Council Packets, Agendas and Minutes | City of Hastings, MN](#). You can opt-in to receive agendas for upcoming City Council and City Commission meetings on the City website.



FILING FOR OFFICE

Eligibility to Hold Office

Candidates for city office must:

- Be an eligible voter.
- Have no other affidavit on file as a candidate for any office at the upcoming primary or general election.
- Be at least 21 years of age on assuming the office.
- Have maintained residence in the Ward from which the candidate seeks election for 30 days before the general election.
- Not be a full-time permanent employee of the city.

Filing Fee

A five-dollar (\$5.00) fee is required at the time of filing. In lieu of a filing fee, candidates may present a petition that must meet certain statutory requirements (Minnesota Statute 204B.07-204B.11). Contact the Office of the City Clerk for further information.

Withdrawal Deadline

To remove your name from the ballot, you must file an Affidavit of Withdrawal with the Office of the City Clerk by 5:00 p.m., June 6, 2024. Thereafter, no candidate may file an Affidavit of Withdrawal. The filing fee will not be refunded upon withdrawal.

Multiple Candidate Filings

The City will hold a Primary Election (August 13th) if more than two candidates file for the same office. The names of the candidates with the two highest vote totals in the primary will then be placed on the general election ballot. When no more than two candidates file for the same city office, their names will not be placed on the primary election ballot but instead will be placed on the general election ballot.

Successful candidates will officially take office at the first meeting in January of 2025.

CAMPAIGN FINANCE REPORTS

Candidates and their committees are responsible for following Minnesota Statute 211A *Campaign Financial Reports* and 211B *Fair Campaign Practices*. All candidates and committees are required to file reports under Option A or Option B.

- Option A Candidates who do not receive contributions or make disbursements of more than \$750 in a calendar year are required to submit a **Certification of Filing Form** by November 12, 2024, seven days after the General Election.
- Option B A committee or a candidate who receives contributions or makes disbursements of more than \$750 in a calendar year shall submit periodic **Campaign Financial Report Forms**.

REPORTING DUE DATES

Initial Report - Required filing with the Office of the City Clerk within 14 days after a candidate or committee receives or makes disbursements of more than \$750. Further reports shall be submitted per the due dates listed below.

Pre-Primary Election Report - Due August 3, 2024, ten (10) days before the State Primary Election covering the period from the previous report up to five (5) days before the due date.

Pre-General Election Report - Due October 26, 2024, ten (10) days before the State General Election, covering the period from the previous report up to five (5) days before the due date.

Certification of Filing Report - Due November 12, 2024, seven (7) days after the State General Election. The form states that all required reports were submitted and must be filed whether or not \$750 was spent.

Post-General Election Report - Due December 5, 2024, thirty (30) days after the State General Election covering the period from the *Pre-General Election Report* up to five (5) days before the due date.

Final Report - May be filed at any time after all debts are settled and all assets are disposed of in excess of \$100.

Annual Report - Annual Campaign Finance Reports are due by January 31 of each year. A candidate who intentionally fails to file a report is guilty of a misdemeanor. A *Certificate of Election* will not be issued to a candidate who has not certified that all required reports have been filed.

CITY STAFF DO NOT INTERPRET OR ENFORCE CAMPAIGN FINANCE LAW. REFER TO YOUR MINNESOTA CAMPAIGN MANUAL FOR DETAILS AND INSTRUCTIONS. CONSULT YOUR ATTORNEY CONCERNING SPECIFIC SITUATIONS.

ELECTION RESULTS

Election results for all contests and questions voted upon in Dakota County are reported through the State Election Reporting System administered by the Secretary of State at www.sos.state.mn.us. A complete listing of results for all elections held in the State appears on that website as they are reported.

Vote totals from in-person voters on Election Day are counted in individual precincts throughout Dakota County. Vote totals from ballots submitted by absentee voters are counted centrally at the Dakota County Elections Office. After the polls close at 8:00 p.m., precinct election results are communicated to the Dakota County Elections Office. At that time, they are combined with results from absentee ballots and then posted to the State Election Reporting System.

Results obtained on Election night are unofficial. Election results become official when approved by the Canvassing Board following each election.

HELPFUL INFORMATION

Dakota County Elections Office

Main Line: 651.438.4305

State Elections Office

Campaign practices, reporting requirements, end of night results and more: 651.215.1440

League of Minnesota Cities

Great information for new officials. A membership organization supporting cities through advocacy, education, training, policy development and other services. <https://www.lmc.org>

Campaign Finance Board

Information on campaign finance practices and reporting. 651.539.1180 or <https://www.cfb.mn.gov>

IRS Filing Requirements

Information about local office candidates subject to tax under IRC Section 527.

APPENDIX LIST

- ❖ [City of Hastings Ward Map](#)
- ❖ [City Council Rules of Procedure/Decorum Guidelines](#)
- ❖ [Affidavit Forms:](#)
 - Affidavit of Candidacy
 - Affidavit of Withdrawal
 - Affidavit of Residency
- ❖ [Campaign Financial Reporting:](#)
 - Campaign Finance Report
 - Certificate of Filing Form
- ❖ [Campaign Signage:](#)
 - [Regulations](#)
- ❖ [Resources for Newly Elected City Officials - League of Minnesota Cities](#)
- ❖ [Minnesota Campaign Manual](#)
- ❖ [MnDOT Letter to Candidates](#)
- ❖ [Minnesota's Automatic Dialing-Announcing Device Law](#)
- ❖ [Campaign Cybersecurity](#)
- ❖ [IRS Filing Requirements](#)