

# GUIDELINES FOR PREPARATION OF CERTIFICATION FORMS

## I. CERTIFICATION OF CANDIDATES (PAGE 1)

- A. Show the district name (City, Village, Town, School District, Fire District or Special District).
- B. Show the type of election that is being certified (General, Primary, General Municipal, Special).
- C. Show the date of the election.
- D. Select the title of the office being sought. Your selection must coincide with the master file choice made by your Authorized Official in August, 2007.
- E. Circle the Ward, District or Sub-District. Check the Ward, District or Sub-District number.
- F. Select term of office.
- G. Select number to be elected.
- H. List the name of candidates in the order as they are to appear on the ballot. The exact filing date and time must be listed under each Candidate's name. Their names shall be placed on the ballot in date and time order unless specified in writing how the ballot order was determined for this election. Candidates' names must be in all CAPITAL LETTERS and exclusive of titles and/or degrees. (Dr., PhD, etc. are not permissible). An appropriate nickname based on a name (not a word or phrase that refers to any skills, attributes or characterizations) may be included within parentheses (quotation marks are not allowed), i.e. John (Jack) Jones or Patricia (Patty) Prentice. Apostrophes are not allowed. When using middle initials, please place a period after the initial, i.e. John D. Jones. List each candidate's home address and zip code for proper identification.

**Note: Do not list more than one office per page.**

## II. CERTIFICATION OF PROPOSITIONS (PAGE 2)

- A. Show the district name (City, Village, Town, School District, Fire District or Special District).
- B. Show the type of election that is being certified (General, Primary, General Municipal, Special, Special Bond, Special Charter Amendment, Annexation, etc).
- C. Show the date of the election.
- D. Select the majority required for passage of the proposition.
- E. List all propositions exactly as they are to appear on the ballot. Refer to the Ballot Wording Memo for additional guidance. The title of the proposition must be in all CAPITAL LETTERS and should consist of one alpha or numeric character (i.e. PROPOSITION B). Underlining will not be used. The text of the proposition can not have indents, apostrophes, bullets, quotes or the symbols for cents ( $\phi$ ) or asterisks (\*) and must be in mixed case, not all capital letters. The response to each proposition must be YES or NO unless state law or a charter provision specifically provides otherwise. Attach copy of such provision.
- F. If possible, submit your proposition on a CD/Diskette – refer to CD/Diskette memo.
- G. For an Annexation election, as much advance notice as possible is required, which must include the metes and bounds description and an accurate map no smaller than 8" x 10" in size.

### III. AUDIO BALLOT PRONUNCIATION (PAGE 3)

This page provides the correct pronunciation for the touch-screen audio ballot. Include the pronunciation of each Candidate's full name. Also include pronunciation for any proper name or unusual verbiage contained within a proposition. Please use the Pronunciation Guide provided for completion of this Certification page. Your certification is incomplete without it.

### IV. PUBLICATION OF ELECTION NOTICES (PAGE 4)

- A. This page must exhibit confirmation by the Authorized Official with the understanding that this office will comply with all requirements for legal publications of election notices according to Chapter 115. RSMo. (See Note on page 4 of Certification)
- B. Complete #2 if additional legal publications of election notices are required beyond the requirements of Chapter 115. RSMo., this office will comply with any specific requests for such, if requests involve additional legal publications within certified legal newspapers of St. Louis County. The only certified legal newspaper in which such publications will be made is the ***St. Louis Countian***.
- C. Consult the Attorney for your Political Subdivision if there are questions regarding additional legal publications of election notices beyond the requirements of Chapter 115. RSMo.

### V. ATTESTATION (PAGE 5)

This page must contain the signature and title of the official authorized to certify election materials and the seal of the political subdivision.

For every municipality the authorized official must be the City/Village/Town Clerk. For every special district the authorized official must be the Secretary of the Board, unless otherwise specified in writing by district.

**Note: Certification forms must be hand-delivered or forwarded by Certified Mail.**

(PLEASE SUBMIT IN DUPLICATE)

CERTIFICATION OF CANDIDATES

Board of Election Commissioners of St. Louis County

District: \_\_\_\_\_

Type of Election: \_\_\_\_\_ Date of Election: \_\_\_\_\_

It is hereby certified that the following persons have filed their statements for candidacy or other nominating documents on the date and the time indicated for the respective office listed below. Their names shall be placed on the ballot in date and time order unless specified in writing how the ballot order was determined for this election. If a lottery was used, include the lottery number for each candidate in the lottery.

- Office:     Mayor                       Marshal                       Collector                       Treasurer                       Municipal Judge  
 City Attorney               Director                       Alderperson                       Council Member               Trustee  
 Other (per ordinance): \_\_\_\_\_

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(Circle one)      Ward                      District                      Sub-District  
(Check one)       1       2       3       4       5       6       7       8       9

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Term:     Unexpired Term Ending: Month: \_\_\_\_\_ Year: \_\_\_\_\_  
                  1 year                       2 years                       3 years                       4 years                       5 years                       6 years

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Number to be Elected:     One                       Two                       Three                       Four                       Five                       Other \_\_\_\_\_

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LIST THE CANDIDATES IN THE ORDER THAT THEY ARE TO BE PLACED ON THE BALLOT. THE INFORMATION FOR EACH CANDIDATE MUST BE EXACTLY AS IT IS TO APPEAR ON THE BALLOT. (Continue on reverse if necessary.)

CANDIDATE'S NAME AND EXACT FILING DATE AND TIME

CANDIDATE'S ADDRESS/ZIP

(PLEASE SUBMIT IN DUPLICATE)

**CERTIFICATION OF PROPOSITIONS**

Board of Election Commissioners of St. Louis County

District: \_\_\_\_\_

Type of Election: \_\_\_\_\_ Date of Election: \_\_\_\_\_

Majority Required:     Simple         Two-Thirds         Four-Sevenths

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It is hereby certified that the following propositions are to be placed on the ballot for this election.

**LIST PROPOSITIONS EXACTLY AS THEY ARE TO APPEAR ON THE BALLOT.**  
**INCLUDE TITLE, QUESTION AND RESPONSE. Refer to Ballot Wording Memo for additional guidance.**

(PLEASE SUBMIT IN DUPLICATE)

**AUDIO BALLOT PRONUNCIATION**

Board of Election Commissioners of St. Louis County

District: \_\_\_\_\_

Type of Election: \_\_\_\_\_ Date of Election: \_\_\_\_\_

It is hereby certified that the following given pronunciations will be used to produce the audio ballot in this election. Please refer to the Pronunciation Guide provided.

<b>APPEARS ON BALLOT</b>	<b>PRONOUNCED AS</b>

**(PLEASE SUBMIT IN DUPLICATE)**

**PUBLICATION OF LEGAL NOTICES**

Board of Election Commissioners of St. Louis County

District: \_\_\_\_\_

Type of Election: \_\_\_\_\_ Date of Election: \_\_\_\_\_

It is hereby certified that the following legal publication of election notices are to be caused by the election authority for this election.

1. Legal publication of election notices required under Chapter 115. RSMo.  
**Note:** Designation of publication dates and certified newspapers to be made by Election Board office upon receipt of Certification of Election. Copies of affidavits of publication will be forwarded to the political subdivision after the election date.
2. Additional publications of election notices required by the political subdivision. Please specify dates for publications.

(PLEASE SUBMIT IN DUPLICATE)

**ATTESTATION**

Board of Election Commissioners of St. Louis County

District: \_\_\_\_\_

Type of Election: \_\_\_\_\_ Date of Election: \_\_\_\_\_

It is hereby certified that the forgoing is a complete and correct listing of all candidates (including pronunciation), candidate offices and/or propositions to be placed on the ballot in this election.

For every municipality the authorized official must be the City/Village/Town Clerk. For every special district the authorized official must be the Secretary of the Board, unless otherwise specified in writing.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED OFFICIAL

\_\_\_\_\_  
TITLE OF OFFICIAL

(SEAL)